



City of Beverly Hills

**Health and Safety Commission
Regular Meeting**

**January 25, 2010
4:00 PM
City Hall Room 280-A**

***Enhancing the Health and Safety of
Our Community***

A detailed Commission packet is available for review in the Library and City Clerk's Office.



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Manager's Office at (310) 285-1014. Please notify the City Manager's Office at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Conference Room 280-A is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.

**CITY OF BEVERLY HILLS
City Hall Room 280-A
AGENDA**

HEALTH AND SAFETY COMMISSION REGULAR MEETING

January 25, 2010

4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES

- Consideration of minutes of December 14, 2009.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

At this time, members of the public may address the Commission regarding any items not on the Agenda that are within the subject matter jurisdiction of the Commission. By State law, the Commission may not discuss or vote on items not on the Agenda.

E. REPORT FROM THE CHAIRPERSON

- Mayor's Cabinet Meeting – January 13, 2010.
- Other items of interest.

F. DIRECTOR'S REPORT

- Report from Myra Lurie, Beverly Hills School District Board Member
- Information Only:
 - a) Smoking Info
 - b) Speaker Info
- Other Items

G. NEW BUSINESS

1. Health and Safety Awards
2. Work Plan FY 2010-2011
3. Administrative Regulation: Responding to letters & emails from the public

H. COMMENTS FROM COMMISSIONERS

Commissioners' brief responses to public comments, questions for clarification, brief announcements, request for information, and brief reports on activities.

I. ADJOURNMENT

**CITY OF BEVERLY HILLS
City Hall Room 280-A
MINUTES**

HEALTH AND SAFETY COMMISSION SPECIAL MEETING

December 14, 2009

5:00 p.m.

The meeting was called to order at 5:00 p.m.

A. ROLL CALL

Commissioners Present: Aronberg, Setian, Millan, Vice Chair Landau, Chair Seidel

Commissioners Absent: Kopeikin, Judelson

Staff: P. Mottice Muller, K. Ryan

Visitor: Mayor Krasne

Mayor Krasne briefly addressed the Commission, highlighting the Commissioners' progress and hard work.

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES

MOVED by Landau, SECONDED by Aronberg to approve the minutes of the meeting on November 23, 2009, with minor change (5/0)

Ayes: Aronberg, Landau, Seidel, Millan, Setian

Noes: None

Absent: Kopeikin, Judelson

CARRIED.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

None.

E. REPORT FROM THE CHAIRPERSON

MAYOR'S CABINET MEETING – DECEMBER 9, 2009

Chair Seidel reported on the following items from the recent Mayor's Cabinet Meeting:

- Human Relations Commission – the City has begun a parking ticket forgiveness program for the homeless.
- Public Works Commission – water bills are still behind schedule, they hope to be caught up with the bills by January 2010.
- Fine Arts Commission – the sculpture "Erratic" will remain in its current place, but hazard signage will be placed around it to ensure safety.

OTHER ITEMS OF INTEREST- *none*

F. DIRECTOR'S REPORT

- Report from Myra Lurie, Beverly Hills School District Board Member
 - a. An emergency BHUSD board meeting was called on December 13th due to a student posting a concerning message on the internet. The issue was addressed immediately and appropriately by BHUSD and the Beverly Hills Police Department.
 - b. An Ethics class has recently been added to the High School curriculum.
 - c. Ms. Lurie will give a report at the January meeting about health and safety related items for the Commission to consider for next year's work plan.
 - d. Planning for the "Every 15 Minutes" program has begun, Ms. Lurie is on the committee. Ms. Lurie was asked by the Commission to suggest the best way for the Commission to approach the Beverly Hills Middle School principals to request their participation in the "Every 15 Minutes" program to encourage interest among Middle School students as well as their parents. She will report back to the Commission after checking with the Superintendent.
- Report from Director Mottice Muller
 - a. The EOC will officially open on January 12, 2010, with a grand opening taking place from 1:00-2:30.
 - b. In follow-up to the leaf blower issue, Building and Safety is working on posting information onto the Cable channel to inform residents, and a small blurb will appear in the next "In Focus" community newsletter also. It was also suggested to Building and Safety that if they wish to re-write the Leaf Blower Ordinance, the Commission has offered its assistance.
- Information Only: Fake Emails from CDC – *no comment*
- Other Items
 - a. Commission Calendar– *no comment*
 - b. Letter from Citizen regarding Leaf Blower issue– *discussed in Director's Report above.*

G. NEW BUSINESS

1. 2010 MEETING DATES

The Commission discussed the following dates to meet in 2010:

January 25

February 22

March 22

April 26

May 17 (3rd Monday of the month)

June 28

July 26

August 23 (may go dark)

September 27

October 25

November 22

December 13 (2nd Monday of the month)

2. HEALTH AND SAFETY AWARDS

Chair Seidel passed out information to the Commissioners about the awards given by JPL.

The Commission decided that it would work on developing the award(s) as a work plan item for this year, but would give out the award in the fall. A more specific timeline will be developed at a future meeting, as well as the qualifications and criteria for the award(s).

Commissioners Millan and Aronberg suggested that a sub-committee be developed for the award. Commissioners Judelson and Kopeikin were nominated to be on this sub-committee, along with Vice Chair Landau, if a third member is needed.

This will be discussed with those Commissioners at next meeting.

3. WORK PLAN

Director Mottice Muller reviewed the work plan discussion from the November 23rd meeting, and noted the differences between a work plan item and an item of interest.

Commissioners took part in an exercise to determine work plan items and priorities.

Staff will compile information for discussion at next meeting.

H. COMMENTS FROM COMMISSIONERS

Commissioner Millan passed out a flyer regarding the Niketown running club, which causes unsafe conditions during their weekly training. This has been noted as an item of interest, and the Commission will discuss how best to address the issue at a future meeting.

I. ADJOURNMENT

There being no further business, Chair Seidel, with the consent of the Commission, adjourned the meeting at 7:38 p.m.

PASSED, Approved and Adopted

This _____ of _____, 2010

David Seidel, Chair



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

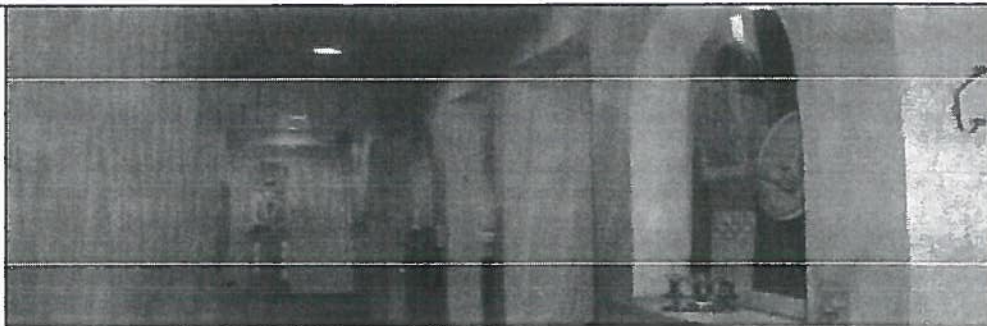
TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: January 25, 2010
SUBJECT: Dr. Janet Refoa - Health and Safety Week

The Office of Emergency Management received a call from Dr. Janet Refoa, a dentist who practices here in Beverly Hills.

Dr. Refoa is interested in speaking at our next Health and Safety Week about preventative dentistry. She mentioned that she does lectures at Beverly Hills schools also.

At our meeting following Health and Safety Week, it was noted that at the next H&S Week, dentistry should be included in the program.

Dr. Refoa's bio/resume is attached.



- Introduction**
- History & Resume**
- Services & Invisalign**
- Financing & Pre-approval**
- Introductory Offers**
- Before & After**
- FAQ'S**
- Map & Directions**
- APPOINTMENT**

History & Resume

Our practice was established in 1984. Our founder Dr. Janet Refoa D.D.S., D.M.D. is a graduate of USC School of Dentistry. She is a highly skilled surgeon and a clinician. During her 22 years of illustrious career, she has received numerous accolades for her scholastic achievement, her surgical skill, her integrity in business, her devotion to her work, and her community. Dr.Refoa and her team of skilled dentists are devoted to one main concept and philosophy of practice;

"A perfect set of teeth and a beautiful smile should not be exclusive to the rich and famous. All working people should be able to benefit from new technology and innovations in cosmetic dentistry".

Every one of our skilled dentists have been carefully selected by Dr. Refoa for their bedside manner, their "light" touch, and their integrity in the business.

"Dr. Refoa's commitment to quality in family dental care is your assurance in receiving the finest dental techniques and procedures available in the field of dentistry, today." To meet her commitment and her goals she will continuously educate herself and her staff in the latest technologies in the dental field.



Resume

Janet Refoa, D.D.S., D.M.D.
435 N. Bedford Drive, Suite 108
Beverly Hills, Ca. 90210
Telephone: 310-276-2009
Facsimile: 310-273-0909

Education:

Doctor of Medical Dentistry, 1979.
Doctor of Dental Surgery, 1984, USC School of Dentistry, Los Angeles, California.
Doctor of Cosmetic Dental Surgery, 1991, College of Cosmetic Dental Surgery.
Licensed to practice in the state of California.
In private practice since 1981, in Beverly Hills, California.

Membership and Affiliations:

American Dental Association, since 1981, Member #1098441529
California Dental Association, since 1981
American Women Dental Association, since 1981
American Cosmetic Dental Society, since 1991



I.A.D. Association, since 1991
Alpha-Omega Fraternity, since 1991
AGD Member
Life Member of USC Alumni Association, Member # 03408978
Member of Sinai Temple, since 1985
Life member of Hadassa Jewish Women Organization
Member of the Board of Directors of Teen Line
Member of the Rotary Club, Beverly Hills
Member of Paul Harris Organization to eliminate Polio
Member of the Advisory Board, Los Angeles Free Clinic, "The Laughing Matter"
Beverly Hills Country Club Member, Los Angeles, California
Mission Hills Country Club Member, Rancho Mirage, California

Special Interests:

Beverly Hills Policemen Association Supporter & Contributor
Beverly Hills Firemen Association Supporter & Contributor
Beverly Hills Education Foundation Supporter & Contributor
American Cancer Society Supporter & Contributor

Introduction | History & Resume | Services & Invisilign
Financing & Pre-approval | Introductory Offers | Before & After | FAQ's
Map & Direction | Appointments



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CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: January 23, 2010
SUBJECT: Health and Safety Awards

As discussed in the last meeting, the timeline for the completion has been changed. See next page.

The Commission wishes to start an ad hoc committee and nominated Commissioner Dr. Judelson, who previously showed interest in working on the award, and Commissioner Stacia Kopeikin. Vice Chair Landau agreed to be on the committee should a third be needed. This was carried over to the January meeting when all Commissioners would be in attendance.



CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM WORKING DRAFT

TO: Health and Safety Commissioners
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: January 25, 2009
SUBJECT: WORK PLAN: FY 2010- 2011.

The following is a summary of the work plan discussion held at the December meeting:

GOALS

All work plan items will fall under the following goals:

To Create a "Community Culture of Awareness and Preparedness"

To Encourage Good Decision Making and Battle Complacency on Health and Safety Matters

To Serve as Ambassadors to the Community on Health and Safety Related Resources and Information

DEFINITIONS

It is important when deciding work plan items to distinguish between work plan and items of interest. This was discussed at the December meeting and definitions appear below.

Work Plan Items: an actual task that will be completed by the H&S Commission e.g. Health and Safety Week, Health and Safety Awards

Item of Interest: subject matter/topics of interest to the Commission. Commission may want to study or have a staff member, or a subject area expert or a community member provide information to the Commission or public.

COMMISSION DISCUSSION

Commissioners reviewed the memo named **H&S Topics** dated 7/24/08. The memo provided over 96 subject areas of interest under nine categories. This memo was used last year in the Commissions goal setting activities. This year Commissioners were asked to mark their top three priorities and choose three top subject areas. Commissioners absent from Decembers meeting will have a chance to add their top three to the list.

The results were as follows:

Environment

- **Noise Pollution (recd 1 #1 vote)**

Crime

- **Neighborhood Watch: theft/petty crime (recd 1 # 1 vote)**
- Bullying (recd 1 #2 vote)

Transportation

- Niketown Runners (recd majority of wanting this item as a item of interest)

Multi-Hazard

- **Neighborhood Watch:** emergency preparedness related topic (recd 1 # 1 votes)
- **Emergency Preparedness** (recd 1 #1 vote)
- **Neighborhood Watch:** (recd 1 #1 vote)

Health

- **Healthy Lifestyle: Stroke Prevention** (recd 1 #1 vote)
- Fall Prevention (recd 1 #3 vote)
- All areas (recd 1 #3 vote)

Security

- none

Behavior

- Drugs/Alcohol (recd 1 #3)
- Decision Making (recd 1 #2)
 - ✓ drugs/alcohol
 - ✓ texting/cell phone while driving
- Drunk Driving (recd 1 #2)

Home

- Home Safety (recd 1 #2, 1 #3)
- #72-77 and 85-86 on list (recd 1 #3)

Other

- None

BOLD: denotes #1 choices

SUMMARY OF DISCUSSION

The two work plan items discussed were as follows:

Make contributions and enhance existing current Neighborhood Watch Program

- 3 out of 5 Commissioners felt involvement in Neighborhood Watch was a top priority.
- Actual tasks to be accomplished can be addressed in the future (e.g. hosting meetings, reinvigorate program, calling, letter to resident, recruit additional block capts., bringing citizen corp groups together etc).

Develop a Speakers Bureau

- Develop topics, powerpoint, etc. for the Health and Safety Commission to speak to Community
- Obtain speaking engagements

Summary of Areas of Interest Discussed:

- Nike Town Runners Club
- Bullying
- Oil Well follow-up
- Leaf Blower follow-up
- Cell Phone
- Pedestrian Safety
- Risky Behaviors
- Drug/Alcohol
- Teens Congregating

Other Items Discussed:

- Rotate Big Projects (e.g. alternate Health and Safety Expo/Neighborhood Watch) Should consider holding Health and Safety Week/Expo every other year to allow for staff's time and funding to go towards another project.

WORK PLAN: FY: 2010

The following items will be completed by the Commission in the last 6 months of FY 2009-2010:

- Development of Health and Safety Awards
- Participation in Neighborhood Watch Meetings
- Participation in school sponsored "Every 15 Minutes" program
- Provide input on the Hazard Mitigation Plan Update

RECOMMENDATIONS

At the January Meeting Commissioners will be asked the following:

- Review the 8 categories again and choose the Commission's #1 and #2 categories.
- To list discuss, vote and approve potential work plan items
- To list, discuss and approve potential areas of interest

Departments were asked to provide work plan items or areas of interest topics. No departments provided suggestions at this time. The Police Department was approached with the idea of the Commission assisting with the enhancement of

Neighborhood Watch. Officer Chase seems very enthusiastic about the support. Sgt Foxen welcomes the assistance and will attend our February meeting to discuss this year's Neighborhood Watch meetings.

daptiv PPM Winter '10

Pamela Mottice-Muller - Help and Support - What's New

- Dashboard
- Projects
- Executive
- Reports
- Project Requests
- See All

Health and Safety Awards
Tasks

- Work Plan Menu
- Work Plan Overview
- Admin
- Resources
- Members
- Tasks
 - List View
 - Outline View
 - Gantt Chart View
 - Baseline View
 - Create New Task
 - Import Tasks
 - Check Out Schedule
 - Print Gantt Chart
- Documents
- Issues
- Discussions
- Polls
- Change
- Expenses
- Risk

Task Name	Start	Finish	Assignee	Insert After
Quick Add:	12/29/2009	12/29/2009	No Assignee	5

#	Task Name	Actions	Pl. Start	Pl. Finish	Pl. Work	Actual Work	ETC
1	Commission Review & Discussion		11/23/2009	2/28/2010	0.00 hrs	0.00 hrs	0.00 hrs
2	Development of Criteria/Applications		3/1/2010	4/30/2010	0.00 hrs	0.00 hrs	0.00 hrs
3	Design of Award		4/1/2010	5/30/2010	0.00 hrs	0.00 hrs	0.00 hrs
4	Outreach Applications		9/1/2010	10/29/2010	0.00 hrs	0.00 hrs	0.00 hrs
5	Choose Winner(s)		11/1/2010	12/1/2010	0.00 hrs	0.00 hrs	0.00 hrs

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CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM WORKING DRAFT

TO: Health and Safety Commissioners
FROM: Kathy Ryan
DATE: January 25, 2010
SUBJECT: Responding to Letters and Emails

Attached is a draft Administrative Regulation regarding responding to letters and emails from the public, which had been requested by one of the Commissioners.



City of Beverly Hills

City Council Policy

RESPONDING TO LETTERS AND EMAILS

I. Purpose:

To establish City policy for responding to letters and emails and to advise the City officials and staff of procedures and expectations for responding to letters and emails from the public.

II. Policy:

City staff is responsible for responding to all incoming letters and emails that transmit questions, concerns, complaints, requests for service, etc. within 72 hours of receipt. Requests for detailed, time-consuming and complicated research, policy development or information by a City official or member of the public pertaining to a personal project must be directed by a majority of the City Council. Requests for information under the Public Records Act are the responsibility of the City Clerk's office for processing in coordination with the City Attorney's office and per related Administrative Regulations. Laws and procedures for responding to Public Records Act requests take precedence over the policies and procedures herein.

- A. Letters and emails are sent a response within 72 business hours.
 - 1. Informational correspondence received by the City is sent a standard letter acknowledging receipt of the letter.
 - 2. Correspondence on topics that pertain to City business but require simple research are sent a letter acknowledging receipt of the letter and stating a detailed response is forthcoming.
 - 3. Correspondence on routine matters receives an appropriate response in the initial response.
- B. Letters and emails received by the City are to have a response in-kind by either letter or email.
- C. Letters and emails receive a response from staff with the following exceptions:
 - 1. Solicitations
 - i. Responses to solicitations are at the discretion of the staff person.
 - 2. Junk mail (spam)
 - 3. Letters and emails to the City Council on specific topics or of a specific type that an individual Council member has, in advance, stated he/she wants to always respond to (e.g., all letters from students).
 - 4. Information requests per the Public Records Act

**City of Beverly Hills
City Council Policy**

- i. Such requests for information shall be forwarded to the City Clerk's Office for processing.
 5. Personal letters addressed to a City Council member.
 6. Letters and emails to the City expressing support or opposition or comments on a specific topic (primarily related to agenda items before the City Council).
 - i. Such letters and emails should be printed and included in the report, packet or information forwarded to the City Council pertaining to the specific topic.
 7. At the discretion of the Deputy City Manager or Department Head, the correspondence is not deemed appropriate for a response. In such cases, the Deputy City Manager or Department Head shall send a note with the letter to the file.
- D. Letters or emails addressed to an individual Council member will be distributed to the individual City Council member(s).

III. Responsibilities:

- A. City Council Deputy: Upon receipt of letters and emails addressed to Mayor and/or City Council,
 1. Opens incoming mail or email (if received in a City email account) addressed to the City Council.
 - i. Mail pertaining to City business will be read and distributed.
 - ii. Mail deemed to be personal will be forwarded to the appropriate City Council member.
 2. Inputs data into the "tickler system" to document receipt of the correspondence and remind staff to respond.
 3. Date-stamps all incoming mail that pertain to City business.
 - i. As appropriate, date-stamps will be on the actual correspondence, envelope or copy of the original correspondence.
 4. If the letter is addressed to the Mayor and City Council, the City Council Deputy will provide copies of the incoming correspondence to the Mayor and City Council and the City Manager with the exception of letters pertaining to specific, routine operational matters such as complaints about parking citations.
 - i. Distributes incoming correspondence to the appropriate Deputy City Manager for drafting a response for the Mayor's signature.
 5. If the letter is addressed to one or more individual Council members, the City Council Deputy will fax the letter to the Council member(s) and ask if they intend to respond individually or would like staff to draft a response.

**City of Beverly Hills
City Council Policy**

- i. If staff is directed to respond, the City Council Deputy will forward the incoming correspondence to the appropriate Deputy City Manager for a response.
 6. Distributes original letter and response (if prepared by staff) to letters and emails to the City Council.
 7. Maintains files of all incoming and outgoing correspondence.
 8. May respond to informational letters as referenced in Section II, A., 1 or can forward such informational letters to the appropriate Deputy City Manager for a response.
- B. Deputy City Manager, Department Head or his/her designee: Upon receipt of a letter or email,
 1. Responds to incoming letters and emails.
 2. Copies the City Council and City Manager on the response if the original letter was addressed to the City Council and responded to by staff.
 3. Sends copy of response to City Manager and City Council Deputy (for distribution to the City Council) if the original letter was addressed to the City Council. Copy of the original letter received to be attached to the response letter.
 4. Maintains a copy of all correspondence received directly by the Department.
 5. Date-stamps all correspondence received directly by the Department.

IV. Procedures:

- A. Letters and emails received by the City Council Deputy addressed to the Mayor and City Council are forwarded to the appropriate Deputy City Manager for response.
- B. Letters and emails received by the City Council Deputy addressed to one or more individual City Council members are faxed to the Council member(s) to ascertain if they will respond or staff should respond on their behalf. Council members have 48 business hours to respond. After 48 hours, the City Council member(s) will receive a call from the City Council Deputy to find out their response intentions.
 1. If the City Council member(s) respond on his/her own, nothing more is done by staff.

**City of Beverly Hills
City Council Policy**

2. If no response is received from the City Council member(s) or the Council member(s) decides staff should respond, the City Council Deputy will forward the correspondence to the appropriate Deputy City Manager. The Deputy City Manager shall personally respond or forward the correspondence to the appropriate Department Head for response.
 - i. Responses to letters and emails shall contain words conveying that the letter is in response to the correspondence sent to the City Council and shall acknowledge that their letter has been distributed to the City Council. The response should also advise that while staff is responding, additional concerns may still be communicated to the City Council member or at an upcoming City Council meeting.
 3. The response shall include a "cc" to the City Council and City Manager. A copy of the response shall be distributed to both the City Council Deputy (for distribution to the City Council and filing) and the City Manager.
- B. Letters and emails received in Departments shall be responded to by appropriate staff at the direction of the respective Department Head. Copies of all correspondence are to be maintained within the Department.