



SPECIAL MEETING MINUTES

BOARD, COMMISSION, & COMMITTEE ONBOARDING TRAINING

FEBRUARY 16, 2023

5:30 PM – COUNCIL CHAMBERS

**Civic Center – Council Chambers
2000 Main Street
Huntington Beach, CA 92648**

Called to Order – 5:42 PM

Pledge of Allegiance – Led by City Clerk Robin Estanislau

Roll Call

1. CIAB/Public Works Commission

Present: Gins, Villa, Frousiakis, Michalski, Macdonald

Absent: Shepherd, Rivas

2. Citizen Participation Advisory Board

Present: Hoskinson, Paris, Inouye, Jackson

Absent: Massie, Lachman

3. Community and Library Services Commission

Present: Edsell, McHardy, Baker, Lane-Barnes, Harrison, Vogel

Absent: Costelloe, Palumbo, Parker

4. Design Review Board (*No Quorum*)

Present: Schey (HRB representative), Fertal

Absent: Acosta-Galvan (Planning Commission representative), Dahl, Cutler

5. Environmental & Sustainability Board (*No Quorum*)

Present: Rodriguez (Planning Commission Liaison), Bornstein, Fockler

Absent: Moser, Bolton, Benneman, McGowan, Siegal

6. Finance Commission

Present: Craver, Cicerone, Gates, Hamilton, Lo Grasso, Michels

Absent: Sternberg

7. **Fourth of July Executive Board (*No Quorum*)**
Present: Kowal, Vircks, Moreo, Ramsey, Stevens
Absent: Love, Simonds, Smith, Toboada, Van Tuyl
8. **Harbour Commission**
Present: Schauppner, Vu, Milligan, VanVoorhis, Larkin
Absent: Nielsen, Wood
9. **Historic Resources Board**
Present: Schey, Hanson, Santiago, Wentworth (David)
Absent: Nguyen, Wentworth (Duane), Zambrano
10. **Human Relations Committee**
Present: Parrott, Chow, Keeley, Stuart, Velazquez
Absent: Rhone, Smith, Kaston, Patel
11. **Investment Advisory Board**
Present: Schuetz, Ellett, Erskine, Marrow
Absent: Heymann, Kelly, Misterly
12. **Jet Noise Commission (*No Quorum*)**
Present: Porter, Bourgeault, Kunze
Absent: Morin, Burtis, Bohr, Tabernig
13. **Mobile Home Advisory Board (*No Quorum*)**
Present: Silkenson, Baretich
Absent: Miller, Chase, Plum, Avilla, Houser, Talley
14. **Personnel Commission (*No Quorum*)**
Present: None
Absent: Vellucci, Thompson, Elford, Rivera
15. **Planning Commission**
Present: Pellman, Rodriguez, Kennedy, Wood
Absent: Twining, Acosta-Galvan, Adam
16. **Sunset Beach Local Coastal Program Review Board (*No Quorum*)**
Present: None
Absent: McCormack, Ellis, Barco, Parker, Nobles, Pryharski, Ward
17. **Youth Board (*No Quorum*)**
Present: None
Absent: Bartel, Blankenbaker, Nguyen, Osborne, Parrott, Pham, Rizvi, Vo, Wong

Welcome Remarks - *Mayor Pro Tem Gracey Van Der Mark*

Public Comments (3-Minute Time Limit) – *None*

City of Huntington Beach Overview – *City Manager Al Zelinka*

City Manager Zelinka welcomed attendees, and presented a PowerPoint that included the following titled slides: *Welcome, First Things First: The OneHB Framework, First Things First: Respectful Workplace, City Structure, Your City Council, and Org Chart – City of Huntington Beach.*

BCC General Roles and Responsibilities – *Assistant City Manager Travis Hopkins*

Assistant City Manager Hopkins continued with the presentation by sharing the following titled slides: *City's BCC Structure, HBMC 2.100 Operating Policies for Boards and Commissions, Your General Roles & Duties (3), Roles of Council Liaisons, Roles of City Staff, Roles of the City Clerk's Office, Code of Conduct, and Media & Social Media.*

BCC Meetings & Other Guidelines – *City Clerk Robin Estanislau*

City Clerk Estanislau continued with the presentation by sharing the following titled slides: *Meeting Notices & Documents, Meeting Documents (2), and Meeting Procedures.*

Brown Act Training, California Public Records Act (CPRA) & Other Legal Issues – *City Attorney Michael Gates and Chief Assistant City Attorney Mike Vigliotta*

City Attorney Gates and Chief Deputy City Attorney Vigliotta continued the presentation by sharing the following titled slides: *Brown Act, Open and Public, Summary of the Brown Act, Narrow Exemptions, Who is subject to the Brown Act?, Meetings, Types of Meetings, Exceptions, Serial Meetings, Types of Serial Meetings, Meeting Agendas, Agendas, Response to Public, The Public's Place on the Agenda, Closed Sessions, Disruptive Attendees, For more information, California Public Records Act, and Questions.*

City Attorney Gates responded to questions, including the appropriate way report personal knowledge of a serial meeting (a Brown Act violation), how to refrain from engaging in discussion with public speakers who attempt to communicate with BCC members during a public meeting, and the best way to deal with disruptive meeting attendees.

Closing and Adjournment at 7:42 PM – *Assistant City Manager Travis Hopkins thanked all in attendance, and acknowledged the coordination efforts of Principal Management Analyst Grace Yoon-Taylor.*