



## **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.***