



CITY OF LOS ANGELES  
CALIFORNIA

In-Person Meeting Agenda Template  
Version March 28, 2023

**Mission Hills  
Neighborhood Council  
Governing Board**

Joe Fuchs, President  
Vice-President  
Nataly Morfin - Secretary  
Jay Tremaine- Treasurer



Joshua Ascencio, Board member  
Susan Fuchs, Board member  
Rodney Gonzalez, Board member  
Rojelio Perez, Board member  
Beryl Strauss, Board member

NEIGHBORHOOD COUNCIL

200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**Mission Hills Neighborhood Council**

**Special Board Meeting Agenda**

**Join the online Zoom meeting <https://zoom.us/j/85089655153>**

**And/or by telephone (888) 475-4499 (toll free) to hear only**

**Webinar ID: 850 8965 5153**

**Monday, August 11, 2025 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 , Nataly Morfin -Secretaria, por correo electrónico [Board@MHNCOnline.org](mailto:Board@MHNCOnline.org) para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE MISSION HILLS NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Every person wishing to address the Board must dial (888) 475-4499, and enter 850 8965 5153 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial \*9 or use the Raise Hand option, 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 3 minutes per speaker, unless adjusted by the presiding officer of the Board.

**SB 411 Updates:**

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the

meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed. 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.

## **1. CALL TO ORDER / INTRODUCTION**

## **2. Roll Call**

## **3. Discussion and possible action to fill one vacant seat for the At-Large Stakeholder seat with term ending 2029.**

## **4. Discussion and possible action to fill one vacant seat for the Residential Homeowner Stakeholder seat with term ending 2027.**

## **5. Swearing-in of newly elected board members**

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.*

## **6. Selection of Officers to serve on the Mission Hills Neighborhood Council.**

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

**7. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction.**

**8. Discussion and possible action to appoint board members to serve as 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 2<sup>nd</sup> 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 the 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 a 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.
- d. Discussion and possible action to appoint 2<sup>nd</sup> bank cardholder
  - i. In the absence or unavailability of the Bank Cardholder, the 2<sup>nd</sup> Bank Cardholder can use the bank card for board-approved funding purchases.

**9. Discussion and possible action to appoint board members, alternates, and stakeholders to committees.**

- a. Executive Committee (already selected)
- b. Public Safety
- c. Zoning and Land Use
- d. Budget and Finance
- e. Senior
- f. Beautification
- g. Cultural Affairs
- h. Outreach
- i. Housing and Homelessness
- j. Education

**10. Discussion and possible action to appoint up to 5 board members as 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>

**11. Discussion and possible action to appoint board members and/or stakeholders 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 (VANC)

**12. Discussion and possible action to appoint board members and stakeholders 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. Public Works
- g. Resilience Liaison

**13. Government Reports from various government agencies and elected offices.**

- 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 Celeste Rodriguez, 43rd District
- f. Office of CA State Senator Caroline Menjivar, 20th District
- g. Office of Congressmember Luz Rivas, 29th District
- h. LAPD Senior Lead Officer
- i. City Department of Neighborhood Empowerment (DONE)

**14. Discussion and possible action to approve the March 2025 Monthly Expenditure Report (MER).**

**15. Discussion and possible action to approve the April 2025 Monthly Expenditure Report (MER).**

**16. Discussion and possible action to approve the May 2025 Monthly Expenditure Report (MER).**

**17. Discussion and possible action to approve the June 2025 Monthly Expenditure Report (MER).**

**18. Discussion and possible action to approve the July 2025 Monthly Expenditure Report (MER).**

**19. Discussion and possible action to approve the Administrative Packet for fiscal year 2025/2026.**

**20. Discussion and possible action to approve the May 5th, 2025 board meeting Minutes.**

## **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](mailto:NCsupport@lacity.org)

#### **Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

- [MHNCOOnline.org](http://MHNCOOnline.org)
- Menchie's Frozen Yogurt, 10386 Sepulveda Blvd., Mission Hills, CA 91345
- [www.MHNCOOnline.org](http://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](http://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: [www.MHNCOOnline.org](http://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](mailto:Board@MHNCOOnline.org).

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#### **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](http://www.MHNCOOnline.org)