

# CITY OF LOS ANGELES

CALIFORNIA



HISTORIC HIGHLAND PARK  
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certified as NC#33 28-MAY-2002

## EXECUTIVE BOARD

Chris Smith, PRESIDENT  
Lisa Brewer, FIRST VICE-PRESIDENT  
Rick Marquez, SECOND VICE PRESIDENT  
Kristy Baltezare, SECRETARY

Department of Neighborhood Empowerment  
305 E First Street, Los Angeles, CA 90012  
Telephone: (213) 485-1360

## ISSUE DIRECTORS

Andrei Anson, ARTS, CULTURE & ARCHITECTURE  
David Baird, LAND USE  
Terry Bonsell, OUTREACH  
Mauro Garcia, CITY SERVICES & TRANSPORTATION  
David Kekone, PUBLIC HEALTH & SAFETY  
Stanley Moore, ECONOMIC DEVELOPMENT

## DIRECTORS AT LARGE

Luis Antezana, Steve Crouch, Janet Dodson,  
Miriam Escobar,  
Trish Gossett, Ofelia Zuniga

# Historic Highland Park Neighborhood Council

## Minutes of Regular Meeting and Agenda

Thursday, September 16, 2010

Highland Park Senior Center

6152 N. Figueroa St.

Los Angeles, CA 90042

7:00 p.m. – 9:00 p.m.

## ACTION ITEMS

1. Adoption of Agenda

*14 ayes*

*1 abstention*

*Motion passed*

No roll call? I was there -J

2. Approval of Minutes for 08/02/2010

*\*Minutes not available, President agreed to circulate them before next meeting*

3. Discussion and Motion to address and resolve the remaining items mandated by DONE's letter of "Exhaustive Efforts" written to the HHPNC on January 15, 2010. Including, but not limited to, the following issues –  
*Brewer*

- a. Discussion and possible Motion to resolve item #7 which reads: “All board-members to complete mandated Ethics Training requirements”

*\*There are three remaining members who still need to take the Ethics Training: Kristy Baltezare, Teri Bonsell, Andrei Anson?-J*

4. Discussion and possible Motion: To include rollover amount in our approved HHPNC Budget for fiscal year 2010-2011. This is a HHPNC Board Resolution and will be signed by the HHPNC President and Treasurer – *Reback*

*\*The HHPNC has \$88,473.61 in their budget including all rollover funds. Pending Demand Warrants will come out of this budget. Budget is presented by HHPNC Treasurer, and a Motion to approve is called Motion is approved unanimously*

5. Discussion and Motion: Approval of letter from the HHPNC to the Department of Neighborhood Empowerment confirming completion of all requirements listed in DONE’s “Exhaustive Efforts” letter to the HHPNC. Letter to be signed by HHPNC President and mailed USPS certified. Also, approve postage up to \$5. This is a HHPNC Board Resolution and will be signed by a HHPNC Board Member and Treasurer - *Brewer/Reback*

*\*Stan Moore moved that we approve the letter contingent on any subsequent writing being circulated to the board. Also it was advised that we increase the postage to \$10*

*Terry Bonsell seconded*

*Motion passed unanimously*

*Did this take place? Was he diligent?-J*

6. Discussion and Motion: to provide a presence at the Farmers Market, Oct.26, and Sycamore Hathaway, Oct 29, Halloween Parties. Authorize spending of up to \$500 to provide rental for two booths, balloons, candy, outreach flyers, encounter sheets. Booths will be run by scheduled Board members. Outreach Committee will provide a budget along with the HHPNC funding request form to be pre-approved by the Treasurer, and will provide any additional documentation required by the Treasurer. – *Bonsell*

*\*Tabled and referred to Budget and Finance Committee and will return as motion at next HHPNC meeting*

*I think the funding was approved anyway –J*

*Are we in trouble we are doing three events? -J*

7. Discussion and Motion: To vote on who, from the HHPNC, may have access and a password to upload official signed CIS to the City Clerk for inclusion in official City files. – *Dodson*

*\*Moved by Janet Dodson*  
*Seconded by Mauro Garcia*

*Rick Marquez nominated Janet Dodson and Chris Smith nominated Lisa Brewer as the two HHPNC Board members who will have access to upload CIS to the City Clerk.*

*Motion passed unanimously*

8. Discussion and Motion: Because John Samaniego is now at the headquarters of the LAUSD and not principal of Luther Burbank, he is no longer a stakeholder in the HHPNC and has had to resign. His resignation is accepted with great sadness and we wish him well in his new position. – *Moore*

*\*Moved by Stan Moore*  
*Seconded by Mauro Garcia*  
*Motion passed unanimously*

9. Discussion and Motion: to approve drafted letter to the City of Los Angeles Department of Planning having the HHPNC placed on the Master Land Use Application via CD1 and CD14. This motion has been previously passed by the HHPNC but was never pursued. The new letter will be on hand and will be signed by the President, at the meeting, and given to Janet Dobson for mailing - *Marquez/Dobson*

*\*Moved by Stan Moore*  
*Seconded by Andrei Anson*  
*Motion passed unanimously*

**I have the receipt- J**

10. Discussion and possible Motion: Call for volunteers to help Terri Bonsell, Outreach Chair, inventory the storage and to catalog many missing items. Also, discussion about disposition of outdated equipment. – *Bonsell*

*Motion to allow Terry Bonsell to draft Policies and Procedures for equipment usage. Terry will return at the next board meeting and introduce the Policies and Procedures as a motion for the Board.*  
*Approved unanimously*

11. Discussion and Motion: Approve official letter to be sent to the Department of Neighborhood Empowerment stating the HHPNC's need for assistance in finding office/meeting space. - *Marquez*

***Motion for all board members to look for city owned property, spaces, or private property where the HHPNC can use as office space during the day and a meeting place at night. Andrei Anson volunteered to scout out properties***

***Moved***

***Second by Kristy Baltezore***

***Motion approved Unanimous***

No letter? -J

12. Discussion and possible Motion: Outreach Committee plans for Board participation in a first step in our outreach plan. Board members will be asked to choose organizations to approach from a Committee recommended list, and using Committee recommended encounter sheets, and following Committee recommended guidelines. Stakeholders will be invited to participate also. - *Bonsell/Dobson*

***Discussion: we will be receiving information through email then that information will be brought back to the board in the form of a motion to approve the guidelines.***

Not what Teri and I remember. I certainly circulated it, and since there was no next meeting, and we are not on the agenda tomorrow, because I did not know I was supposed to offer a motion... -J

13. New Business

14. Adjournment