

**MISSION HILLS
NEIGHBORHOOD COUNCIL
EXECUTIVE OFFICERS**
PRESIDENT: Brad Klimovitch
VICE-PRESIDENT: Jesse Martinez
SECRETARY: Richard Flores
TREASURER: Maribel Carrillo



**MISSION HILLS
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Minutes of the
**MISSION HILLS NEIGHBORHOOD COUNCIL (MHNC)
SPECIAL BOARD RETREAT / COMMITTEE MEETING**
Saturday, April 26, 2014

at Buon Gusto Ristorante, 15535 Devonshire St. Mission Hills, CA 91345

MHNC (and all other) Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (“ ”) at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

1. Call to Order / Introductions

President Brad Klimovitch introduced himself and called the Meeting to order at 12:38 p.m.

2. Pledge of Allegiance. The Pledge of Allegiance was said.

3. Roll Call

Roll Call was taken by the Minutes Writer. Seven of the eleven Board Members were present at the beginning of the Meeting and introduced themselves: Jose Arevalo, Maribel Carrillo, Raymond Garcia, Brad Klimovitch, Borzon Rahimi, Clint Scott and Richard Tocher. Tom Johnson arrived later. Board Members absent: Richard Flores, Mooshy Ghassedi and Jesse Martinez (all excused). The MHNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see <http://empowerla.org/wp-content/uploads/2012/05/Mission-Hills-NC-Bylaws.pdf>), so the Board could take such votes. Eleven of the 14 Board Seats were filled. Three Board Seats (At-Large, Business Owner and Youth) were vacant. Also attending: four Stakeholders and Guests.

4. Approval of Meeting Minutes from April 7, 2014.

MOTION (by Mr. Klimovitch, seconded by Mr. Scott): The Mission Hills Neighborhood Council approves the Minutes of its April 7, 2014 Board of Governors Meeting as written.

MOTION PASSED unanimously by a hand vote.

5. Executive Officer Report(s).

Mr. Klimovitch reported that the Mission Hills sign/monument at the corner of Brand and Sepulveda “is going to be installed on Monday.” He will Agendize to set a dedication date. He reminded about the “Annual Movies in the Park Event” at the Andres Pico Adobe in Mission Hills on Saturday June 7, 2014 from 5 p.m. to 10 p.m.

6. EmpowerLA Board Training.

Melvin Canas, Project Coordinator, L.A. Dept. of Neighborhood Empowerment (DONE) (213-978-1551; Melvin.Canas@LACity.org; www.EmpowerLA.org), introduced himself, distributed copies of a Board Member information packet including the “Neighborhood Council Board Member Development Handbook” and “MHNC Bylaws Approved 01-26-2014” and explained DONE’s role and the Neighborhood Council (NC) system. He encouraged contacting him if you have a question about NC operations and procedures and parliamentary procedures. Mr. Canas and Mr. Klimovitch explained that Community Impact Statements (CIS’s) are an official statement of the Board’s position about a citywide issue that the City Council is or will consider. CIS’s, which are sent to the City Clerk, become part of a City Council file which accompanies the Motion considered by the City Council.

Mr. Canas explained that the Brown Act is a State law that applies to all governmental organizations in California, including Neighborhood Councils. The City of Los Angeles requires NC’s to post meeting Agendas in five physical posting locations and on their website, and to e-mail the Agenda to their Stakeholder database and to NCSupport@LACity.org for DONE to also e-mail the Agenda. The Brown Act applies to Board Meetings and also to NC Standing Committee Meetings. The Brown Act was “recently amended to now require that the NC have a written record of how each Board Member voted on every vote” including non-funding-related Motions. Funding Motions include those Motions that include a dollar amount [\$_] and also approval of Monthly Expenditure Reports (MER’s). Board approvals of Financial Officer appointments such as Treasurer, P-Card (Purchase Card) Holder and P-Card Second Signatory are not funding Motions.

If a Board Members believes they may have a potential conflict of interest regarding a Board discussion or vote, they can contact Alois Phillips L.A. City Deputy Attorney, Neighborhood Council Advice Division (213-978-8132; Alois.Phillips@LACity.org; <http://atty.lacity.org/CIVIL/index.htm>) for advice. If the Board Member has a conflict of interest they need to recuse [not vote due to a potential or definite conflict of interest] from discussing or voting upon the item and not be in the meeting room while the item is being considered.

A State Public Records Act (PRA) request, which should be in writing, can include a request for copies of Meeting Minutes, Vote Count Forms and more. Upon receiving a PRA request, the Board should notify Mr. Canas and/or Ms. Phillips. It is not necessary to provide or reveal private information. PRA requests must be responded to within ten calendar days.

The Americans with Disabilities Act (ADA) is a federal law mandating that wherever official public meetings are held the location must be handicapped-accessible. ADA requests need to be received within 72 hours before the meeting.

Board Member Tom Johnson arrived at this time, making eight Board Members present (the MHNC quorum is seven).

Mr. Canas continued that the Bylaws amendments moratorium may be lifted July 1st, after which the Board could submit Bylaws amendments to DONE for DONE's consideration to approve. He recommended that the MHNC change its quorum from seven (7) to eight (8), which would be one more than half of the 14 Board Seats. He explained that, for the MHNC, "a quorum of a quorum" is one-half (1/2) of the seven Board Members who make up the quorum, or four (4). He cautioned not "to make a decision out of the public's eye" such as at informal events and Committee Meetings. The MHNC cannot have more than three Board Members as official Committee Members; if more than three Board Members are present at a Committee Meeting, the additional Board Members present must remain silent. He recommends that if a quorum of a quorum will be present at a Committee Meeting that the Agenda be titled and posted as "a Joint Meeting of the Board and [] Committee."

Mr. Canas noted that the MHNC does not count abstentions as votes. Also, the Board is allowed to limit public comment individual and total speaking time. He encouraged starting Agenda items by reading the Motion, then discussing it.

Board Member Clint Scott had to leave at this time, making seven Board Members present (the MHNC quorum is seven).

Mr. Canas reminded that the Board and Committees "can only discuss what's on the Agenda." However, they can direct Stakeholders who want to discuss something to the appropriate Committee. During the Public Comments item there can be "comment, not conversation."

The President can ask for a "straw [unofficial, informal] vote" of Stakeholders. The police Senior Lead Officer can be asked to attend a meeting if it is believed that the meeting could be contentious and/or one or more difficult Board Members or Stakeholders may attend. Mr. Canas encouraged viewing the DONE website for information and videos and for YouTube videos about parliamentary procedure. Board Members and Stakeholders can subscribe to the weekly DONE newsletter at www.EmpowerLA.org.

Mr. Klimovitch encouraged attending and participating in VANC (Valley Alliance of Neighborhood Councils) meetings [usually second Thursdays at 6:30 p.m. at Sherman Oaks Hospital].

7. Introduction and presentation from potential MHNC Member Guillermo Salamanca.

Mr. Klimovitch introduced Mr. Salamanca, who described his community interests and desire to serve the community, especially seniors.

8. **Motion** [see below].

MOTION (by Mr. Klimovitch, seconded by Mr. Rahimi): The Mission Hills Neighborhood Council appoints Guillermo Salamanca to the MHNC for the vacant Business Owner position on the MHNC.

MOTION PASSED unanimously by a hand vote with all seven in favor.

Mr. Klimovitch read aloud the Oath of Office, which Mr. Salamanca agreed to and signed.

9. **Motion** [see below].

MOTION (by Mr. Klimovitch, seconded by Mr. Johnson): The Mission Hills Neighborhood Council appoints Jose Arevalo as Outreach Committee Chairperson.

MOTION PASSED unanimously by a hand vote with all eight in favor.

10. **Motion** [see below].

MOTION (by Mr. Klimovitch, seconded by Mr. Arevalo): The Mission Hills Neighborhood Council appoints Guillermo Salamanca as an Outreach Committee Member.

MOTION PASSED unanimously by a hand vote with all eight in favor.

11. **Motion** [see below].

MOTION (by Mr. Klimovitch, seconded by Ms. Carrillo): The Mission Hills Neighborhood Council appoints Richard Tocher as Beautification Committee Chairperson.

MOTION PASSED unanimously by a hand vote with all eight in favor.

12. **Motion** [see below].

MOTION (by Mr. Klimovitch, seconded by Mr. Tocher): The Mission Hills Neighborhood Council appoints Borzou Rahimi to the Zoning and Land Use Committee.

MOTION PASSED unanimously by a hand vote with all eight in favor.

13. **Motion** by Brad Klimovitch to appoint Jesse Martinez as a Beautification Committee Member.

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

14. **Motion** by Brad Klimovitch to appoint Richard Flores as a Beautification Committee Member.

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

15. **Motion** [see below].

MOTION (by Mr. Klimovitch, seconded by Mr. Arevalo): The Mission Hills Neighborhood Council appoints Maribel Carrillo as a Public Safety Committee Member.

MOTION PASSED unanimously by a hand vote with all eight in favor.

Mr. Klimovitch reminded that the At Large and Youth (age 16-25) Board Seats were vacant and available; the Board prefers “a long-haul commitment.”

16. **Briefing on Budget & Finance and other operational/administrative matters.**

Approval of MHNC Budget. Jesse Martinez and Maribel Carrillo.

Mr. Klimovitch asked and some Board Members indicated they could be available on a Thursday around 5:30-6:30 p.m. to attend a Budget Committee Meeting about funding reallocations. The Treasurer, Ms. Carrillo, distributed and reviewed copies of the “[MHNC] Budget for Fiscal Year July 2013-June 2014 Approved Version 01 (June 12, 2013)” and a list of remaining funding balances to allocate. Mr. Klimovitch encouraged input about where the MHNC could lease office space within the MHNC boundaries. Mr. Canas noted that DONE can roll funds over into the next Fiscal Year [beginning July 1st] if the funds were being allocated for a project, not necessarily a Neighborhood Purposes Grant.

17. **Movies in the Park** set for Saturday June 7, 2014 from 6pm until 10:00pm.

Committee Chair and Members need to set an Outreach Committee meeting to start coordinating this event with a possible dedication of our new “WELCOME TO MISSION HILLS” monument sign prior to the event. [see the below Motion].

Mr. Klimovitch described the need to coordinate event planning work, including developing a list of potential movies.

[There was no Item #18.]

19. **Annual Senior Outreach Event** at the Bermuda Mobile Home Park in Mission Hills on Saturday May 24, 2014 from 12pm to 3pm. Committee Chair and Members need to set an Outreach Committee meeting to start coordinating this event.

Mr. Klimovitch explained the need to coordinate the event.

20. **Briefing on Committee activities.**

Mr. Klimovitch would like MHNC Committee Chairs to present and explain their Committee’s actions to the Board.

Outreach: Jose Arevalo and Mooshy Ghassedi

Mr. Arevalo announced an academy for Middle and High School students at the Van Nuys Airport; see www.lawa.org/vny. Mr. Klimovitch reminded that anyone can request event posting on the MHNC website by e-mailing Board@MHNCOnline.org.

Zoning and Land Use: Ray Garcia & Brad Klimovitch

Mr. Garcia reported that an Environmental Assessment was requested regarding a Conditional Use Permit application for a wireless facility at 10235 Woodman Ave. between Tuba and Devonshire.

Public Safety: Tom Johnson

Mr. Johnson reported that the next Valley Disaster Preparedness Day will be September 27th at Fire Station 87 [10124 Balboa Blvd., just south of Devonshire St., Granada Hills].

21. Reports/announcements from Public Officials, Community Representatives.

There were no other reports or announcements at this time.

Old Business

There was no old business at this time.

New Business

22. Housekeeping / Council Business

There was no more business at this time.

23. General Public Comments

Stakeholder Lillian Castro is interested in working with a Committee. Mr. Arevalo reminded about the "Veterans & Family Resource Expo" Wednesday, June 18th, 9:00 a.m. – 3:00 p.m. at the National Guard Armory [17330 Victory Blvd., Van Nuys; 818-701-9800]; volunteers are needed.

24. Adjournment

MOTION (by Mr. Klimovitch, seconded by Mr. Johnson): to **ADJOURN** the Meeting.

MOTION PASSED without any objection.

The Meeting was **ADJOURNED** at 4:00 p.m.

Minutes written by DL.