



**MISSION HILLS NEIGHBORHOOD COUNCIL**

MHNOnline.org

818.869.4577

City of Los Angeles

Eric Garcetti, Mayor



**Mission Hills Neighborhood Council Special Executive Meeting**

**Thursday , July 1<sup>st</sup> , 2021 – 7:00 p.m.**

**Zoom meeting on line [https://zoom.us/j/859 2272 2779](https://zoom.us/j/85922722779)**

**or by Telephone**

**Dial (888) 475-4499 (Toll Free) to Join the Meeting**

**Then Enter This Webinar ID: and Press #**

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF MISSION HILLS NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ON ZOOM AND BE ACCESSIBLE TELEPHONICALLY.

Persons on the phone wishing to attend the Board telephonically may dial **(888) 475-4499** and enter the **Webinar ID: 85922722779** number and then press # to join the meeting. Instructions on how to sign up for public comments will be given to listeners at the start of the meeting.

MHNC Board	X = Present, AB = Absent, EX = Excused
<p><b>PRESIDENT</b>  <input type="checkbox"/> Joe Fuchs</p> <p><b>VICE PRESIDENT</b>  <input type="checkbox"/> Andrew Charlton</p> <p><b>TREASURER</b>  <input type="checkbox"/> Wendy Diaz Antonio</p> <p><b>SECRETARY</b>  <input type="checkbox"/> Rebecca Ruiz- Penuela</p> <p><b>EXECUTIVE ALTERNATE 1</b>  <input type="checkbox"/> Joe Cabrera</p> <p><b>EXECUTIVE ALTERNATE 2</b>  <input type="checkbox"/> Vacant</p>	<p><b>MEMBERS</b></p> <p><input type="checkbox"/> Ronnie Veliz (At-Large - 2025)</p> <p><input type="checkbox"/> Rojelio Perez (At-Large - 2025)</p> <p><input type="checkbox"/> Rebecca Ruiz-Penuela (At-Large -2025)</p> <p><input type="checkbox"/> Gabriel Garcia Mendoza (At-Large -2023)</p> <p><input type="checkbox"/> Stephanie Ruiz- Perez (Home/ Condo Owner -2023)</p> <p><input type="checkbox"/> Wendy Diaz-Antonio (Residential Homeowner - 2025)</p> <p><input type="checkbox"/> Joe Cabrera (Residential Homeowner - 2023)</p> <p><input type="checkbox"/> Sherry Brown (Residential Homeowner - 2023)</p> <p><input type="checkbox"/> Daniel Escamilla (Residential Renter - 2023)</p> <p><input type="checkbox"/> Andrew Charlton (Business Owner – 2025) – (1)</p> <p><input type="checkbox"/> Vacant (Youth-2023) – (1)</p> <p><b>VACANT SEATS – FOUR (2) Seats Are Open to Join MHNC</b></p>

MHNC Special executive committee meeting

This meeting is to create the agenda for the MHNC meeting being held on July 6<sup>th</sup>. All information below is from the previous meeting that was held on May 5<sup>th</sup> 2021

## **PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS**

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

- 1. Call to Order by Joe Fuchs**
- 2. Roll Call (2 minutes)**
- 3. Neighborhood Council Oath of Office (5 minutes)**

### ***Neighborhood Council Board Oath***

*"I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood, and praise it and promote it. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability."*

- 4. Election of officers to the Mission Hills Neighborhood Council (MHNC) board.**
  - a. President – The President shall act as the chief executive of the Council and shall preside at all Council meetings (See [Standing Rules](#) for more information).
  - b. Vice President – The Vice President shall serve in place of the President if the President is unable to serve (See [Standing Rules](#) for more information).
  - c. Secretary – The Secretary shall keep minutes of all Board meetings, unless a minute take has already been assigned. (See [Standing Rules](#) for more information).
  - d. Treasurer – 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)
- 5. Appointment of Financial Officers to the Mission Hills Neighborhood Council (MHNC) board.**
  - a. Bank Cardholder - The NC Bank Cardholder is responsible for the following:
    - i. Maintains secure custody of the NC's bank card
    - ii. Ensures card is used for payment transactions as approved by the Board only.
    - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
    - iv. Submits (Uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
    - v. Must not accept cash refund. All refunds must be made as a credit return.
    - vi. Notifies the Funding

Program immediately of lost or stolen cards 10 1. Bank must be notified immediately by the NC Bank Cardholder to block any further usage of the card. 2. A new card can be ordered upon notification 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank. vii. Notifies NC Funding Program upon resignation or removal as the NC Bank Cardholder. 1. The Neighborhood Council will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder. viii. Can only serve as Cardholder for one NC at a time. ix. Is the only Board Member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

b. 2<sup>nd</sup> Bank Cardholder – This role is almost identical to the Bank Cardholder, except that his card is not the primary card to use for EVRNC transactions.

c. 2<sup>nd</sup> Signer - The NC 2nd Signer is responsible for the following: i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing. ii. Acts as the second signer as required on Funding Program documents.

d. Alternate Signer - The NC Alternate Signer is responsible for the following: i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.

**6. Discussion and possible action to appoint board members and/or stakeholders to the committees of the Mission Hills Neighborhood Council (MHNC). The MHNC rules for committees are listed under Article VII in the bylaws as "Committees and Their Duties". Please see MHNC bylaws [HERE](#). The bylaws, as well as other MHNC info can also be accessed by visiting <https://empowerla.org/mhnc/>. The committees of the EVRNC are the following:**

- a. Public Safety
- b. Zoning and Land Use
- c. Budget and Finance
- d. Senior
- e. Beautification and Cultural Affairs
- f. Outreach
- g. Executive

**7. Discussion and possible action to appoint up to five (5) CIS (Community Impact Statement) filers from the Missions Hills Neighborhood Council (MHNC) board. The filers are responsible for filing the CIS's (Community Impact Statements) into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information on CISs (Community Impact Statements), please click [HERE](#).**

**8. Discussion and possible appointment by the President of the board, liaison positions of the Mission Hills Neighborhood Council (MHNC). City of Los Angeles elected officials, departments, and even other Neighborhood Councils are frequently looking for an NC contact person to work with on a**

particular subject matter. During the year, agencies will ask DONE for Liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with Neighborhood Councils and stakeholders. Your willingness to be that contact person will help your Neighborhood Council improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions are the following:

- a. Aging
- b. Animal Services
- c. Data
- d. LADWP
- e. Emergency Preparedness
- f. Film
- g. Homelessness
- h. Public Works
- i. Resilience

**9. Discussion and possible action to appoint board members and/or stakeholders to represent the Mission Hills Neighborhood Council (MHNC) at the various Neighborhood Council alliances and coalitions in the City of Los Angeles. For a list, please visit: <https://empowerla.org/alliances/>. For the Budget Advocates, the board would need to choose up to two Budget Representatives who are board members and/or stakeholders from the MHNC, and those two budget representatives would attend the Budget Advocates meetings to represent the MHNC. The list of alliances and coalitions are the following:**

- a. Valley Alliance of Neighborhood Councils (VANC)
- b. DWP Advocacy
- c. DWP Oversight
- d. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
- e. LGBTQ+ Alliance
- f. Los Angeles Neighborhood Council Coalition (LANCC)
- g. Plan Check
- h. Neighborhood Council Sustainability Alliance (NCSA)
- i. Budget Advocates
- j. Budget Tribunes
- k. Congress of Neighborhoods

**10. Presentation by the Department of Neighborhood Empowerment (DONE).**

- a. Required Neighborhood Council board member training.
- b. Training for Financial Officers and EVRNC financial report.
- c. Neighborhood Empowerment Advocate role.
- d. Upcoming orientation sessions for board members hosted by EmpowerLA.
  - 10.d.1. The first session was held on Saturday, May 22<sup>nd</sup>. The next session will be Monday, June 21<sup>st</sup>.

**11. Discussion and possible action to review dates for the Missions Hills Neighborhood Council (MHNC) board meetings for the remainder of 2021.**

**12. Discussion and possible action for the board to choose agenda items for its next board meeting.**

**13. Community/Government Reports & Announcements: (15 minutes)**

- a. Elected offices representatives.
- b. Government agencies, including the City of Los Angeles' Department of Neighborhood Empowerment.
- c. Community Organizations.

**14. General Public Comment: Comments from the public on non-agenda items within the Board's jurisdiction.**

**15. Discussion and possible action to approve the Monthly Expenditure Report (MER) for April 2021 and May 2021**

**16. Approval of the Minutes of the Regular Board Meeting held on Monday, May 3, 2021. And June 7<sup>th</sup>**

**17. Appoint a new meeting minutes writer /Daniel Sandoval is resigning**

**18. Discussion impossible action to appoint David Levine as our new meeting minutes writer for the Mission Hills Neighborhood Council.**

## **I. ADJOURNMENT**

**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](http://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](mailto: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](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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@mhnonline.org](mailto:board@mhnonline.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](https://MHNOnline.org)

**SERVICIOS DE TRADUCCION** - 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@mhnonline.org](mailto:board@mhnonline.org) para avisar al Concejo Vecinal.

## Social Media Sites



@Mission Hills Neighborhood Council

@MissionHillsNC

@MissionHillsNCOutreach

### Mission Hills Neighborhood Council Contact Information:

<https://www.mhnonline.org/>

P.O. Box 7604, Mission Hills, CA 91345 – **NOTE: NEXT RENEWAL 05-31-202**  
818-869-4577

*e Agenda, please contact NC Support at 213- 978-1551 or via e-mail at: [NCsupport@lacity.org](mailto:NCsupport@lacity.org).*

**RECORDING MEETINGS:** *Note that Board meetings may be sound and/or video recorded for backup to Minutes.*