

**CITY OF POMONA**  
**Community Life Commission**  
**DRAFT**  
**REGULAR MEETING MINUTES**

May 28, 2019  
CITY COUNCIL CHAMBER BOARD ROOM  
505 SOUTH GAREY AVENUE

**CALL TO ORDER**

The meeting convened at 6:32 P.M. in the City Council Chambers with Chair Hutchinson presiding and the following Commissioners present:

ROLL CALL:            Present:            Chair Tamela Hutchinson, District 6  
Vice Chair Vince Carpio, District 1  
Regina Wang, District 2  
Christina Jimenez, Commissioner, District 3  
Rebecca Alvarez, Commissioner, District 4  
Brian Mundy, Commissioner, District 5  
Donna Houston, Commissioner, Mayor Appointed

STAFF PRESENT:  
Benita DeFrank, Director  
Rosalia Butler, City Clerk  
Beverly Johnson, Housing Services Manager  
Elizabeth Leon, City Liaison  
Tracy Byl, Management Analyst

**ROLL CALL**

Roll call was taken by City Liaison Elizabeth Leon. Those present are noted above.

**PLEDGE OF ALLEGIANCE**

Chair Hutchinson Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES**

Motion by Commissioner Hutchinson and second by Commissioner Houston to approve March 11, 2019. Motion passed by a vote of 7-0.

Motion by Commissioner Hutchinson and second by Commissioner Houston to approve April 23, 2019 minutes to include the amendments made to the April 23, 2019 minutes. Motion passed by a vote of 5-0. Commissioner Jimenez and Commissioner Houston abstained.

**PRESENTATION**

None

**PUBLIC COMMENT**

None

**COMMISSIONER COMMUNICATION**

**Motion by Chair Hutchinson and second by Commissioner Wang to move Commissioner Communication to end of agenda.**

**Motion Carried 7-0**

**STAFF COMMUNICATION**

Benita DeFrank spoke of “Up-Coming Events”

- District 6 Community meeting at Palomares and Movies in the Park.
- Elizabeth Leon will be stepping down from City Liaison, introduced Tracy Byl as the new liaison.

**OLD BUSINESS**

Discussion Items:

**1. Neighborhood Watch Committee**

- Commissioner Houston spoke on The Neighborhood Watch Committee. She had spoken with Officer Rios regarding a table at National Night Out. Commissioner Houston will work with Breezy Hernandez to coordinate a space for an outreach table.
- Commissioner Houston will ask Mayor Sandoval to recognize the Community Life Commission during his speech and also invite the Mayor to the CLC table in order to promote and recognize the commission.  
(Item to stay on agenda with an update regarding discussion with Mayor Sandoval and Breezy Hernandez).

Benita will speak with Neighborhood Watch regarding the use of pop up tarps

**Motion by Chair Hutchinson and second by Commission Carpio to promote the commission to participate in the National Night Out on August 6, 2019**

**Motion carried 7-0**

**2. Human Trafficking**

Commissioner Jimenez spoke on PD conducting a sting targeting “Johns”. Twenty-four arrests were made. Commissioner requested to remove Human Trafficking off the agenda.

**Motion by Commissioner Jimenez and second by Chair Hutchinson to remove Human Trafficking item off the agenda.**

**Motion carried 7-0**

### **3. Outline of Goals, Strategy and Measurement Plan**

Commissioner Hutchinson spoke on identifying key areas regarding strategic focus,

Categories: Foundation, Governance, Marketing and Projects

- Foundation ADHOC identifies Duties and Responsibilities
- Marketing ADHOC committee identifies goals

City Clerk Butler requested a copy of the updated Duties and Responsibilities

Mundy inquired about the City's partnership with Pomona's Promise. Pomona's Promise posts on the web and is not city driven but is supported by the City.

City Clerk advised commission to provide best clean update Duties and Responsibilities to Council; once ordinance becomes law, it can be costly to amend.

Commissioner Mundy Give another month to review and amend Duties and Responsibilities

**Motion by Commissioner Jimenez, second by Commissioner Wang, to give commission a week to review Duties and Responsibilities and to submit suggestions by June 6, 2019.**

**Motion carried 7-0**

Motion by Commissioner Jimenez and second by Commissioner Alvarez to change the time of meeting from 6:30 pm to 6:15 pm

**Motion carried 5-2**

### **4. Marketing Plan**

Commissioner Mundy spoke on the marketing of the Community Life Commission.

Three categories:

- City staff and city website what can be done to raise awareness of the CLC
- Commissioners to help raise awareness of the CLC
- Social Media – discussion handed over to Commissioner Wang

Commissioner Wang spoke on the social media, Facebook and website

- Commission meetings listed no less than 6 months out on city calendar; doesn't need to contain agendas or minutes; Placeholder and notification to the public; exposure to the community
- Committee agenda and minutes emailed out to all commissioners one week before the scheduled meeting. Email will consist of a PDF agenda, minutes, request of commissioners of who will attend and a brief summary of upcoming meetings.
- More comprehensive description of Community Life Commission; headshots of the commissioners and where commission is described.

- Lanyards to identify commissioners; design individual business cards;  
Staff to look into business cards

Commissioner Mundy concluded the marketing presentation by speaking on:  
Establishing a:

- Community Life Commission Facebook page; simple website like a blog; reviews that mirror what is posted on website; posting meeting dates, agendas, and minutes.
- Opportunity to create short profiles of heroes throughout Pomona and do write ups on businesses.
- Also create video tutorials to help navigate through city processes.

City clerk advised that once the agenda is posted 72 hours prior to a scheduled meeting, no changes/amendments can be made. If the agenda is emailed out to commissioners, the agenda will also be posted.

Benita DeFrank advised that staff is in the office Monday through Thursday.

**Motion by Commissioner Mundy to accept recommendations of ADHOC city staff and city website Section A and B, Second by Commissioner Wang**

**Motion carried 7-0**

**Motion by Chair Hutchinson and second by Commissioner Jimenez to amend motion to place responsibility on staff to research lanyards and business cards**

**Motion carried 7-0**

## **5. Videotaping**

Seeking outside assistance from Village Academy to film Commission meetings Under government code Section 54953.5, any person, includes public and commissioners, attending an open and public meeting of a legislative body of a local agency shall have the right to record proceedings with audio/video recorder, still or motion picture camera in the absence of a reasonable finding by the legislative body of local agency recording cannot continue without noise, illumination or obstruction of view that constitutes a persistent disruption of the proceedings. Under By-Laws (See Section E-7). No interruption by Commissioner(s) and/or staff per By-Laws.

- Carpio not in favor of being videotaped concerned about the liability, defamation of character and or interpretations
- Chair spoke in favor of videotaping specifically to revisit the minutes. Asked if city staff can record the meetings
- City Clerk stated there is an extra cost overtime; time to upload recordings city staff time cost
- Director DeFrank stated this is something to be brought to City Manager who is responsible for the city resources.
- Commissioner Jimenez spoke on Commissioner Carpio's concerns regarding videotaping and suggested a Facebook page for public exposure.

**Motion by Commissioner Mundy and second by Chair Hutchinson to approve video recording of public meetings to make available to public.**

**Motion carried 3-2  
Abstain 2**

**Motion by Commissioner Jimenez and second by Commissioner Wang to videotape future meetings after a proposed method has been established.**

**Motion carried 5-2**

**COMMISSIONER COMMUNICATION**

Commissioner Jimenez stated over 1,000 people participated in Pomona Beautification Day. Project Sister has been nominated non-profit of the year.

Commissioner Houston Legislative Luncheon; Mr. Reggie Clark was recognized for his commitment and efforts.

Commissioner Mundy attended Mayor's Prayer breakfast along with Commissioner Wang and Chair Hutchinson.

Chair Hutchinson is looking to partner with Pomona Mining Company to provide a Thanksgiving Day meal for the residents of Pomona. Community Life awards for community members who are striving to improve the quality of life for the City of Pomona.

Commissioner Carpio participated in a golf tournament to support the Special Olympics and its athletes. Congratulations to the city for putting on a great event for Alejandro and his involvement with American Idol.

Benita will work with the Council Administrative Assistant to provide the upcoming events calendar.

**NEW BUSINESS**

- Discussion regarding a partnership with Pomona Mining Company to provide a Thanksgiving Day meal to Pomona residents.
- Discussion regarding Community Life Awards

**ADJOURNMENT**

Chair Hutchinson adjourned the meeting at 9:26 pm.

The City of Pomona Community Life Commission is hereby adjourned to the next regularly scheduled meeting of June 25, 2019 starting at 6:15 p.m. at Council Chambers.

Respectfully submitted,

ATTEST:

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Tracy Byl  
Community Life Commission

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Chair Hutchinson