

Mission Hills Neighborhood Council  
Special Meeting Minutes  
Aug. 5, 2010

(Members David Guzman, Patricia Aidem, Fred Ginsburg, Jerrilynn Paley, Yolanda Anguiano, Joyce Sipes, Joseph Chicas, Randy Kuluva and Tuesday Sipes were present. John Samuelson, Julia Neiman and Young Lee were absent)

The meeting of the MHNC was called to order at 6:39 p.m. at the Mission Hills Police Station by Chairman David Guzman

The board unanimously approved the appointment of Roger Lovil as a voting member of the Zoning and Land-Use Committee.

The board unanimously approved the appointment of Patricia Aidem as secretary to the Board of Governors of the Mission Hills Neighborhood Council.

Acting Senior LAPD, Mission Hills Station, Lead Officer Philip Ruiz presented his report. He presented local crime statistics that showed an increase in residential burglaries that dropped following the arrests of two suspects outside a burglary victim's home. He also cautioned residents to avoid keeping valuables visible in their vehicles because to avoid becoming victims of car burglaries. The LAPD's Special Enforcement Patrol has added resources in the area to cut crime. Residents can help by remaining alert and reporting suspicious activities.

Manny Figueras, representing Councilman Richard Alarcon, presented a proclamation on behalf of the councilman thanking the council for its support of National Night Out. He also announced the upcoming North Valley Family Resource Fair Aug. 7 at Hansen Dam and the Aug. 14 North Valley Animal Care Clinic, also at Hansen Dam, featuring free spaying and neutering of dogs. On Aug. 15 at the same location, a Triathlon is scheduled. The LAPD Valley Traffic Bureau plans a pedestrian task force "sting" in August or September to enforce cross walk safety.

Fred Ginsburg, chairman of the **Budget and Finance Committee**, presented the Treasurer's Report and the council's 2010-11 budget. The council will be allocated \$45,000 this, which will be added to the existing "roll-over" balance, which had yet to be calculated. A routine city audit found no improprieties but recommended tighter record keeping of receipts. Procedures have been created to ensure minutes reflect allocations of funds and receipts. Chairman Ginsburg is transferring records to QuickBooks programming.

Board members signed a document, noting they had reviewed the Treasurer's Report.

**Zoning and Land-Use Chairman** Jerrilynn Paley reported zoning administration approved for a pawnshop in Mission Hills and that she was investigating the possibility of appeal or of adding conditions. Photos and documents concerning the mis-use of

residential property for multiple residents helped convince a hearing officer to deny the landowners efforts to rent out portions of the property. the committee is awaiting review next month by the City Planning Commission on development projects for an Assyrian Church and for Facey Medical Group.

Joseph Chicas, chairman of the **Public Safety Committee**, reported that 25 volunteers helped with the recent National Night Out and that 325 people attending signed in. The committee is studying yearly crime statistics to determine where to install Neighborhood Watch signs.

**Outreach Committee** – Board Chairman David Guzman asked for volunteers for National Night Out.

Yolanda Anguiano announced she would be stepping down from the board and from her position as chairman of the **Beautification Committee**. She said she expects permits next week for the Devonshire project and is looking for sponsors to fund its irrigation.

Joyce Sipes said a **Senior Outreach** meeting will be held at 6:30 p .m. Aug. 17 at the LAPD Mission Hills Station Falco Room.

#### **New Business:**

- The board unanimously approved in one vote five measures regarding the new budget, on a motion by Chairman David Guzman and seconded by Fred Ginsberg.

*The following motion is submitted by Fred Ginsburg, newly elected Treasurer of the Mission Hills Neighborhood Council, in order to officially comply with procedural criteria required by the Dept of Neighborhood Empowerment. These operating policies are being presented as a Motion, rather than by Executive decree or implied policy, in order that they be officially entered into the Minutes, and to firmly establish that these policies have been recently reviewed and acknowledged by means of a formal vote of the Board of Governors.*

**Be it moved that the following five policies regarding Neighborhood Council funding requirements be adopted and implemented by the Board of Governors of the Mission Hills Neighborhood Council, in order to comply with procedural criteria required by the Dept of Neighborhood Empowerment:**

**1) Every meeting agenda shall include a Treasurers report, that shall include an itemization of all recent transactions since the previous report; along with current balance. Copies of this report will be printed and distributed to all Board Members present. One copy of this report is to be reviewed and signed by all Board Members present, indicating that they have been informed of said transactions; and thus noting their approval that the expenditures are in keeping with the approved budget and/or specifically passed special allocations. Any items subject to deeper examination by the Board may also be noted. The signed copy of the report is to be filed and maintained by the Treasurer, and available as may be required for future inspection.**

**2) Copies of Meeting Notices, Meeting Agenda, and sign-in sheets for Board Members as well as Visitors must be filed with the Treasurer whenever there are any expenditures for refreshments, printing, etc. In addition, itemized receipts for said items must also be maintained by the Treasurer.**

**3) One copy of the typed copies of the Minutes of each Board Meeting, along with future Minutes as Read & Approved at the meeting to follow, are to be filed and maintained by the Treasurer so that**

**there is a record of any approved financial business or allocations, as may have been approved during a meeting. In the event that a special expenditure is approved by the Board, and requires funding prior to the following meeting's reading & approval of Minutes, then a form "Copy of Board Resolution" (see *section 9, pg 13*) shall be prepared ASAP in order to re-iterate that the expenditure was officially approved. This form to be signed by the Treasurer and at least one Board Member present at the meeting, preferably President, Recording Secretary, or appropriate Committee Chair. This form to be maintained by the Treasurer.**

**4) When a motion to allocate funding for an expenditure is submitted by a Board Member, it becomes the responsibility of that Board Member to obtain and provide all required documentation (receipts, invoices, copies of business license, etc.) to the Treasurer. No funding shall be issued, neither by demand warrant, credit card, nor petty cash without appropriate documentation.**

**5) In the event that petty cash must be advanced to a Board Member prior to a minor purchase, then said Board Members shall sign a receipt for the petty cash, and shall be held personally liable for that amount until proper documentation/receipt is turned in to the Treasurer (along with return of any unused petty cash).**

- On a motion by David Guzman and seconded by Yolanda Anguiano, the board voted unanimously to allocate \$500 for the CERT training co-sponsored by the Historical Society. Board member Ginsburg added an amendment, referring the program to the Public Safety Committee.
- The board unanimously approved a motion David Guzman and seconded Randy Kuluva to approve the 2010-11 budget with amendments to increase from \$650 to \$800 the allocation for phone service to include an answering service, to delete Apple Financial Services.

The meeting was adjourned at 8:45 p.m.