



Mission Hills Neighborhood Council

P.O. Box 7604
 Mission Hills, CA 91345
 818-869-4577
 Website: www.mhnconline.org
 Email: board@mhnconline.org

**Special Board of Governors Meeting
 Minutes
 Monday, July 13, 2020
 Zoom Meeting
 7:00 PM – 9:42 PM
 (Approved 1/4/2021)**

Regular Meeting Location:
 1st Monday, 7pm
 Mission Community Police Station, Falco Room
 11121 Sepulveda Blvd
 Mission Hills, CA 91346
 (MAIL NOT ACCEPTED AT THIS ADDRESS)

Boardmember	Roll Call	Funding Vote Eligible*	Category
Dean Anderson President	Present	YES	At-large
Joe Fuchs Vice President	Present	YES	Residential
Secretary	----	-	-----
Treasurer	----	-	-----
Elliot Basley	Present (Seated)	NO	At-Large
Joe Cabrera	Present	YES	Residential
Andrew Charlton	Absent (Excused)	YES	Business
Wendy Diaz-Antonio	Present	YES	Residential
Johnathan Flores	Present	YES	Organizational
Daniel Escamilla	Present	YES	Residential Renter
Araceli Hernandez	Absent (Unexcused)	YES	At-Large
David Kritzer	Present	YES	At-Large
Sara Ruiz	Present	YES	At-Large
Armando Sanchez	Present	YES	Youth
Vacant	----	-	Business
Vacant	----	-	Residential
TOTAL: 14	PRESENT 10, Absent 2, 2 Vacant Seats		

*Funding vote eligibility key: **A**=age less than 18 yrs.; **E**=Ethics training; **F**=Funding training; **N**=not taken;
X=expired

I. MEETING OPENING / CALL TO ORDER

- a. Roll Call – President Anderson called the meeting to order at 7:00 PM and reviewed the protocol for Zoom meetings. Roll call: 9 members of the MHNC and approximately over 10 members of the public; a quorum was declared.

MHNC ITEM 1(a). Roll Call (7:00 PM)		
Present – 09	Absent Excused - 01	Absent Unexcused-01
Anderson, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	Charlton	Hernandez

II. GOVERNMENT REPORTS (2 minutes per speaker)

- a. Office of Mayor Eric Garcetti - Caroline Menjivar – **Menjivar stated that the staff is looking forward to doing outreach with local restaurants that have space for outdoor dining. The city has started an al fresco program to encourage restaurants and food trucks to occupy vacant parking lots, sidewalks, and parklets. For information: <https://corona-virus.la/laalfresco> . All indoor activities have been temporary suspended, including non-critical offices, churches, malls, salons, etc. The city’s Department of Transportation is working to have many streets classified as slow streets. They are not completely closed, but traffic has slowed [via signage] to make streets more pedestrian and bicycle friendly. A San Fernando Valley bridge housing facility (85 beds) recently opened in North Hollywood. Additional bridge housing is planned for Sylmar and Van Nuys. The city council recently allocated \$100m for the city’s Qualified Emergency Renter’s Assistance Program; it allows up to \$2k to be paid directly to a landlord. Applications are chosen via a lottery system. For information: www.hcidla.lacity.org. The deadline to complete the census questionnaire has been extended through October and later this month, Mayor Garcetti’s office will sponsor a Census Caravan throughout the streets of Van Nuys and Panorama City. For additional information, please reach out to Caroline at 818-659-2334 or email her at caroline.menjivar@lacity.org**
- b. Office of Councilmember Monica Rodriguez, CD 7 - Dominique Vitti – **Vitti informed the board that they are currently working with the Khalsa Care and the Meet Each Need with Dignity (MEND) Foundations of Pacoima will help deliver meals and stock pantries during this Safer at Home Order. Per Governor Newsom, gyms, barbershops, salons, inside malls, and churches will be closed until further notice in an effort to slow the spread of Covid-19. A homeless campsite near Sepulveda Boulevard and the 118 Freeway was recently cleaned with the sidewalk power-washed. If an individual is experiencing homelessness visit the LA Homeless Outreach Portal website at la-hop.org .**
- c. Office of Supervisor Sheila Kuehl, 3rd District – **No one from Supervisor Kuehl’s office was in attendance.**
- d. Office of Assembly member Luz Rivas, AD 39 - Brenda Yanez – **Yanez reported that the staff has been helping constituents with the EDD and unemployment claims; please refer constituents if they are experiencing problems with their claims. The state capital has closed due to several cases of Coronavirus. Assemblywoman Rivas authored AB 1845, which provides a comprehensive solution to the homelessness crisis by implementing recommendations from the Little Hoover Commission, California State Auditor, Legislative Analyst Office, and Governor Newsom’s Council of Regional Homeless Advisors to establish the first State Office on Homelessness. This measure also creates a Secretary on Housing Insecurity and Homelessness to oversee the Office to End Homelessness, and is provided with the statutory authority to coordinate between thirteen different state agencies and departments implementing at least thirty different homelessness programs. Wednesday, July 15th at 3:00PM, Assemblywoman Luz Rivas will host a virtual town hall meeting for non-profits via Facebook. Monday, July 6th, construction started on the repaving and improved barriers and guardrails along the 5 and 210 freeways in North Sylmar. Later this summer, there may be a weekend where this interchange may be fully closed. For any additional information, please call Brenda at 818-504-3911 or email her at Brenda.yanez@asm.ca.gov.**
- e. Office of State Senator Robert Hertzberg, SD18 – **No one from Senator Hertzberg’s office was in attendance.**
- f. Office of Congressman Tony Cardenas, 29th District – Osvaldo Ramirez – **Osvaldo Ramirez introduced himself and announced that if anyone has any federal-related issues they can**

contact him at 818-221-3718 or email: osvaldo.ramirez@mail.house.gov.

- g. Office of LAUSD Board member Kelly Gonez, 6th District – **No one from LAUSD board member Gonez’s office was in attendance.**
- h. Other Governmental Department/Agencies – **Freddy Cupen-Ames, Neighborhood Empowerment Advocate from the Department of Neighborhood Empowerment (DONE), congratulated the MHNC five new board members. The city has entered a new fiscal year, there will be many changes. This will be his last MHNC meeting as he will transition to the coastal neighborhood councils. There were three administrative changes to the MHNC submitted by-laws; one was document based, the other two were policy based, involving censure and board removal. The West Valley Neighborhood Alliance on Homelessness is dealing with a huge spike in homelessness (as evidenced by January’s homeless count). They will host a virtual town hall on Monday, July 20th at 3 PM. Monday, July 27th at 6 PM, DONE will sponsor a Zoom webinar entitled “Empower the Chair to Empower the Board”; this will be open to all neighborhood council participants. They will review how to effectively use parliamentary procedures for an effective meeting. Wednesday, July 29th, DONE will sponsor a webinar on “Empowering Neighborhood Councils with Digital Content”. This webinar will review how to promote videos, including filming, editing, and how to achieve a content plan. Everyone is reminded to save the date for the annual Congress of Neighborhood Councils, to be held digitally this year, on Saturday, September 26th. The congress’s planning committee is setting up the details; registration will open in August. Freddy suggested that the MHNC appoint a data liaison; this person needs to understand the data to promote a digital board, etc. Monday, July 20th at 1:00 PM, the Board of Neighborhood Councils (BONC) will host their monthly meeting.**

III. **TRAINING** – Board orientation provided by the Department of Neighborhood Empowerment. Review of 10 things to know document. (15 mins)

ITEM 3 – Motion to table the planned review of the “Ten Things to Know” document. CABRERA Second: ANDERSON			
Yes – 09	No-00	Abstain-00	Absent-02
Anderson, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

IV. **ADMINISTRATIVE**

- a. Approval of June 29, 2020 Board Minutes. Draft minutes available on www.mhnconline.org

ITEM 4 – Motion to approve the June 29, 2020 board minutes. FUCHS Second: KRITZER			
Yes – 09	No-00	Abstain-00	Absent-02
Anderson, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

- V. **ADMINISTRATIVE** – Discussion and/or possible action to approve Monthly Expenditure Report (MER)
- a. Approval of June MERs. Available on www.mhnconline.org

ITEM 5 – Motion to Approve the June MER. ANDERSON Second: FUCHS			
Yes – 09	No-00	Ineligible-01	Absent-02
Anderson, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	Basley	Charlton, Hernandez

- VI. **ADMINISTRATIVE** - Discussion and/or possible action to fill vacant seats.
- a. **At-Large Stakeholder Seat (2021)**. Qualification: Any stakeholder who is 18 years or older.

Candidate(s) who submitted applications:

- i. Elliot Basley - **Elliott Basley first heard of this opportunity to serve on the board months ago. He has lived in Mission Hills for over three years and works in computer software and is interested in the data liaison project as briefly discussed by Freddy Cupen-Ames.**
- ii. Denise Enriquez

ITEM 6(a)(i) – Motion to approve Elliott Basley to fill the At-Large Stakeholder Seat on the MHNC. ANDERSON Second: CABRERA			
Yes – 09	No-00	Abstain-00	Absent-02
Anderson, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

- b. **Business Owner Stakeholder Seat (2023)**. Qualification: Any stakeholder who is a business owner or property owner within the MHNC boundaries and who is 18 years or older. **Item was tabled without objection.**

Candidate(s) who submitted applications:

- i Open for Applications***

- c. **Residential Homeowner Stakeholder Seat (2023)**. Qualification: Any stakeholder who owns a home or condo within the MHNC boundaries and is 18 years or older. **item was tabled was without objection.**

Candidate(s) who submitted applications:

- i. Open for Applications***

- VII. **ADMINISTRATIVE** – Discussion and/or possible action to fill vacant Secretary position. Term to expire June 30, 2021.

ITEM 7 – Motion to Postpone. KRITZER Second: ANDERSON			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

VIII. **ADMINISTRATIVE** – Discussion and/or possible action to fill Treasurer position. This position is currently filled by Dean Anderson as a temporary stop-gap measure. Term to expire 2021.

ITEM 8 – Motion to postpone. ANDERSON Second: CABRERA			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

IX. **OPERATIONS** – Discussion and/or possible action to fill committee chair and members position.
 Article VII Section 3 of MHNC’s bylaws state: *“Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. All Committee Chairs shall be appointed by the President and confirmed by the Board. With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board.”*

- a. **P u b l i c S a f e t y** – Chair: Anderson
 - i. Members: Basley, Cabrera, Diaz-Antonio

ITEM IX(a)(i) – Motion to ratify the Public Safety Joint Committee, with himself as chairman, and board members Elliott Baisley, Joe Cabrera, and Wendy Diaz-Antonio. ANDERSON Second: FUCHS			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

ITEM IX(a)(i) – Motion to name stakeholder Solinda Halaby to the Public Safety Committee. FUCHS Second: CABRERA			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

- b. **Zoning and Land Use** – Chair: Vacant
 - i. Members:

ITEM IX(b)(i) – Motion for Armando Sanchez to chair the ZLU Committee. Motion for Daniel Escamilla and Rodney Gonzalez to serve on the ZLU Committee. FUCHS Second: ANDERSON			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

- c. **Budget and Finance** – Chair: Vacant
 - i. Members:

ITEM IX(c)(i) – Motion to postpone. ANDERSON Second: CABRERA			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

d. Beautification and Cultural Affairs – Chair: Araceli Hernandez

i. Members:

ITEM IX(d)(i) – Motion for Wendy Diaz-Antonio, Daniel Escamilla, Joe Fuchs, stakeholder Rodney Gonzalez, and stakeholder Nelly Gonzalez to serve on the BCA Committee. CABRERA Second: FLORES			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

e. Outreach–Chair: David Kritzer

i. Members:

ITEM IX(e)(i) – Motion for Jonathan Flores to Chair, with Wendy Diaz-Antonio, Sara Ruiz, and stakeholder Solinda Halaby to serve on the Outreach Committee. CABRERA Second: KRITZER			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

f. Bylaws and Standing Rules – Chair: Vacant

i. Members

ITEM IX(f)(i) – Motion to postpone. FUCHS Second: CABRERA			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Flores, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

- X. **FUNDING** – Discussion and/or possible action to select an administrative assistant / minutes writer from City approved temporary service provider Apple One, approved previously by ad hoc committee (Not to Exceed \$ 5,000 for one year)

ITEM 10 – Motion to approve an administrative assistant/minutes writer from a City approved temporary service provider not to exceed \$5,000 for one year. CABRERA Second: FUCHS			
Yes – 07	No-00	Abstain-03	Absent-02
Anderson, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Kritzer, Sanchez	None	Basley, Flores, Ruiz	Charlton, Hernandez

- XI. **FUNDING** – Discussion and/or possible action to use Site Ground for web hosting and email. Site Ground’s price is cheaper and gives more value than current GoDaddy which we currently use but will expire August 14, 2020. For more information on Site Ground, visit: <https://www.siteground.com/wordpress-hosting.htm> (Not to Exceed \$250.00)

ITEM 11 – Motion to spend up to \$250 [as a one-time fee] for Site Ground to provide MHNC with web hosting and email. ANDERSON Second: FUCHS			
Yes – 07	No-00	Abstain-03	Absent-02
Anderson, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Kritzer, Sanchez	None	Basley, Flores, Ruiz	Charlton, Hernandez

XII. **ADMINISTRATIVE** – Discussion and/or possible action to review and approve 2020-2021 Administrative Packet. Available funding will be limited to \$333.00 per month until the Administrative Packet is submitted to the City Clerk’s Office. Copy of FY 19-20 Administrative Packet is available on <https://www.mhnconline.org/>. Copy of blank Administrative Packet found on City Clerk’s website.

	Temporary Staff (Administrative Assistant and Minute Writer Services)	\$5,000	
	Printing and Photocopying for Meetings	1,500	
	Website Hosting and Maintenance	2,400	
	Website Domain Name and Registration	250	
	Printing Neighborhood Council Business Cards	200	
Office/ Operational Expenditures	Refreshments/ Snacks for Meetings	1,500	\$15,900
	Renting PO Box	150	
	Storage Facility and Annual Insurance	2,600	
	Postage	500	
	Neighborhood Council Training-Related Expenses	1,000	
	Translation Services	500	
	Digital Recorder	100	
	Software for Neighborhood Council Office	200	
	Promotional Items (pens, drinkware, apparel, tote bags with MHNC logo)	4,500	
	Flyers, brochure, newsletter		
Outreach	Cleanup Event (Refreshments, Small Tools, Cloth Gloves)	1,150	8,650
	Expenses for Outreaching (booth/table) at Events	3,000	
Election	Refreshment and Advertising	300	300
Neighborhood Purpose Grants (NPG)	Disaster Preparedness Fair	2,500	2,500
Community Improvement Projects (CIP)	Neighborhood Beautification/Improvement; sidewalk beautification, tree plantings	4,650	4,650
	TOTAL	\$32,000	\$32,000

- a. Discussion and/or possible action to appoint 2nd Signer – currently David Kritzer
- b. Discussion and/or possible action to appoint Alternate Signer - vacant
- c. Discussion and/or possible action to appoint 1st Bank Card Holder – currently Dean Anderson
- d. Discussion and/or possible action to appoint 2nd Bank Card Holder – currently David Kritzer
- e. Discussion and/or possible action to approve allocation to Operational Expenditures
- f. Discussion and/or possible action to approve allocation to Outreach Expenditures
- g. Discussion and/or possible action to approve allocation to Election Expenditures
- h. Discussion and/or possible action to approve allocation to NPG Expenditures
- i. Discussion and/or possible action to approve allocation to CIP Expenditures
- j. Discussion and/or possible action to approve and/or renew leases and agreements

ITEM 12(a)-(d) – Motion to postpone. ANDERSON Second: KRITZER			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Flores, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

ITEM 12(e)-(j) – Motion to postpone. CABRERA Second: FUCHS			
Yes – 10	No-00	Abstain-00	Absent-02
Anderson, Basley, Flores, Fuchs, Cabrera, Diaz-Antonio, Escamilla, Kritzer, Ruiz, Sanchez	None	None	Charlton, Hernandez

- XIII. **OUTREACH** – Discussion and/or possible action to approve new Outreach brochure from the Outreach Committee. **Tabled without objection.**
- XIV. **FUNDING** – Discussion and/or possible action to approve purchase of up to \$1,500.00 for printing and mailing of 2,000 new Outreach Brochures from chosen vendor (Not to Exceed \$1,500). **Tabled without objection.**
- XV. **OUTREACH** – Discussion and/or possible action on distribution of mailers as outreach strategy to reach MHNC stakeholders (Not to Exceed \$1,500). **Tabled without objection.**
- XVI. **OUTREACH** – Discussion and/or possible action to seek input from MHNC stakeholders and board members on how to MHNC can help during the COVID19 pandemic (Not to Exceed \$ 5,000). **Tabled without objection.**
- VII. **CIS** – Discussion and/or possible action to approve the submittal of CIS CF 11-1705 due to revisions to the billboard ordinance. Copy of draft CIS can be viewed on <https://www.mhnconline.org/>. **Tabled without objection.**
- VIII. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS (up to 15 min)**
- a. Comments from the public on non-agenda items within the Board’s jurisdiction (Up to two minutes per speaker)
 - Stakeholder Solinda Halaby expressed sadness at seeing all of the homeless on the streets and asked what they can do to secure more housing for them.
 - President Anderson urged people to present any proposed agenda items to the Executive Committee.
- XIX. **ADJOURNMENT** – Meeting was adjourned at 9:42 PM.

The next meeting of the Mission Hills Neighborhood Council will be Monday, August 3, at 7 PM.

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” 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.

PUBLIC POSTING OF AGENDAS - MHNC agendas are posted for public review as follows:

- Arco Gas Station, 15508 Devonshire St, Mission Hills, CA 91345
- MHNOnline.org
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Board at 818.869.4577 or email at board@mhnconline.org

NOTICE TO PAID REPRESENTATIVES - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: MHNOnline.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board at, at 818.869.4577 or email: board@mhnconline.org

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

SERVICIOS DE TRADUCCIONMHNCO - 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.

Social Media Sites:

Facebook

@Mission Hills Neighborhood Council

Twitter
@MissionHillsNC
Nextdoor
@MissionHillsNCOutreach

Mission Hills Neighborhood Council Contact Information:

www.mhnconline.org

P.O. Box 7604

Mission Hills, CA 91345

818.869.4577

Respectfully Submitted,
Danielle Sandoval
For Mission Hills Neighborhood Council