

**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, Tuesday, May 22, 2018**
at Bermuda Mobile Home Park, 15445 Bermuda St., 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 called the Meeting to order at 7:10 p.m. and led the Pledge of Allegiance.

b. Roll Call

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

II. PUBLIC COMMENT ON NON-AGENDIZED ITEMS

There were no public comments at this time.

III. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS

a. LA City Council District Representative

Juan Solorio, Field Deputy for L.A. City District Seven Councilmember Monica Rodriguez (ofc. 818-756-8409; Juan.Solorio@LACity.org; <http://CD7.LACity.org>), updated and referred to below Item #XI.

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

Kathleen Quinn, Neighborhood Council Advocate, L.A. Dept. of Neighborhood Empowerment (DONE) (818-374-9893; Kathleen.Quinn@LACity.org; www.EmpowerLA.org), reported.

d. Community Organizations

No report was made.

IV. DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES

a. General Board Meeting April 2, 2018

MOTION made and seconded: The Mission Hills Neighborhood Council approves the Minutes of its April 2, 2018 General Board Meeting as written.

MOTION PASSED with zero opposed; one abstained (DiGregorio) (MHNC abstentions are counted as “yes” votes).

b. General Board Meeting, May 7, 2018

It was agreed to Table this Item.

V. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MONTHLY EXPENDITURE REPORT FOR THE MONTHS OF:

a. September 2017

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its September 2017 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

b. October 2017

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its October 2017 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero

abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

c. November 2017

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its November 2017 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

d. December 2017

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its December 2017 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

e. January 2018

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its January 2018 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

f. February 2018

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its February 2018 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

g. March 2018

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its March 2018 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

h. April 2018

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its April 2018 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

i. May 2018

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Fuchs): The Mission Hills Neighborhood Council approves its May 2018 Monthly Expenditure Report as presented.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

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, 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.
- b. Residential/Renter Stakeholder Board Member x2 – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries.

This Item was Tabled.

VII. DISCUSSION AND POSSIBLE ACTION on defining administrative assistant duties and reporting obligations.

It was agreed that the Executive Committee would be advised of requests for administrative services outside of regular Board Meetings. No Motion was made or vote taken.

VIII. DISCUSSION AND POSSIBLE ACTION on defining Neighborhood Purposes Grant submission process.

There was discussion of having submissions to the Board be made at least 60 days before events and no more than 30 days before the Board Meeting, and with all documentation ready. Ms. Atia, Mr. Charlton and Mr. DiGregorio volunteered to be on an ad hoc Committee.

IX. DISCUSSION AND POSSIBLE ACTION to approve up to \$5,000.00 for a Neighborhood Purpose Grant to the Mission Community Police Council for the replacement of the carpet in the community room of the Mission Hills Police Station. This Item was Tabled.

X. DISCUSSION AND POSSIBLE ACTION to approve up to \$2,000.00 for a Neighborhood Purpose Grant to the San Fernando Valley Chinese Cultural Association for May Asian American Heritage Month. This Item was Tabled.

XI. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$6,950.00 as a contribution for installation of gates to block off a walkway along Interstate 5 between Brand and San Fernando Mission Blvds. as requested by local homeowners.

The Board agreed for Ms. Atia and Mr. Fuchs to draft a Community Impact Statement about this for Board consideration. No Motion was made or vote taken.

XII. DISCUSSION AND POSSIBLE ACTION to fund outreach materials as listed below for up to \$10,950.00 for the purpose of spreading awareness of the Neighborhood Council to stakeholders at public events and at meetings:

- i. 3 branded table covers up to 600.00
- ii. 3 promotional retractable signs up to 600.00
- iii. Business Cards for all Board Members up to 300.00
- iv. Name Tags for all Board Members up to 200.00
- v. Polo Shirts for all Board Members up to 300.00
- vi. Posters announcing meeting time and location up to 200.00
- vii. A Frame sign for outside of the meeting with changeable letters up to 150.00
- viii. 2 canopies for events up to 1,000.00
- ix. Door-hangers up to 500.00
- x. Mailer/post-cards providing the date and location of the NC meetings up to 500.00
- xi. Printing of flyers, agendas, minutes, invoices and other materials at Donovan printing up to 2,000.00
- xii. Prize Wheel up to \$100.00
- xiii. NC Branded pens, flash-drives, water bottles, note pads, shopping bags, coffee mugs, phone cases up to 4,500.00

There was discussion of outreach ideas. Items will be researched by various Board Members and payment requests sent to the Treasurer.

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Charlton): The Mission

Hills Neighborhood Council approves the following expenses:

- i. Three branded table covers up to \$600;
- ii. Three promotional retractable signs up to \$600;
- iii. Business Cards for all Board Members up to \$300;
- iv. Name Tags for all Board Members up to \$200;
- v. Polo Shirts for all Board Members up to \$300;
- vi. Posters announcing meeting time and location up to \$200;
- vii. A frame sign for outside of the meeting with changeable letters up to \$150;
- viii. Two canopies for events up to \$1,000;
- ix. Door-hangers up to \$500;
- x. Mailer/post-cards providing the date and location of the NC meetings up to \$500;
- xi. Printing of flyers, agendas, minutes, invoices and other materials at Donovan Printing up to \$2,000;
- xii. Prize Wheel up to \$100; and
- xiii. NC branded pens, flash drives, water bottles, note pads, shopping bags, coffee mugs, phone cases up to \$4,500.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

XIII. DISCUSSION AND POSSIBLE ACTION to fund operational expenses as listed below for up to \$5,820.00 for the purpose of running meeting smoothly and efficiently:

- i. Projector up to 500.00
- ii. Large timer for time-keeping at meetings up to 100.00
- iii. Laptop to contain NC records, display agenda and documents at meetings, take notes up to 700.00 (To be City inventory and to be owned by the Neighborhood Council and no individual Board Member)
- iv. Voice recorder for recording meetings when minute-taker is not available up to 100.00
- v. Printing of flyers, agendas, minutes, invoices and other materials for NC meetings up to 2,000.00
- vi. Setting up and continued expense for Mail Chimp Account up to 200.00
- vii. Setting up and continued expense for G-Suite Email up to 200.00
- viii. Translation equipment up to 2,000.00
- ix. Gavel up to 20.00

FUNDING MOTION (by Mr. DiGregorio, seconded by Mr. Charlton): The Mission Hills Neighborhood Council approves the following expenses:

- i. Projector up to \$500;
- ii. Large timer for timekeeping at meetings up to \$100;
- iii. Laptop to contain NC records, display agenda and documents at meetings, take notes up to \$700 (to be City inventory and to be owned by the Neighborhood Council and no individual Board Member);
- iv. Voice recorder for recording meetings when Minute Taker is not available up to \$100;
- v. Printing of flyers, Agendas, Minutes, invoices and other materials for NC meetings up to \$2,000;

- vi. Setting up and continued expense for Mail Chimp Account up to \$200;
- vii. Setting up and continued expense for G-Suite Email up to \$200;
- viii. Translation equipment up to \$2,000; and
- ix. Gavel up to \$20.

DISCUSSION: There was discussion of the need for these items. Ms. Atia and Mr. Kritzer volunteered to research and request that Mr. DiGregorio purchase them.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

XIV. DISCUSSION AND POSSIBLE ACTION to fund beautification tools and supplies as listed below for up to \$1,000.00 to facilitate community beautification events:

- i. Traffic Cones up to \$200
- ii. Safety Vests up to \$200
- iii. Weed Trimmers up to \$400
- iv. Hand Tools and Gloves up to \$200

FUNDING MOTION (by Ms. Tillakaratne, seconded by Mr. Charlton): The Mission Hills Neighborhood Council will fund beautification tools and supplies as listed below for up to \$1,000 to facilitate community beautification events:

- i. Traffic Cones up to \$200;
- ii. Safety Vests up to \$200; and
- iii. Hand Tools and Gloves up to \$200.

DISCUSSION: There was discussion about whether the City could provide the items instead of the MHNC buying them. Ms. Tillakaratne volunteered to price items and request that Mr. DiGregorio purchase them.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

XV. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$5,000.00 to American Fleet and Rental Graphics for the purchase of up to 30 banners to be installed along Sepulveda Blvd.

It was noted that the company’s name is American Fleet and Retail (not “Rental”) Graphics.

FUNDING MOTION (by Ms. Tillakaratne, seconded by Mr. Kritzer): The Mission Hills Neighborhood Council approves payment of up to \$5,000 to American Fleet and Retail Graphics for the purchase of up to 30 banners to be installed along Sepulveda Blvd.

DISCUSSION: Beautification and Cultural Affairs Committee Member Lokubanda Tillakaratne and Ms. Tillakaratne described the Committee’s work so far on this.

Ms. Quinn and Mr. DiGregorio explained funding guidelines, that the MHNC could not pay for everything in advance, and the need for work to be completed by the June 30th end of the Fiscal Year.

FUNDING MOTION PASSED unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Arevalo, Atia, Castillo, Charlton, DiGregorio, Fuchs, Kritzer and Tillakaratne); zero opposed; zero abstained. Ms. Pinedo was ineligible to vote due to not yet being of age (18) to vote on financial matters.

XVI. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$200.00 to pay for pizza and paper goods for National Night Out scheduled for August 7, 2018. It was agreed to TABLE this item until the next Fiscal Year [beginning July 1st] since the event will be then.

XVII. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$500 to Budget Advocates.
This Item was Tabled.

XVIII. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$500 to Neighborhood Council Congress.
This Item was Tabled.

XIX. DISCUSSION AND POSSIBLE ACTION to approve payment of up to \$500 to year-end VANC event.
This Item was Tabled.

XX. BOARD MEMBER ANNOUNCEMENTS
There were no announcements at this time.

XXI. ADJOURN
Mr. Kritzer declared the Meeting **ADJOURNED** at 8:40 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>.

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to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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- Arco Gas Station, 15508 Devonshire St, Mission Hills, CA 91345
- Menchie’s Mission Hills 10386 Sepulveda Blvd, Mission Hills, CA 91345
- MHNOnline.org
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RECONSIDERATION AND GRIEVANCE PROCESS

For information on the MHNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the MHNC Bylaws. The Bylaws are available at our Board meetings and our website MHNOnline.org

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Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a, al 818.869.4577 o por correo electrónico board@mhnconline.org para avisar al Concejo Vecinal.

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