

**Minutes for the Meeting of City of Hawthorne**  
**Veterans Affairs Commission**  
**March 4, 2019**

**Meeting Convened: 3:17 P.M.**

- 1) Call to Order
  - a. ***Commissioner's Present: Lester, Moreno, Robilotta, Steinhauer, Chair Orlemann***
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, the March 4, 2019 Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126<sup>th</sup> St., Hawthorne, CA on February 22, 2019 at 12:00 p.m.
- 4) Oral Communications: ***None***
- 5) Written Communications: ***None***
- 6) Approval of Minutes for the meeting of February 4, 2019
  - a. ***Motioned by Comm. Robilotta, seconded by Comm. Moreno, Commission approved 5-0***
- 7) Commission's Discussion/Action Items:
  - o Discussion of Veterans Benefits Day event, April 13, 2019
    - Speaker and Exhibitor invite letters; sign ups and confirmations
      - ***Letters are pending email addresses to Comm. Moreno***
      - ***Exhibitor layout to be done after decisions on all vendors***
    - Draft agenda topics, flow, and speaker time allocations
      - ***Decision on time slots and sequence will be finalized after confirmations***
    - Logistics update from MC: signage, parking lots access, bldg. access, room layout specs
      - ***Sec. Gafney confirmed MC parking access will be available and walkway into the back of the MC will be open. Still need handicapped signage for back lot.***
      - ***Sec. Gafney was asked for a floor plan of the MC for use in invites and layout***
    - Sign-in, wristbands, processing; room layout, flag displays, lunch venue (Venus room?)
      - ***Lunch location may be adjusted based on Cong. Waters schedule and event***
      - ***No sign-in, first come, first served for wristbands***
  - o VOTQ Actions, State of the Commission PPT – March 26
    - ***Commissioners were asked to participate in the HPD presentation the 13<sup>th</sup> at 5:00pm, and the 6pm, March 26<sup>th</sup> City Council proclamation presentation to Robert Smith.***
    - ***Comm. Robilotta will work with Chair Orlemann on the "State of the Commission" presentation for the 26<sup>th</sup>.***
  - o City Council Related Topics

- Commissioner evening meeting feedback; city admin support requirements and restrictions need to be determined
      - *Commissioners discussed interest and value for evening meeting.*
      - *Topic discussion continues; Sec. Gafney will check feasibility and convenience of particular nights City Hall could be open*
- Budget Review and Update
  - *After completing “state of the city”, Pat will focus on donations to balance books*
- Outreach Databases; Admin Strategy
  - *Hawthorne veteran database from County veterans is census data without names or addresses – of little value to the Commission in the present state*
- Guest and Invitee “event” database - input from Commissioners
  - **Comm. Moreno will be POC for any invitee/guest database and coordinate invites and thank you’s**
- Strategy of formatted, templated letters for invites, thank you’s, city and HVAC logo use
  - **Sec. Gafney will provide templates/logo’s to Comm’s Robilotta and Moreno**
- Open Business
  - Commissioner Bio’s from commission applications; Ethics training status (AB1234)
  - Meetings update: Vet Collaborative, WLA Master Plan, CVEB, VPAC, County Commission
  - Next meeting Monday, March 18; April 1, April 8 (Special Meeting); *acting Secretary will be Comm. Steinhauer*

8) Commissioners Report/Recommendations: None

9) Adjournment: 4:57 p.m.