

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



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Minutes of the  
**MISSION HILLS NEIGHBORHOOD COUNCIL (MHNC)  
EXECUTIVE COMMITTEE MEETING Wednesday, March 1, 2018**  
at Keyes in Mission Hills Hyundai Meeting Room  
10240 Sepulveda Blvd., Mission Hills, CA 91340

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

President David Kritzer called the Meeting to order at 7:05 p.m. The Pledge of Allegiance was said.

b. Roll Call

Roll Call was taken by Mr. Kritzer. Committee Members present: David Kritzer (President), Dean Anderson (Vice-President) and Mangwi Atia (Secretary). John DiGregorio (Treasurer) was absent. The MHNC quorum (the minimum number of Committee Members needing to be present to take binding votes on Agendized Items) was two (see the Bylaws at <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrppg=1000&dlt a=su46~>), so the Committee could take such votes. All four Committee Seats were filled (by election or appointment). No Committee Seats were vacant.

**II. PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

There were no comments at this time.

### **III. DISCUSSION AND POSSIBLE ACTION ON BOARD MINUTE REVISIONS:**

**MOTION** (by Ms. Atia, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee will place on the March 5, 2018 Board Meeting Agenda approval of the Minutes of its February 5, 2018 Board of Governors Meeting.

**MOTION PASSED**; zero opposed; zero abstained.

### **IV. DISCUSSION AND POSSIBLE ACTION ON SETTING THE BOARD AGENDA FOR MARCH 5th 2018**

a. NPG for Disaster Fair (we need an amount from Dave Brown).

**MOTION** (by Ms. Atia, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action on approval of a Neighborhood Purposes Grant for the Disaster Preparedness Fair in an amount not to exceed \$850, subject to a determination by the Secretary that the application is complete.

**MOTION PASSED**; zero opposed; zero abstained.

Mr. Kritzer will forward to Ms. Atia a copy of the NPG application.

b. NPG from Clean Streets Clean Starts (tabled from previous month).

There was discussion that a Neighborhood Purposes Grant (NPG) application had been submitted in January but was lost. Ms. Atia had asked that it be resubmitted; it was, but was incomplete; she requested needed documents. Mr. Kritzer relayed that "the City doesn't have concerns with liability" about this.

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action on approval of a Neighborhood Purposes Grant from Clean Streets Clean Starts.

**MOTION PASSED**; zero opposed; zero abstained.

c. Formation of Committees and selection of Committee Chairs.

*[This Agenda Item was addressed after Item #IV. o.]*

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action to appoint Chairs and Members to the following Committees: Public Safety; Zoning and Land Use; Budget and Finance; Beautification and Cultural Affairs; Outreach; and Bylaws and Standing Rules.

**MOTION PASSED;** zero opposed; zero abstained.

- d. Selection of Website "point person" if not the Outreach Chair.  
[*This Agenda Item was addressed after Item #IV. c.*]

**MOTION** (by Mr. Anderson, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action for selection of a website point person.

**MOTION PASSED;** zero opposed; zero abstained.

- e. Motion to approve \$200/month (recurring) for General Board meeting refreshments.

**MOTION** (by Ms. Atia, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action on allocation of up to \$200/month (recurring) for General Board meeting refreshments.

**MOTION PASSED;** zero opposed; zero abstained.

- f. Motion to approve \$150/month for printing of General Board and Committee meeting agendas and information.

There was discussion of how this Item relates to below Item #4. I.

**MOTION** (by Ms. Atia, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action on approving up to \$150 per month for printing of General Board and Committee meeting agendas and information.

**MOTION PASSED;** zero opposed; zero abstained.

- g. Motion to draft CIS supporting NC Funding Equity proposal as presented by Budget Advocate John DiGregorio.

**MOTION to WITHDRAW** (by Mr. Kritzer, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action to draft a CIS (Community Impact Statement) supporting the NC Funding Equity proposal as presented by Budget Advocate John DiGregorio.

**MOTION PASSED;** zero opposed; zero abstained.

- h. Motion to approve John DiGregorio-Treasurer as temporary PCARD holder until 2nd signer or other Board members have completed required training.

**MOTION** (by Mr. Kritzer, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action to approve John DiGregorio, Treasurer as temporary P-Card holder until Second Signer or other Board Members have completed the required training.

**MOTION PASSED;** zero opposed; zero abstained.

- i. Motion to approve up to \$1500 for the purchase of MHNC branded Outreach equipment (Including but not limited to: Pop-up tent, banners, tables/chairs (for events), name tags for Board Members and Business cards).

**MOTION to WITHDRAW** (by Mr. Kritzer, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee withdraws Item number IV. i. from this Agenda.

**MOTION PASSED;** zero opposed; zero abstained.

- j. Discussion and possible action to allocate up to \$4,999 from budget category "Office" to fund Webmaster work for the MHNC website through June 30, 2018. We approved this expenditure on February 5, 2018.

**MOTION** (by Mr. Kritzer, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action regarding next steps to fund and pay Webmaster Moore Business Results.

**MOTION PASSED;** zero opposed; zero abstained.

- k. Discussion and possible action to allocate up to \$3,299 from budget category "Office" for administrative assistance to the MHNC through June 30, 2018. We approved this expenditure on February 5, 2018. I suggest we discuss David Levin for our administrative assistant. In my opinion and in the opinion of others he has the skills and knowledge that is vital to the success of MHNC.

**MOTION** (by Mr. Atia, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action regarding next steps to hire an administrative assistant, including defining scope of position, duties, etc.

**MOTION PASSED;** zero opposed; zero abstained.

- I. Discussion and possible action to allocate up to \$2,000 from budget category "Office" to fund the printing of MHNC meeting materials by Donovan Printing (15436 Devonshire St., Mission Hills, CA 91345, (818) 893-5438, donovanforprinting@gmail.com, <http://www.donovanforprinting.com>) through June 30, 2018 to be used for MHNC meetings or other events at which the MHNC participates. We approved this expenditure on February 5, 2018.

**MOTION to WITHDRAW** (by Mr. Anderson, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee withdraws Item number IV. I. from this Agenda.

**MOTION PASSED**; zero opposed; zero abstained.

- m. Discussion and possible action to allocate up to \$10,000 from budget category "Outreach" to purchase outreach materials, such as, but not limited to, signs, banners, pens, magnets, stickers, chairs and pop-up tents to be used for MHNC meetings or other events at which the MHNC participates. We approved this expenditure on February 5, 2018.

**MOTION to WITHDRAW** (by Ms. Atia, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee withdraws Item number IV. m. from this Agenda.

**MOTION PASSED**; zero opposed; zero abstained.

- n. Review of proposed amendments to Bylaws as recommended by Treasurer.

**MOTION to WITHDRAW** (by Ms. Atia, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee withdraws Item number IV. n. from this Agenda.

**MOTION PASSED**; zero opposed; zero abstained.

- o. Discussion and possible action to agendize any other items brought to the Executive Committee's attention at the meeting.

**MOTION** (by Ms. Atia, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action to instruct the Treasurer to review the Monthly Expenditure Reports for the months of August 2017 to present.

**MOTION PASSED**; zero opposed; zero abstained.

**MOTION** (by Ms. Atia, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board

Meeting Agenda discussion and possible action to appoint new Board Members to the following vacancies: a) Organizational Stakeholder/Employee Stakeholder (1); and b) Renter/Stakeholder (1).

**DISCUSSION:** Mr. Kritzer described additional Agenda language to include regarding the appointments.

**MOTION PASSED;** zero opposed; zero abstained.

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda discussion and possible action to have a presentation by the L.A. City Department of Neighborhood Empowerment of Part Two Board Orientation, with a limit of 30 minutes.

**DISCUSSION:** It was agreed to have the presentation near the end of the Meeting.

**MOTION PASSED;** zero opposed; zero abstained.

**MOTION** (by Mr. Kritzer, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda "Committee Reports."

**MOTION PASSED;** zero opposed; zero abstained.

**MOTION** (by Mr. Kritzer, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda "Liaison Reports," including for "FilmLA," "Homelessness," and "Planning."

**MOTION PASSED;** zero opposed; zero abstained.

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda "Board Member Announcements."

**MOTION PASSED;** zero opposed; zero abstained.

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee approves placing on the March 5, 2018 Board Meeting Agenda "Adjourn."

**MOTION PASSED;** zero opposed; zero abstained.

There was discussion of having a Stakeholder speak about public safety issues at the Olivo at Mission Hills shopping center.

**V. DISCUSSION AND POSSIBLE ACTION ON MEETING LOGISTICS:**

- a. Appoint board member to post in physical location.

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee appoints Board Member Dean Anderson to physically post the March 5, 2018 Board Meeting Agenda.

**MOTION PASSED;** zero opposed; zero abstained.

- b. Appoint board member to post on the website.

Mr. Kritzer said that Kathleen Quinn, Neighborhood Council Advocate, L.A. Dept. of Neighborhood Empowerment (DONE) (213-978-1551; Kathleen.Quinn@LACity.org; www.EmpowerLA.org), would post the Agenda on the website.

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee appoints Board Member David Kritzer to give the March 5, 2018 Board Meeting Agenda to someone to post on the website.

**DISCUSSION:** Ms. Atia added that she “can help with that.”

**MOTION PASSED;** zero opposed; zero abstained.

- c. Appoint board member to post via ENS/ NC Support.

**MOTION** (by Ms. Atia, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee appoints Board Member David Kritzer to post via ENS/NC Support the March 5, 2018 Board Meeting Agenda.

**MOTION PASSED;** zero opposed; zero abstained.

- d. Appoint board member to print copies of the agenda.

**MOTION** (by Ms. Atia, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee appoints Board Member Mangwi Atia to print copies of the March 5, 2018 Board Meeting Agenda.

**MOTION PASSED;** zero opposed; zero abstained.

e. Appoint board member to bring speaker cards.

**MOTION** (by Ms. Atia, seconded by Mr. Anderson): The Mission Hills Neighborhood Council Executive Committee appoints Board Member Mangwi Atia to bring speaker cards to the March 5, 2018 Board Meeting.

**MOTION PASSED**; zero opposed; zero abstained.

f. Appoint board member to book the room.

**MOTION** (by Mr. Kritzer, seconded by Ms. Atia): The Mission Hills Neighborhood Council Executive Committee appoints Board Member Dean Anderson to book this room for next month's Executive Committee Meeting.

**MOTION PASSED**; zero opposed; zero abstained.

g. Appoint board member to bring refreshments.

**MOTION** (by Ms. Atia, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council Executive Committee TABLES Item #IV. g.

**MOTION PASSED**; zero opposed; zero abstained.

## **VI. ADJOURN**

**MOTION to ADJOURN** (by Mr. Kritzer, seconded by Mr. Anderson).

**MOTION to ADJOURN PASSED**; zero opposed, zero abstained.

The Meeting was **ADJOURNED** at 8:03 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>.*