

CITY OF HAWTHORNE

VETERANS AFFAIRS COMMISSION

Meeting Minutes

Erika Lampkin, Human Resources Director
Jose Saldana, Police Sergeant



4455 W. 126th Street, Hawthorne, CA 90250

Chairperson Faye Johnson
Vice – Chair Stephen Nellman
Commissioner Kyle Orlemann
Commissioner Carol Steinhauer
Commissioner Daniel Lucero

CITY OF HAWTHORNE VETERANS' AFFAIRS COMMISSION

Meeting Minutes DATE October 2, 2023

PURSUANT TO GOVERNMENT CODE SECTION 54954.3, THE AGENDA WAS POSTED AT CITY HALL BULLETIN BOARD AT 4455 W 126TH STREET ON THURSDAY, September 28, 2023 AT 4:00PM.

Chairperson Johnson called the Veteran's Commission meeting to order at 4:01pm.

Roll Call: Five members present

Present: Chairperson Faye Johnson, Commissioners Daniel Lucero, Stephen Nellman, Kyle Orlemann, Carol Steinhauer

Absent: N/A

Staff Present: Lori Thomas, HR Analyst & Sgt. Jose Saldana

Flag – Commissioner Lucero led the flag salute.

1) Oral Communication: None

2) Written Communications: None

3) Approval of Minutes – Meeting of September 18, 2023

Commissioner Steinhauer called for a correction on minutes.

After corrections, Moved to approve by Chair Johnson; 2nd by Commissioner Nellman

Yes Votes – Commissioners Steinhauer, Orlemann and Lucero

4) Staff Secretary Report

A. *Brown act Briefing*

- The Hawthorne City Attorney's Office will be looking at calendar for a future Brown Act briefing for Commission

B. *Handout (Re: Business Outreach)*

- No Comments

C. *Treasury Report (Banner Program Account)*

- Checks to be made payable to the City of Hawthorne VA Commission
- Commissioner Orlemann to have email set up on personal phone to allow better communication
- City provided \$3,500 for the program
- The banners will be hung on Hawthorne Blvd southbound from 120th street to Rosecrans Ave on both sides of the streets
- Commission will select the starting point
- Sponsors of the banners to be displayed on the banners

5) Commissioner Discussion/Action Items

A. Webpage Review

- Commissioner Nellman recommends that the Commission revisits the Mission Statement listed on the webpage to make sure the Commission is in focus with it.
- Commissioner Nellman will come up with some proposals for a mission statement

B. Events/Outreach

- Chairperson Johnson recommends that every Commissioner head an outreach project
- A golf tournament was proposed
- Chairperson Johnson to look into the planning of the tournament
- Will look into meet and greets at different city locations and plan them thru the year
- Commissioner Lucero's Astronaut project will need publicity for it to be successful
- The Astronaut will need two months to acclimate to environment
- Commissioner Lucero will work on Press Release

C. Legislative Update

- The National Cemetery to be 50 years old
- There is a National Cemetery Survey

D. Fundraising Strategies

- Commissioner Orlemann proposed a fundraiser at Blaze Pizza
- Commissioner Orlemann to provide list of local businesses and it will be divided up by the Commission for fundraising outreach
- The Commission will create a fundraising letter for HR Director Lampkin to post
- Commissioner Orlemann to create flyers

E. Military Veterans Name List

- Commissioner Lucero to get a list of active duty members

- Commission to get a standard release of media from the city
- F. Review of Proposal for Banner Project
- Commission will be utilizing the same company that is used by the city of Torrance for the banners
 - “Proudly Honors” will be displayed on the banners
 - Commissioner Orlemann proposed that we wait until 2024 to launch the project
 - Commissioner Lucero suggests a soft launch prior to 2024
 - Commissioner Steinhauer recommends the last week of October 2023 for a soft launch
 - Commissioners Nellman is ok with soft launch
- G. Calendar of Events for Commissioners to attend
- To be discussed at next regular meeting
- H. Discussion of SAFE
- Add SAFE to Agenda
 - Add Invocation
- I. Fundraising Report
- Report Nothing to report
- J. Special Meeting
- Meeting for Approval of Banner Design, Application Process and Launch to be discussed on October 9th at 4pm.

Chairperson Johnson adjourned the meeting at 6:01pm. A special meeting will be held on October 9, 2023 at 4:00pm.