



HNC GOVERNING BOARD MEMBERS

Linda Licitra *North Rep.*
Jorge Quezada **VICE CHAIR** *West Rep.*
Leo Aguilar *Hermon East Rep.*
Sandra Ryan *Educational Rep.*
Sandra Mora *Charitable, Faith-Based Rep.*
Danielle Suarez **TREASURER** *Quality of Life*
Nicole Mihalka **CHAIR** *Cultural Rep.*
Jessica Jimenez *Youth Rep.*
Daniel Garcia *Community Interest Rep.*

www.HermonNC.org info@hermonnc.org

Special Board Meeting Meeting Agenda

Thursday August 2nd, 2018 — 7:00-9:00 PM
Hermon Fellowship Center
5800 Monterey Road, Los Angeles, CA 90042

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. All agenda items are actionable unless otherwise noted.

- I. WELCOMING REMARKS:
 - A. Call to order
- II. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS: (Representatives from government offices, Police Department, and community-based organizations. Reports and Brief presentations only. Any questions, please follow up with presenter on the side so meeting may proceed as scheduled (up to 10 minutes).
 - A. LA City Council District Representative (Councilman Huizar)
 - B. LAPD Senior Leads
 - C. Other Government Departments/Agencies
 - D. Community Organizations
- III. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS:
Public comments on non-agenda items within the Board's jurisdiction (Up to 2 min/speaker)
- IV. Hermon Disaster/Safety Fair – September 8th (up to 2 minutes)
- V. Street Banner Design and Installation (discussion and possible action/Up to 5 minutes):
 - A. Review and approval of updated designs
 - B. Approval of cost of up to \$5,500 for street banner production and installation
- VI. Clean Team Updates (discussion and possible action/Up to 10 minutes)
 - A. Dates for upcoming Clean Team Events:
 1. Fall Clean Team: October 20th
 2. Winter Clean Team: January 26th
 3. Spring Clean Team: April 27th (Tie-in to Earth Day/Big Bins/shredding service)
 4. Summer Clean Team/"Work Your Block" Event: Date TBD
 - B. Discussion of Clean Team as part of Community Improvement Project Budget
 - C. Signage – Up to 4 banners announcing "Clean Team this Saturday"; Cost of up to \$400
 - D. Potential Clean Team giveaway items
 1. T-shirts – qty of 100 for up to \$1000; Misc. Giveaway Items – up to \$500
 - E. Plans for collaboration with the following organizations
 1. Council Office, Bushnell Way Elementary, and LAICHS

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F. Next Clean Team Committee Meeting: September 6th: 6-7 p.m. at Fresco

- VII. Proposals for Holiday Decorations for the Median (discussion and possible action – up to 5 minutes)
- VIII. Holiday Event (discussion and possible action – up to 5 minutes)
 - A. Location and Date (corresponding with Tree Lighting Ceremony)
 - B. Approval of holiday event budget of up to \$5,000 (including holiday ornament giveaway item)
 - C. Review of holiday ornament mock-ups
 - D. Potential vendors, food, and entertainment for the holiday event
 - E. Scheduling of Event Committee Meeting
- IX. Discussion of Outreach for Meetings (discussion and possible action – up to 7 minutes)
 - A. Postcards or flyers for the following events and meetings:
 - 1. September 13th meeting (flyer/walking service: cost of up to \$550)
 - 2. Fall Clean Team Event and October/November Meeting Reminder (Postcard to be designed by September 25th/send by September 30th or date to be determined: cost of up to \$1,000)
 - 3. Holiday Event, January Clean Team, and January/February Meeting reminder (Postcard to be designed by November 10th/send by November 15th or date to be determined: cost of up to \$1,000)
 - 4. March 14th meeting (flyer/walking service: cost of up to \$550)
 - 5. Clean Team Spring Cleaning and April/May meeting reminder (Postcard to be designed by March 25th/send by March 31st or date to be determined; cost of up to \$1,000)
 - 6. Picnic in the Park Event and June/July meeting reminder (Postcard to be designed by May 10th/send by May 15th or date to be determined; cost of up to \$1,000)
 - B. Approval for mailer including postcard sent July 26th with all meeting dates and magnets: Cost of \$1,396.13 for printing and fulfillment and \$449.00 to Mika Color
- X. Social Media and Online Outreach Strategy (discussion and possible action – up to 5 minutes)
 - A. Hermon NC Facebook Page
 - B. Instagram
 - C. E-mail campaign (mailchimp)
- XI. Giveaway Items (discussion and possible action – up to 5 minutes)
 - A. Mugs (100 qty/cost of up to \$800); Totes (100 qty/of up to \$500); Hats (qty 100/cost of up to \$1,000); T-shirts (up to 100 qty/cost of up to \$1000); Letter Openers (up to 1000 qty/cost of up to \$500); power banks (up to 100 qty/cost of up to \$1000); Pens (up to 500 qty/cost of up to \$750)
 - B. Distribution plan for giveaway items:
 - 1. Ideas: Mugs and ornament for Holiday event; Totes and Hats for Picnic Event; Magnets/Hats/T-Shirts/Pens and other giveaway items for Meeting and Committee Attendees and other outreach events
 - C. Fleece sweatshirts for Board and Committee Leads (15 qty/cost of up to \$1000)
- XII. Community Impact Statements (discussion and possible action – up to 3 minutes)
- XIII. Discussion of Hermon NC involvement in an NC Learning Series (discussion and possible action – up to 3 minutes)
 - A. Approval of contribution for one learning session of \$425.
 - B. Topics include Renter’s Rights, Financial Literacy, Health and Wellness, Technology, and Sustainability.
- XIV. Update from Community Improvement Project Committee (discussion and possible action – up to 2 minutes)
- XV. Review of Committee Checklist (discussion and possible action – up to 2 minutes)
- XVI. Non-project registration status (discussion and possible action – up to 2 minutes)
- XVII. Establish Mailing Address/Post Office Box (discussion and possible action – up to 2 minutes)
 - A. Approval of up to \$300 for up to 12 months
- XVIII. Set or announce date(s) for any NC board and committee meetings (discussion and possible action – up to 2 minutes)
- XIX. ADMINISTRATIVE ITEMS (discussion and possible action – up to 10 minutes):
 - A. Approval of Office of the City Clerk Neighborhood Council Funding Program Fiscal Year Administrative Packet
 - B. Status of City contract for rental of Fellowship Hall
 - C. Review and Adoption of Minutes for May and June meetings

- D. Review and Adoption of the Monthly Expenditure Report (MER)
- E. Discussion and possible action to update the Neighborhood Council Board Roster to submit to the Department of Neighborhood Empowerment
- F. Discussion and possible action to update the Neighborhood Council inventory list to submit to the Department of Neighborhood Empowerment
- G. Discussion and possible action of council submissions for city attorney liaison
- H. Discussion and possible action on submission of any CIS by HNC filers

XX. BOARD MEMBER COMMENTS/ANNOUNCEMENTS

XXI. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS

XXII. ADJOURNMENT

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chair.

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 - Agendas will be posted for public review at www.HermonNC.org and as follows:

- **Hermon Fellowship Center 5800 Monterey Road, Los Angeles, CA 90042**
- **Hermon Dog Park in Hermon Park**
- **Fresco Market 5914 Monterey Road, Los Angeles, CA 90042**
- **You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at:**

<https://www.lacity.org/your-government/government-information/subscribe-meetings-agendas-and-documents/neighborhood>

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 N. Mihalka, HNC Chair, at nicole.hermonnc@gmail.com.

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 200 N. Spring Street, L.A., CA, at our website: HermonNC.org, www.empowerla.org/hnc/ or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, contact Nicole Mihalka, Board Chair, at nicole.hermonnc@gmail.com.

RECONSIDERATION AND GRIEVANCE PROCESS For information on the HNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the HNC Bylaws. The Bylaws are available at our Board meetings and our website www.empowerla.org/hnc/

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 J. Quezada, al (818) 425-9976 o por correo electrónico jorgequezada76@gmail.com para avisar al Concejo Vecinal