

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



**MISSION HILLS
NEIGHBORHOOD COUNCIL**
PO Box 7604
Mission Hills, CA 91346
Telephone: 818-902-2361
E-mail: Board@MHNCOnline.org
Website: www.MHNCOnline.org



Minutes of the
**MISSION HILLS NEIGHBORHOOD COUNCIL (MHNC)
GENERAL BOARD MEETING, Tuesday, July 10, 2018**
at LAPD Mission Area Police Station, Timothy M. Falco Community Room
11121 Sepulveda Blvd., Mission Hills, CA 91345

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 Kritzer introduced himself and called the Meeting to order at 7:08 p.m. The Pledge of Allegiance was said.

b. Roll Call

Roll Call was taken by the Minutes Writer. Eight of the 11 Board Members were present at the Roll Call: Dean Anderson (Vice-President), Jose Arevalo, Mangwi Atia (Secretary), Andrew Charlton, Joseph Fuchs, David Kritzer (President), Savannah Pinedo and Niranjala Tillakaratne. John DiGregorio (Treasurer) (excused), Jose Castillo (unexcused) and Marisol Salazar (Rodriguez) (unexcused) were absent. 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&dlta=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 [Residential (2) and Organizational]; to apply, see <http://mhnconline.org/about-mhnc/board>. Also attended: 11 Stakeholders and Guests.

II. PUBLIC COMMENT ON NON-AGENDIZED ITEMS

Glenn Bailey encouraged the MHNC to join the Neighborhood Councils Sustainability Alliance. All are invited to the three or four forums held per year; the MHNC would need to designate at least one Board Member or Stakeholder as its representative. The September 22nd Congress of Neighborhoods at City Hall is free and includes 30-40 workshops and opportunities to meet City officials; around 800-900 other Board Members from around the City will be there and all are invited.

VANC (the Valley Alliance of Neighborhood Councils; VANC@EmpowerLA.org; <http://empowerla.org/vanc-2>) meets second Thursday nights at 6:30 p.m. at Sherman Oaks Hospital; it “includes all 34 Neighborhood Councils in the Valley.”

[*This Agenda Item was continued after Item #III.*] Beautification and Cultural Affairs Committee Member Lokubanda Tillakaratne described the Adopt-a-Median program; it would cost “about \$5,000” to implement at Vostock and Sepulveda by Von’s Market. Dave Brown, representing the Southern California Preparedness Foundation (SCPF), thanked the MHNC for supporting the CERT 1 Spanish-language class that started this night. He said “there’s a wait list” and will be another class. The MHNC and the North Hills West, North Hills East and Panorama City Neighborhood Councils helped fund it.

III. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS:

a. LA City Council District Representative / Councilwoman Monica Rodriguez.

L.A. City District Seven Councilmember Monica Rodriguez (818-485-0600; Monica.Rodriguez@LACity.org; <http://CD7.LACity.org>), said “it’s really terrific to see the level of . . . activity” at this meeting. Regarding Fire Station 75, “we secured a \$15 million grant” for equipment and staff. She described work on homelessness, including about vehicles being lived in. Funding of \$60,000 was allocated for “additional outreach” and “over 56 individuals . . . are no longer residing on the street.” Her Field Deputy Juan Solorio (ofc. 818-756-8409; Juan.Solorio@LACity.org), coordinates homeless services. A \$1.3 billion light rail system is planned for Van Nuys Blvd. Councilwoman Rodriguez wants to coordinate services with the MHNC Beautification Committee and encouraged contacting Deputy Gabriela Medina (Gabriela.Medina@LACity.org) if there is a problem. [*This Agenda Item was continued after Ms. Quinn’s below DONE report.*] Mr. Solorio distributed copies of and announced that the Councilwoman’s “one-year report” is available. Also, the recent Grub Fest “had about 10 trucks”; if the event is well-attended, it will continue every Monday from 5:00-9:00 p.m. at Brand Park.

b. LAPD Senior Leads

Philip Ruiz, an LAPD Mission Division Senior Lead Officer (mobile/text 818-634-0519; ofc. 818-838-9843; 31524@LAPD.LACity.org; http://www.LAPDonline.org/Mission_Community_Police_Station), was not present and there was no report.

c. Other Government Departments/Agencies

[*This Agenda Item was continued after Item #II.*] Jaqueline Serrano, Northeast Valley Representative for Mayor Eric Garcetti (cell 213-910-9104; ofc. 818-778-4990; Jaqueline.Serrano@LACity.org; <http://LAMayor.org>), reported that the Hire LA Youth Job Program (www.HireLAYouth.com) is accepting applications until July 31st from 14-24-year-olds; applicants are paired with employers.

Anthony Garcia, District Representative for State 18th District Senator Bob Hertzberg (818-901-5588; Anthony.Garcia@sen.ca.gov; <http://senate.ca.gov/hertzberg>), reported that the Senator co-authored the “Consumer Privacy Protection Act of 2018 . . . it’s the strongest in the country.” Also, there will be a “San Fernando Valley Homeless Connect Day . . . every month throughout the San Fernando Valley.”

Kathleen Quinn, Neighborhood Council Advocate, L.A. Dept. of Neighborhood Empowerment (DONE) (818-374-9893; Kathleen.Quinn@LACity.org; www.EmpowerLA.org), reported that there would be a July 16th election outreach meeting. Also, the MHNC needs to Agendize for its August Board Meeting completing the Election Stipulation Worksheet.

d. Community Organizations

There were no other reports or announcements at this time.

IV. DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES:

a. Special Board Meeting May 22, 2018

b. General Board Meeting June 4, 2018

Mr. Kritzer requested and it was agreed to TABLE this Item. Ms. Quinn reminded that people need time, such as a day or two, to reply to requests and that “we want to make sure we’re respectful of other people’s time.”

V. DISCUSSION AND POSSIBLE ACTION TO APPROVE MONTHLY EXPENDITURE REPORTS (MER).

a. May 2018

b. June 2018

Mr. Kritzer requested and it was agreed to TABLE this Item.

VI. DISCUSSION AND POSSIBLE ACTION TO APPOINT NEW BOARD MEMBERS TO THE FOLLOWING VACANCIES:

a. 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, nonprofit 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.

b. Residential/Renter Stakeholder Board Member x1 – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries

c. Residential Stakeholder Board Member x1 – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries

Mr. Kritzer requested and it was agreed to TABLE this Item.

VII. DISCUSSION AND POSSIBLE ACTION TO reapprove Neighborhood Purposes Grant in the amount of \$1,450.00 to Southern California Preparedness Foundation (SCPF) to support a CERT 1 Spanish-language class in the Valley, beginning June 10th and lasting seven weeks, ending July 22nd.

Mr. Kritzer noted that the class ends August 22nd, not “July 22nd.”

FUNDING MOTION (by Mr. Kritzer, seconded by Mr. Charlton): The Mission Hills Neighborhood Council reapproves Neighborhood Purposes Grant in the amount of \$1,450.00 to Southern California Preparedness Foundation (SCPF) to support a CERT 1 Spanish-language class in the Valley, beginning June 10th and lasting seven weeks, ending August 22nd, with the caveat that a Neighborhood Purposes Grant, when submitted, will have an itemized budget to the satisfaction of the City Clerk.

DISCUSSION: Ms. Atia wanted “to make sure we have a complete” application, including an itemized budget, for the City Clerk; she “didn’t want us to get in trouble.” Mr. Brown noted that three NCs have submitted requests for funding this and checks already have been cut by the City Clerk without an itemized budget. Ms. Quinn clarified that the City Clerk, not DONE, oversees NC funding. Mr. Bailey confirmed that “they [the City Clerk] have a detailed list of the contents” of the item for which funding would be spent.

FUNDING MOTION PASSED unanimously by a roll call vote of the six eligible voters present with four in favor (“Yes” or “Aye”) (Charlton, Fuchs, Kritzer and Tillakaratne); one opposed (“No” or “Nay”) (Atia); one abstained (MHNC abstentions are counted as “yes” votes) (Anderson). Mr. Arevalo 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 to approve proposed Standing Rule Amendments re: MHNC Policy Guidelines for submission of Neighborhood Purpose Grants.

Copies were distributed of “Neighborhood Purposes Grant Submission Instructions.” Ms. Atia explained the need to avoid time problems. Mr. Charlton believed it is needed to ensure that NPG applications are complete before the Board considers them. It was agreed to replace the draft Guidelines phrase “may be delayed” with the phrase “will be rejected,” and to add at the end the following: “Priority will be given to Mission Hills-based organizations and those organizations primarily serving Mission Hills Stakeholders.”

MOTION (by Mr. Charlton, seconded by Mr. Anderson): The Mission Hills Neighborhood Council approves proposed Standing Rule Amendments re: MHNC Policy Guidelines for submission of Neighborhood Purposes Grants.

AMENDMENT to the MOTION (by Mr. Charlton, seconded by Mr. Anderson): The Mission Hills Neighborhood Council strikes from the Motion the sentence saying “April 19, 2019 for consideration at the June 3 meeting.”

AMENDMENT to the MOTION PASSED unanimously by a hand vote of the eight eligible voters present with all eight in favor; zero opposed; zero abstained.

AMENDED MOTION PASSED unanimously by a hand vote of the eight eligible voters present with all eight in favor; zero opposed; zero abstained.

IX. DISCUSSION AND POSSIBLE ACTION to approve proposed Standing Rule Amendments re: Clarification of Administrative Assistant Duties and Reporting Obligations.

Ms. Atia wanted to ensure that an “email train” exists. Mr. Kritzer noted that the Administrative Assistant “keeps a table” of work performed. The Assistant noted that a list of work performed and such email trains always have been available. No Motion was made or vote taken.

X. DISCUSSION AND POSSIBLE ACTION to [see the below Motion].

Copies were distributed of an “MHNC Storage Inventory Completed by Dean Anderson; Inventory took place on 07-03-18” and of the “California Self Storage Rental Agreement.” Ms. Quinn reminded that all MHNC equipment should be in the

MHNC's storage space and that inventory guidelines are available. Mr. Kritzer explained that there will be an annual inventory.

FUNDING MOTION (by Mr. Charlton, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council approves and certifies the MHNC Inventory list as correct and complete, containing all items in the possession of MHNC as reported to the Department of Neighborhood Empowerment end of Fiscal Year 2017-2018.

FUNDING MOTION PASSED unanimously; zero opposed; zero abstained.

XI. DISCUSSION AND POSSIBLE ACTION to approve and certify the MHNC Administrative Packet for fiscal year 2018-2019.

Copies were distributed of and Ms. Atia reviewed the "Neighborhood Council Funding Program Fiscal Year Administrative Packet."

FUNDING MOTION (by Mr. Anderson, seconded by Ms. Tillakaratne): The Mission Hills Neighborhood Council approves and certifies the MHNC Administrative Packet for fiscal year 2018-2019 with the addition of adding Marisol Rodriguez as the Alternate Signer.

FUNDING MOTION PASSED unanimously by a roll call vote of the six eligible voters present with all six in favor ("Yes" or "Aye") (Anderson, Atia, Charlton, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Mr. Arevalo 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.

XII. DISCUSSION AND POSSIBLE ACTION to approve Draft Budget Outline for Fiscal year 2018-2019 consisting of equal division of \$42,000 in NC funds between Office, Outreach and NPG categories (\$14,000 each) and allocation of up to \$300 per month from Office category for administrative expenses, \$300 per month from Office category for website maintenance and expenses, \$200 per month from Office category for storage costs, and \$200 per month from Outreach category for meeting refreshments.

Mr. Kritzer requested and it was agreed to TABLE this Item.

XIII. DISCUSSION AND POSSIBLE ACTION to approve reimbursement to David Kritzer in the amount of \$39.72 for refreshments purchased for the June 4, 2018 General Board Meeting.

Ms. Quinn reminded of the need to approve funding before expenditures so that there are no reimbursements.

FUNDING MOTION (by Mr. Charlton, seconded by Mr. Anderson): The Mission Hills Neighborhood Council approves reimbursement to David Kritzer in the amount of \$39.72 for refreshments purchased for the June 4, 2018 General Board Meeting.

FUNDING MOTION PASSED unanimously by a roll call vote of the six eligible voters present with five in favor ("Yes" or "Aye") (Anderson, Atia, Charlton, Fuchs and Tillakaratne); zero opposed; one abstained (MHNC abstentions are counted as "yes" votes) (Kritzer). Mr. Arevalo 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.

XIV. DISCUSSION AND POSSIBLE ACTION re: update on design of new MHNC logo. Mr. Kritzer requested and it was agreed to TABLE this Item.

XV. DISCUSSION AND POSSIBLE ACTION to file a Community Impact Statement in support Council File 18-0270 to reform and improve the Neighborhood Council system.

Ms. Quinn explained this. Mr. Bailey pointed out that the Motion is CF (Council File) 18-0467, not "18-0270." Mr. Kritzer requested and it was agreed to TABLE this Item; he will email CF 18-0467 to the Board.

XVI. DISCUSSION AND POSSIBLE ACTION to file a Community Impact Statement in support Council File 12-0398-52 re: gate issue along Interstate 5 between Brand and San Fernando Mission Blvds. as requested by local homeowners.

Mr. Kritzer requested and it was agreed to TABLE this Item.

XVII. DISCUSSION AND POSSIBLE ACTION RE: update on preparation of Community Impact Statement re: Marijuana Dispensaries within MHNC boundaries. Mr. Kritzer requested and it was agreed to TABLE this Item. Mr. Anderson will work with the Administrative Assistant on this.

XVIII. DISCUSSION AND POSSIBLE ACTION to appoint two additional Executive Board alternates.

Mr. Kritzer explained the need. Ms. Tillakaratne and Mr. Fuchs volunteered.

MOTION (by Mr. Kritzer, seconded by Mr. Charlton): The Mission Hills Neighborhood Council appoints Niranjala Tillakaratne and Joe Fuchs as additional alternates for the Executive Board.

MOTION PASSED unanimously by a hand vote; zero opposed; zero abstained.

XIX. DISCUSSION AND POSSIBLE ACTION to appoint and/or search for a new MHNC Treasurer.

Mr. Kritzer explained that Mr. DiGregorio will stay as Treasurer as long as is needed, but needs to resign.

XX. DISCUSSION AND POSSIBLE ACTION to appoint a new MHNC Purchase Card Holder.

Mr. Kritzer explained the need; see above Item #XIX. Mr. Anderson volunteered.

FUNDING MOTION (by Mr. Charlton, seconded by Mr. Anderson): The Mission Hills Neighborhood Council appoints Dean Anderson as the MHNC Purchase Card Holder as of August 6, 2018.

FUNDING MOTION PASSED by a hand vote of the six eligible voters present with three in favor ("Yes" or "Aye") (Anderson, Fuchs and Tillakaratne); one opposed ("No" or "Nay") (Charlton); two abstained (MHNC abstentions are counted as "yes" votes) (Atia and Kritzer). Mr. Arevalo 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.

XXI. DISCUSSION AND POSSIBLE ACTION re: MHNC Communications, Responsibilities and Obligations.

Mr. Kritzer explained and urged Board Members to reply in a timely manner to communications and attend meetings as needed. He reminded that, if it is better, email senders can simply “reply to sender” when there is no need to “reply all.”

XXII. COMMITTEE REPORTS

a. Public Safety Committee

Mr. Castillo was not present and there was no report.

b. Zoning and Land-Use Committee

Mr. Fuchs indicated that there was no report.

c. Budget and Finance Committee

Mr. Kritzer indicated for Mr. DiGregorio that there was no report.

d. Beautification and Cultural Affairs

Ms. Tillakaratne reported that t-shirts were being printed for cleanups and for Board Members’ use. Mr. Kritzer will follow up on whether the banner company received the MHNC’s payment.

e. Outreach Committee

Mr. Kritzer indicated that there was no report.

f. Bylaws and Standing Rules Committee

Ms. Atia indicated that there was no report.

XXIII. LIAISON REPORTS

a. FilmLA Liaison

Ms. Martin was not present and there was no report.

b. Homelessness Liaison

Ms. Rathbone was not present and there was no report.

c. Planning Liaison

Mr. Kritzer indicated that there was no report.

XXIV. BOARD MEMBER ANNOUNCEMENTS

Ms. Atia will attend the election outreach forum.

XXV. ADJOURN

MOTION to ADJOURN (by Mr. Charlton, seconded by Mr. Fuchs).

MOTION to ADJOURN PASSED unanimously; zero opposed; zero abstained.

The Meeting was **ADJOURNED** at 9:28 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>.