

**MISSION HILLS
NEIGHBORHOOD COUNCIL
EXECUTIVE OFFICERS**
PRESIDENT: David Kritzer
VICE-PRESIDENT: Dean Anderson
SECRETARY: Mangwi Atia
TREASURER: John DiGregorio



**MISSION HILLS
NEIGHBORHOOD COUNCIL**
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Minutes of the
**MISSION HILLS NEIGHBORHOOD COUNCIL (MHNC)
SPECIAL BOARD MEETING Monday, February 26, 2018**
LAPD Mission Area Police Station, Timothy M. Falco Community Room
11121 Sepulveda Boulevard, Mission Hills, CA 91345
DRAFT MINUTES

MHNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motions/Resolutions (as stated at the Meeting, which take precedence over versions written on the Agenda, if different); quotes (words that have quotation marks (“ ”) at the beginning and ending of a word or words); and other wording from the Agenda such as the first paragraph(s) of some Items. Items are listed in and match the same order as on the Agenda.

I. WELCOMING REMARKS

a. Call to order & Flag Salute

Secretary Mangwi Atia called the Meeting to order at 7:04 p.m. The Pledge of Allegiance was said.

b. Roll Call

Roll Call was taken by the Secretary. Eight of the nine Board Members were present at the Roll Call: Dean Anderson, Jose Arevalo, Mangwi Atia (Secretary), John DiGregorio, Joseph Fuchs, David Kritzer, Savannah Pinedo and Niranjala Tillakaratne. Marisol Salazar arrived later. Jose Castillo (excused) and Andrew Charlton (excused) were absent. Ed Sentowski had resigned. The MHNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see the Bylaws at <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrppg=1000&dlt a=su46~>), so the Board could take such votes. Eleven of the 14 Board Seats were filled (by election or appointment). Three Board Seats were vacant [Organizational; and Residential (2)]; to apply, see <http://mhnconline.org/about-mhnc/board>. Also attended: 14 Stakeholders and Guests.

II. PUBLIC COMMENT ON NON-AGENDIZED ITEMS

Laura Rathbone, MHNC Homeless Liaison and Director of the Clean Streets Clean

Starts program [818-401-5522; don8819@gmail.com:
https://drive.google.com/file/d/1D-_cLeWLOIGFJzZmvs4-M3M1fkLMeE87/view], reported that she has “engaged with the business owners on Sepulveda” and gave a Neighborhood Purposes Grant application to Ms. Atia for program materials printing. She noted that “there’s encampments all along” the 405. Dave Brown, North Hills West Neighborhood Council Board Member, representing the annual Valley Disaster Preparedness Fair [ValleyDisasterPreparedness@gmail.com; www.ValleyDisasterFair.com], reminded that the next Fair will be Saturday, September 29th, 9:00 a.m. – 2:00 p.m. He distributed event fliers and requested re-Agendizing for him to present and request \$850 in funding to help distribute to Fairgoers 2,000 free kits costing around \$35 - \$38 each.

III. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS

a. LA City Council District Representative

No representative was present; there was no report at this time.

b. LAPD Senior Leads

No representative was present; there was no report at this time.

c. Other Government Departments/Agencies

Jacqueline Serrano, Field Representative for U.S. 29th District of California Congressman Tony Cardenas (ofc. 818-781-7407; cell 818-821-4684; Jacqueline.Serrano@mail.house.gov; <http://cardenas.house.gov>), offered help with “any federal department . . . Social Security, housing, veterans . . . issues.” Tax preparation help is available for low-income taxpayers. Medicare cards will be replaced during April 2018 – April 2019; instead of having the Social Security Number, the new card will have a Medicare Number. The annual Congressional Art Competition is open; “high school students are encouraged to submit” artwork to Ms. Serrano. Abigail Moreno no longer works with them.

Kathleen Quinn, Neighborhood Council Advocate, L.A. Dept. of Neighborhood Empowerment (DONE) (213-978-1551; Kathleen.Quinn@LACity.org; www.EmpowerLA.org), announced the VANC (Valley Alliance of Neighborhood Councils; VANC@EmpowerLA.org; <http://empowerla.org/vanc-2>) Mixer will be in March [8th at CBS Studios in Studio City]. An Election Outreach Workshop will be held March 19th, 6:00-8:00 p.m. in Canoga Park. Bylaws amendments, if any, are due by April 15th. Board Member trainings to complete are: Joseph Fuchs: funding; David Kritzer: funding, and the Code of Conduct; and Marisol Salazar: funding.

Board Member Marisol Salazar arrived at this time (7:25), making nine Board Members present (the MHNC quorum is seven).

d. Community Organizations

There were no other reports at this time.

IV. DISCUSSION AND POSSIBLE ACTION TO APPOINT NEW BOARD MEMBERS TO THE FOLLOWING VACANCIES – Each candidate will have 3 minutes to speak about why they believe they would make a good addition to the Mission Hills Neighborhood Council Board:

- a. Residential Homeowner Stakeholder x1 – Open to Stakeholders eighteen (18) years of age or older who own a residence located within the NC boundaries.
- b. Organizational Stakeholder/Employee Stakeholder x1 - Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries.

There were no candidates for either Seat at this time.

V. DISCUSSION AND POSSIBLE ACTION TO APPOINT THE FOLLOWING MEMBERS OF THE MISSION HILLS NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE: (Candidates will be able to speak on the public benefit they provide to the community by becoming the President (3 minutes each). The Board will vote on who they believe to be the best candidate, the candidate with the most votes wins. The Board will ratify this vote by having a majority of the Board confirm their selection.)

- a. President. Per MHNC Bylaws the President shall act as the chief executive of the Council and shall preside at all Council meetings (See Standing Rules for more information)

Mr. Kritzer and Mr. Anderson each nominated themselves. Mr. Kritzer described his government knowledge and important issues. Mr. Anderson described his extensive MHNC experience and important issues.

Seven voted **in favor** of David Kritzer: Anderson, Arevalo, Atia, Fuchs, Kritzer, Pinedo and Salazar. Two voted **in favor** of Dean Anderson: DiGregorio and Tillakaratne. The Board voted unanimously (all nine) **in favor to RATIFY** the election of David Kritzer as President. *New President David Kritzer became the Presiding Officer at this time.*

- b. Vice President. Per MHNC Bylaws the Vice President shall serve in place of the President if the President is unable to serve (See Standing Rules for more information)

Mr. Arevalo nominated Mr. DiGregorio, who declined. Mr. Arevalo nominated Mr. Fuchs, who declined. Mr. Anderson nominated himself. Seven voted **in favor to RATIFY** the election of Dean Anderson as Vice-President; one opposed; one abstained.

- c. Treasurer. Per MHNC Bylaws the Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures. (See Standing Rules for more information)

Mr. DiGregorio nominated himself. He noted that he currently is the Treasurer for the Panorama City Neighborhood Council. He stated that he "cannot attend every single Board Meeting" but will "commit to attend every other month . . . I'm already qualified for funding." The Board voted unanimously (all nine) **in favor to RATIFY** the election of John DiGregorio as Treasurer.

- d. Secretary. Per MHNC Bylaws the Secretary shall keep minutes of all Board meetings, unless a minute taker has already been assigned. (See Standing Rules for more information)

It was noted that this was not needed as Ms. Atia was continuing as Secretary.

VI. PRESENTATION BY THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT "BOARD MEMBER ORIENTATION" PART 2

No presentation was made at this time.

VII. DISCUSSION AND POSSIBLE ACTION TO HIRE A WEBMASTER TO ADMINISTER AND MAINTAIN THE MISSION HILLS NEIGHBORHOOD COUNCIL WEBSITE UP TO 5,000 USING ONE OF THE FOLLOWING VENDORS:

- a. Civic Resource Group
- b. The Mailroom
- c. Moore Business Results
- d. Port Town Websites
- e. The Web Corner
- f. Zeldesigns

Ms. Atia reported that she "contacted the different web designers." Wendy Moore, of Moore Business Results [www.MooreBusinessResults.com], distributed copies of information about the company and presented. She said she is a "content specialist . . . one of the approved vendors and licensed in the City of LA . . . February 2017 I made a presentation" [to the MHNC]. She described possible website improvements and showed home pages of many Neighborhood Councils whose websites she maintains. She said "we make your branding consistent" across the website and social media and she can take the photos. She described a possible working relationship with a designated Board Member who would refer website maintenance, update and change requests to her. The cost would be \$3,750 one time plus \$250 - \$300 per month.

Board Member David Kritzer left at this time (8:02), making eight Board Members present (the MHNC quorum is seven).

Ms. Moore would provide website analytics. There was discussion that none of the other vendors were present or had presented.

MOTION to TABLE this Item (by Mr. DiGregorio, seconded by Ms. Atia).

DISCUSSION: Mr. Anderson and Stakeholder John Samuelson urged voting now to select a vendor.

Mr. DiGregorio **WITHDREW** the Motion to Table.

MOTION (by Mr. DiGregorio, seconded by Mr. Anderson): The Mission Hills Neighborhood Council approves the selection of Moore Business Results for initial setup of its website and allocates \$3,750 fixed, and up to \$500 per month for routine maintenance, for the website for up to two months, for a total allocation of \$4,750.

FUNDING MOTION PASSED by a roll call vote of the six eligible voters present with four in favor (“Yes” or “Aye”) (Anderson, DiGregorio, Salazar and Tillakaratne); zero opposed; two abstained (MHNC abstentions are counted as “yes” votes) (Arevalo and Atia). Mr. Fuchs was ineligible to vote due to not having current Ethics Training and/or Funding Training. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

VIII. DISCUSSION AND POSSIBLE ACTION ON APPOINTING CHAIRS AND MEMBERS TO THE FOLLOWING COMMITTEES:

1. Public Safety Committee
 - a. Chair
 - b. Members
2. Zoning and Land-Use Committee
 - a. Chair
 - b. Members
3. Budget and Finance Committee
 - a. Chair
 - b. Members
4. Beautification and Cultural Affairs
 - a. Chair
 - b. Members
5. Outreach Committee
 - a. Chair
 - b. Members
6. Bylaws and Standing Rules Committee
 - a. Chair
 - b. Members

Mr. DiGregorio noted that the President, Mr. Kritzer, was not present; it was agreed to TABLE this Item.

XIII. BOARD MEMBER ANNOUNCEMENTS

[*This was the second Item #VIII on the Agenda.*] Stakeholder Dave Brown volunteered to be a Public Safety Committee Member. Mr. Anderson urged allocating all available funding before the end of the Fiscal Year [June 30th]. Ms. Salazar volunteered to update the Facebook page.

XIX. ADJOURN

MOTION (by Mr. Anderson, seconded by Mr. Arevalo): to **ADJOURN** the Meeting.

MOTION PASSED; zero opposed; zero abstained.

The Meeting was **ADJOURNED** at 8:28 p.m.

The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Minutes written by DL, possibly edited by MHNC. The MHNC Minutes page is <http://mhnconline.org/agendas-minutes>.