



**Mission Hills
Neighborhood Council
Governing Board**

Joe Fuchs, President
Wendy Diaz-Antonio, Vice-President
Rebecca Ruiz-Penuela, Secretary
Stephanie Ruiz-Perez, Treasurer

Joshua Ascencio, Boardmember
Susan Fuchs, Boardmember
Rodney Gonzalez, Boardmember
Rojelio Perez, Boardmember
Beryl Strauss, Boardmember

**CITY OF LOS ANGELES
CALIFORNIA**



NEIGHBORHOOD COUNCIL

In-Person Meeting Agenda Template
Version March 28, 2023



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

**Board Meeting Agenda Mission
Community Police Station
1121 Sepulveda Blvd., Mission Hills, CA 91345
Monday, August 7, 2023
7:00 pm**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Rebecca Ruiz-Penuela, Secretaria, por correo electrónico Board@MHNCOnline.org para avisar al Concejo Vecinal.

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 **3** minutes per speaker, unless adjusted by the presiding officer of the Board.

- I. CALL TO ORDER / INTRODUCTION**
- II. WELCOME REMARKS**
 - a. Roll Call**
- III. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 3 minute(s).**
- IV. GOVERNMENT REPORTS**
 - a. Office of L.A. Mayor Karen Bass
 - b. Office of City Councilmember Monica Rodriguez, 7th District
 - c. Office of LAUSD Board Member Kelly Gonez, 6th District
 - d. Office of LA County Supervisor Lindsay Horvath, 3rd District
 - e. Office of CA State Assembly member Luz Rivas, 39th District
 - f. Office of CA State Senator Caroline Menjivar, 20th District
 - g. Office of Congressman Tony Cárdenas, 29th District
 - h. LAPD Senior Lead Officer
 - i. City Department of Neighborhood Empowerment (DONE)

V. Selection of new board members

- a. At-Large Stakeholder (1)
- b. Residential Homeowner Stakeholder (1)
- c. Business Owner Stakeholder (1)
- d. Organization/Employee Stakeholder (1)
- e. Youth Stakeholder (1)

VI. Swearing-in of newly elected board members

- a. Neighborhood Council Board Oath:
 - i. *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. I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.*

VII. Selection of Officers to serve on Mission Hills Neighborhood Council. Nominations will be taken, and candidates will have up to 3 minutes to address the board.

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

VIII. Selection of funding officers. For information on the Neighborhood Council Funding Program, please visit: <https://clerk.lacity.gov/clerk-services/nc-funding>

- a. Discussion and possible action to appoint 2nd Signer
 - 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.
- b. Discussion and possible action to appoint Alternate signer
 - 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.
- c. Discussion and possible action to appoint Bank cardholder
 - 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.
 - 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 NC 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.

- x. Discussion and possible action to appoint 2nd bank cardholder
 - 1. In the absence or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for board-approved funding purchases.

- IX. Selection of board members and stakeholder to committees.** The committees of the MHNC are the following:
- a. Executive Committee (no selection needed since they are automatically chosen as officers of the board)
 - b. Public Safety Committee
 - c. Zoning and Land Use Committee
 - d. Budget and Finance Committee
 - e. Senior Committee
 - f. Beautification Committee
 - g. Cultural Affairs Committee
 - h. Outreach Committee
 - i. Housing and Homelessness Committee
 - j. Education Committee
- X. Discussion and possible action to appoint up to five (5) Community Impact Statement (CIS) filers.** The filers must be board members. The filers are responsible for filing the CIS's 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, please click here: <https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>
- XI. Discussion and possible action to appoint members to serve as representatives to various Neighborhood Council alliances and coalitions.** For the list, please see below and click here for more information: (<https://empowerla.org/alliances/>)
- a. Budget Representative
 - b. LADWP Advocacy and Oversight
 - c. LGBTQ+ Alliance
 - d. Los Angeles Neighborhood Council Coalition (LANCC)
 - e. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
 - f. Neighborhood Council Sustainability Alliance (NCSA)
 - g. Plan Check
 - h. Valley Alliance of Neighborhood Councils
- XII. Board discussion and appointment by Chair for members to serve as liaisons to certain city departments and programs.** City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (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 NCs and stakeholders. Your willingness to be that contact person will help your NC 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 Liaison
 - b. Animal Services Liaison
 - c. Emergency Preparedness Liaison
 - d. Film
 - e. Homelessness Liaison
 - f. LADWP
 - g. Public Works
 - h. Resilience Liaison

XIII. COMMITTEE REPORTS:

- a. Outreach Committee recap.

XIV. NEW BUSINESS

- a. Discussion and possible action to approve and post to MHNOnline.org the following meeting minutes and discussion notes:
 - i. May 25, 2023 Special board meeting minutes #1 of 2
 - ii. May 25, 2023 Special board meeting minutes #2 of 2
 - iii. June 5, 2023 board meeting minutes
 - iv. June 20, 2023 Outreach committee meeting minutes.
- b. Discussion and possible action to approve the Monthly Expenditure Report (MER)
 - i. May 2023
 - ii. June 2023
- c. Discussion and possible action to approve the NPG from Vintage STEM Magnet school requesting 2 VEX IQ Competition Kits in the amount up to but no more than \$1,495.02.
- d. Discussion and possible action to approve the NPG from Mission Area Police Station to support the preparation for the Mission Foot Pursuit 5K Run up to \$5,000.
- e. Discussion and possible action to approve the NPG from North Valley YMCA for the Thanksgiving food basket drive in the amount up to but not to exceed \$2,500.
- f. Discussion and possible action to approve the 2023-2024 Administrative Package.
- g. Discussion and possible action to approve a budget for Olivo Shopping Center Holiday Event will be held on December 9, 2023 not to exceed \$5000.00 to cover entertainment (ex. Santa or Santa Suit, Photo booth, Magician) for the event.
- h. Discussion and possible action to approve a budget for printing & mailing of quarterly Mission Hills Neighborhood Council Outreach Newsletter not to exceed \$1,500 for expenses.
- i. Discussion and possible action to approve a budget not to exceed \$300 to support a Movie Night by MHNC with drinks & snacks at Andres Pico Adobe Park (10940 Sepulveda Blvd., Mission Hills, CA 91345) or San Jose Street Elementary School (14928 Clymer St. Mission Hills, CA 91345) on or before December 2023.
- j. Discussion and possible action to approve a budget up to \$1, 500 for printing cost & other expenses for Neighborhood Council Bus Bench PSA.

XV. Board member announcements/comments

XVI. ADJOURNMENT

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, or 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- MHNCOOnline.org
- Menchie's Frozen Yogurt, 10386 Sepulveda Blvd., Mission Hills, CA 91345
- www.MHNCOOnline.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System\(ENS\)](#)

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 Section 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: www.MHNCOOnline.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 Rebecca Ruiz-Penuela, Secretary, by email at: Board@MHNCOOnline.org.

Reconsideration and Grievance Process -

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