

Agenda

CITY COUNCIL-APPOINTED BOARDS & COMMISSIONS



Date: Monday, March 4, 2024
Time: 5:30 p.m.
Location: City Hall, Bldg. C, Conference Room B-111
276 Fourth Avenue, Chula Vista

Veterans Advisory Commission Special Meeting

Public Comments: Public comments may be submitted to the Veterans Advisory Commission in the following ways:

- **In-Person comments during the meeting.** Join us for the Veterans Advisory Commission meeting at the time and location specified on this agenda to make your comments. Each person will be allotted three (3) minutes to address the Commission.
- **Submit an eComment.** Visit www.chulavistaca.gov/boardmeetings, locate this meeting and click on the comment bubble icon. Click on the item you wish to comment on, and then click on "Leave Comment."
- **Mail or email comments.** Submit comments via email to cvfdpio@chulavistaca.gov or by mail to Veterans Advisory Commission, 276 Fourth Ave, Chula Vista, CA 91910.

The commenting period will close three (3) hours before the meeting. All comments will be made available to the Commission and the public.

Accessibility: *Individuals with disabilities are invited to request modifications or accommodations in order to access and/or participate in a Veterans Advisory Commission meeting by contacting the Fire Department at cvfdpio@chulavistaca.gov (California Relay Service is available for the hearing impaired by dialing 711) at least forty-eight hours in advance of the meeting.*

1. CALL TO ORDER**2. ROLL CALL**

Akana, Castro, Martinez, Pine, Stewart, Williams

3. PUBLIC COMMENTS

Persons may address the Commission on any subject matter within the Commission's jurisdiction that is not listed as an item on the agenda. State law generally prohibits the Commission from discussing or taking action on any issue not included on the agenda, but, if appropriate, the Commission may schedule the topic for future discussion or refer the matter to staff. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting or submit an electronic comment per the instructions on page one of this agenda.

4. ACTION ITEMS

The Item(s) listed in this section of the agenda will be considered individually by the Commission and are expected to elicit discussion and deliberation. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting or submit an electronic comment per the instructions on page one of this agenda.

4.1 APPROVAL OF EXCUSED ABSENCE OF COMMISSIONER WILLIAMS FROM SPECIAL MEETING OF JANUARY 22, 2024

4

Recommended Action:

Commission to approve the excused absence form of commissioner Williams.

4.2 APPROVAL OF SPECIAL MEETING MINUTES OF JANUARY 22, 2024

5

Recommended Action:

Commission to approve meeting minutes.

4.3 APPROVAL OF SUBCOMMITTEE FOR VETERAN OF THE YEAR PROGRAM

8

Recommended Action:

Commission to approve the formation of the subcommittee.

4.4 APPROVAL OF SUBCOMMITTEE FOR VETERAN WALL**Recommended Action:**

Commission to approve the formation of the subcommittee.

OTHER BUSINESS**5. STAFF COMMENTS****6. CHAIR'S COMMENTS****7. COMMISSIONERS' COMMENTS**

8. **ADJOURNMENT**
to the regular meeting on March 20, 2024

Materials provided to the Veterans Advisory Commission related to any open-session item on this agenda are available for public review, please contact the Fire Department at cvfdpio@chulavistaca.gov.

REQUEST FOR EXCUSED ABSENCE

City of Chula Vista Boards, Commissions, and Committees

Name: Tanya Williams Date of Absence: 1-22-2024
Board/Commission/Committee: Veterans Advisory Commission

Chula Vista Municipal Code section 2.25.110 (C) allows board/commission/committee members, by a majority vote, to excuse a fellow board, commission, or committee member's absence from a meeting for any of the reasons listed below. **A member who is absent from three consecutive, regular meetings will be deemed to have vacated his or her membership, unless the member's absence is excused by a majority vote of the other members.** An absence is only recorded as "excused" upon receipt of a member's request and majority vote of the board/commission/committee to excuse the absence. Accordingly, if you have been absent from a regular meeting, please complete and submit this form to the chair or secretary.

Please indicate the reason for the absence:

- 1. Illness of the member, family member of the member, or personal friend of the member;
- 2. Business commitment of the member that interferes with the attendance of the member at a meeting;
- 3. Previously scheduled vacation of the member, notice of which was provided to the respective board or commission in advance of the meeting;
- 4. Attendance of the member at a funeral, religious service or ceremony, wedding, or other similarly significant event;
- 5. Unexpected, emergency situation that prohibits the member's attendance; or
- 6. Other reason for which the member has given notice to the secretary of his or her unavailability at least seven days in advance of the meeting.

OR

The absence was not for any of the above-listed reasons. I understand that the absence will be recorded as unexcused.

I certify the reason for the absence indicated above is true and correct.

Member's Signature: [Signature] Date: 2-29-2024

If completed by secretary or staff to board/commission/committee:

Completed on member's behalf by: _____, per member's Verbal Written request
on: _____ (date) (secretary/liaison's name)



SPECIAL MEETING OF THE VETERANS ADVISORY COMMISSION

Meeting Minutes

January 22, 2024, 6:00 p.m.
City Hall, Bldg. C, Conference Room B-111
276 Fourth Avenue, Chula Vista

Present: Nimpa Akana, Francia Castro, Henry Martinez, Lynne Pine,
Anthony Stewart

Absent: Tanya Williams

Also Present: Karina Aguilar, Eric Martinez, Alyssa Moreno

1. CALL TO ORDER

A special meeting of the Veterans Advisory Commission of the City of Chula Vista was called to order at __6:00__ p.m.

2. ROLL CALL

Secretary Aguilar called the roll.

3. PUBLIC COMMENTS

In person: Jack Gretcher.

Concern: South Bay heroes wall on Memorial Park. There are a few veterans that are not on the wall and would like for the commission to work on adding those names.

4. INTRODUCTION OF NEW SECRETARY AND LIASION

4.1 Introduction of Karina Aguilar and Eric D. Martinez

5. ACTION ITEMS

5.1 Discuss and Finalize Veteran of the Year Program

ACTION: Commissioners agreed that last year's Veteran of the Year got announced very late and did not like that the ceremony was done in the daytime. Commissioners agreed on improving this year's Veteran of the Year Program by creating a subcommittee that will focus on making sure that the nomination and reveal gets done on time as well as providing an award for the winner. Chairperson Akana agreed on making this an action item to vote for next month's meeting. Commissioner Pine appealed that a letter written by the governor should be created and sent out to last year's winner.

OTHER BUSINESS

6. STAFF COMMENTS

Liaison Martinez assured he will contact city clerk's secretary regarding the creation of subcommittees.

7. CHAIR'S COMMENTS

Chairperson Akana announced that she will contact the governor's secretary regarding sending out a letter of congratulations for last year's veteran of the year. She also let the speaker know that the commission will work on adding the names of the veterans mentioned on the Veterans Wall.

8. COMMISSIONERS' COMMENTS

Commissioner Martinez made the proposition of creating a subcommittee that will work on the Veterans Wall. Chairperson Akana agreed to add this as an action item for next month. Commissioner Pine would like the commission to work on a Plan of Action and Milestones in order to be more efficient this year, and chairperson Akana agreed to add this as an action item for next month as well. Commissioner Stewart and Pine brought up the topic of the Veterans parade and asked this to be included in next month's meeting. Chairperson Akana agreed.

9. ADJOURNMENT

The meeting was adjourned at __7:20__ p.m.

Minutes prepared by: Karina Aguilar, Secretary

Karina Aguilar, Secretary

GOAL: A Recommended Upgrade to t

Action Step

Assemble a Sub-Committee
Draft a Recommended Annual Process for Discussion with Fellow Veterans Advisory Committee (VAC) members
Draft a Finalized Version of an Annual Action Plan for the VAC;
Based on VAC input
Finalize a Recommended Annual Process for Recognizing City of Chula Vista Veterans of the Year that can be presented to Mayor & City Council

Begin to Execute the Plan

The Annual Process for Recognizing City of Chula Veterans

Responsible	Start Date	Milestone
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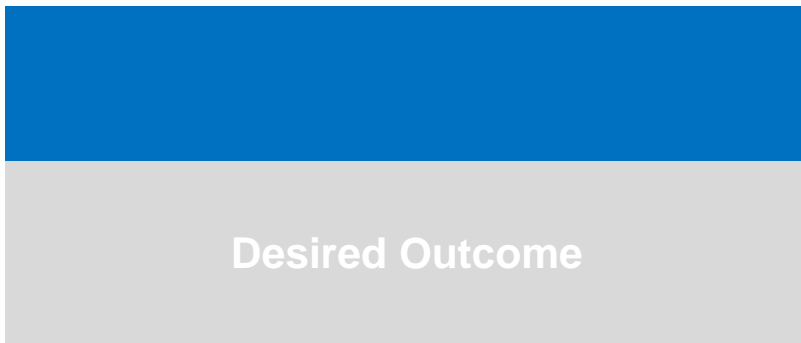
Anthony Stewart & Lynne Pine	3/4/2024	Assemble
Anthony Stewart & Lynne Pine	3/4/2024	
Anthony Stewart & Lynne Pine	4/24/2024	
Anthony Stewart & Lynne Pine	5/22/2024	Outreach, Nomination Process, Website Update Recommendations, Event Location & Structure, Press Releases (Pre-event & Post event),
Chula Vista VAC	5/22/2024	etc.

of the Year

Due Date

Resources

	Past History, City
3/27/2024	Resources
	Past History, City
4/24/2024	Resources
	Past History, City
5/22/2024	Resources
	Past History, City
6/26/2024	Resources
	Past History, City
11/11/2024	Resources



Desired Outcome

(Based on first approval of assembly) Solidify final desired actions & outcomes

Present the plan to fellow commissioners; Gain feedback
Create an Action Plan that can be used to draft a formalized process

Submit a recommended plan that can be presented to Mayor & City Council

Have gained fullest participation from the community and presented a significant recognition activity to bestow the award of Chula Vista Veteran of the Year