

**Minutes for the Meeting of City of Hawthorne**  
**Veterans Affairs Commission**  
**April 8, 2019**

**Meeting Convened: 3:16 P.M.**

- 1) Call to Order
  - ***Commissioner's Present: Lester, Moreno, Steinhauer, Chair Orlemann; Commissioner Robilotta absent***
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, the April 8, 2019 Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126<sup>th</sup> St., Hawthorne, CA on April 3, 2019 at 12 noon.
- 4) Oral Communications: ***None***
- 5) Written Communications: ***None***
- 6) Approval of Minutes:
  - ***for the meeting of March 18, 2019, deferred***
- 7) Commission's Discussion/Action Items:
  - Discussion of Veterans Benefits Day event, April 13, 2019
    - Speaker and Exhibitor invite letters; sign ups and confirmations
      - ***Speakers have confirmed to Chair, new addition due to current events may result in LA County Supervisors attending; Rep. Tulsi Gabbard (first speaker at 9am) also confirmed - no other federal dignitaries expected to attend***
      - ***Chair Orlemann has notified Mayor and Council members of Rep. Gabbard***
      - ***Sec. Gafney will notify City Manager, Police Chief. LA AFB Commander***
    - Draft agenda topics, flow, and speaker time allocations
      - ***2018 agenda used as basis for speaker flow; edits to be finalized by April 9***
      - ***Pledge of Allegiance by Sec. Gafney; VVA Color Guard, No National Anthem***
    - Logistics update from MC: signage, parking lots access, bldg. access, room layout specs
      - ***Room layouts drafted and reviewed with MC; may need additional row of tables for extra exhibitors; Commission will have a table with key chains and tri-fold brochures; HVAC coffee mugs for presenters/dignataries***
      - ***Need handicapped signage for back parking lot; cones for In-n-Out on curb***
      - ***Comm. Lester will staff table at entrance, first come first served with 300 wristbands; veteran first, if any left, then caregivers/spouses/guests***
      - ***Ronnie will manage outside for parking and meal distribution; small stipend***
  - City Council Related Topics
    - Commissioner evening meeting feedback; city admin support requirements and restrictions need to be determined
      - ***No action required until/unless directed by staff/council***

- Budget Review and Update
    - ***Pat Donaldson indicated she would deposit \$300 to account on April 12. Check for \$250 from South Bay Ford was available for deposit; no check yet from \$500 commitment from South County Labor Board***
  - Outreach Databases; Admin Strategy
    - ***Email list and template letters due to Comm. Moreno from Sec. Gafney still pending***
  - Open Business
    - Commissioner Bio's from commission applications; Ethics training status (AB1234)
      - ***Form 700 complete to City Clerk for all Commissioners***
      - ***Comm. Moreno bio received, remaining bio's due by April 9***
    - Meetings update: Vet Collaborative, WLA Master Plan, CVEB, VPAC, County Commission
      - ***Upcoming meetings pending - updates next meeting***
    - Next meeting(s):
      - ***Monday, April 22 (Special Meeting i/l/o April 15); May 6 (Comm. Steinhauer will be acting secretary)***
- 8) Commissioners Report/Recommendations
- ***Volunteer Appreciation Day on Sunday, April 28, recognizing Commissioners; all are invited to attend***
- 9) Adjournment: 4:39 p.m.