



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING AGENDA

Tuesday, October 24, 2023, 6:30 P.M.

**Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered

1. Call to Order
2. Establish Quorum
3. Comments from the Co-Chairs
4. Approve the minutes from September 26, 2023
5. Public Comment on Non-Agenda items

NEW BUSINESS:

6. Discussion and possible action regarding approval of request for \$1,700.00 by the Communications Committee to purchase promotional items for outreach events (Pens and Bags).
7. Discussion of possible action regarding approval of request for \$40 by the Communications Committee to purchase a suggestion box.
8. Meeting Adjournment

Public Input: Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

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Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

Notice to Paid Representatives -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

Servicios De Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BUDGET COMMITTEE MEETING MINUTES

September 26, 2023

Chaminade College Preparatory West Hills

Revised September 26, 2023

Committee members in attendance: Aida Abkarians (arrived 6:38 PM), Faye Barta, Carolyn Greenwood, Glenn Jennings, Saif Mogri, Steve Randall, Char Rothstein (arrived 6:38 PM), Myrl Schreiberman, and Brad Vanderhoof

Other Board Members in Attendance: Clarice Chivara, and Penelope Newmark

Co-chair Carolyn Greenwood called the meeting to order at 6:31 PM. A quorum was established.

Numbers refer to agenda items.

3. Comments from the Co-Chairs; Carolyn Greenwood said Event Approval forms will now be submitted through the portal and not directly to the funding representative via email.

4. Approve the minutes from August 22, 2023; Minutes approved.

5. Public Comment on Non-Agenda items: None

NEW BUSINESS:

6. Request for \$3,525.00 by the Special Events Committee for the Senior Valentine's Dance.

Roll Call Vote to approve event;

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Absent, Carolyn Greenwood – Yes, Glenn Jennings – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Myrl Schreiberman – Yes, Joan Trent – Absent, Brad Vanderhoof – Yes

Yes – 9, No – 0, Abstain – 0, Absent – 2, Recusal – 0

The event is approved and will be sent to the WHNC Board.

7. Request for \$50.00 for the WHNC Beautification Committee October 2023 cleanup;

Roll Call Vote to approve event;

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Absent, Carolyn Greenwood – Yes, Glenn Jennings – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Myrl Schreiberman – Yes, Joan Trent – Absent, Brad Vanderhoof – Yes

Yes – 9, No – 0, Abstain – 0, Absent – 2, Recusal – 0

The event is approved and will be sent to the WHNC Board.

8. Spending request from the WHNC Communications & Outreach Committee for outreach promotional items;

The Communications and Outreach Committee requested \$825 for bag clips.

Aida Abkarians – Yes, Faye Barta – Yes, Dan Brin – Absent, Carolyn Greenwood – Yes, Glenn Jennings – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Myrl Schreiberman – Yes, Joan Trent – Absent, Brad Vanderhoof – Yes

Yes – 9, No – 0, Abstain – 0, Absent – 2, Recusal – 0

The expenditure is approved and will be sent to the WHNC Board.

9. Possible agenda items for discussion at future meetings; Carolyn asked if there is a need for training on how to fill out Event and NPG forms. Steve said there is a need for training but not for that.

Catolyn Greenwood adjourned the meeting at 7:11 PM.

The next meeting of this committee is Tuesday, October 24, 2023 at 6:30 PM, at Chaminade High School

Hi.

Attached is the quote for the bags

Drawstring backpacks - Qty - 250 - \$ 2.250 each and QTY - 500 - \$ 2.10 each

Set up fee \$ 50.00

Grocery Tote bags 3407- Qty - 500 - \$ 1.90 each and Qty - 1000 - \$ 1.75 each

Set up fee \$ 50.00

Thank you

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PROOFING NOTICE: Please carefully review any artwork proof attached to this email. Please check all spelling, formatting, fonts, and imagery. If changes are required, please submit them promptly. If artwork is approved for print, please respond with, "**OK TO PRINT AS IS**". Once approval has been given, there can be **NO CHANGES** made to artwork or quantity.

Due to the current situation, we may experience delays in processing orders.

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission:

Committee Name:

Chairperson/Stakeholder:

Date Approved by Committee:

Phone:

Email:

Event/Activity

Total Amount Requested:

Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="WHNC logo grocery tote bags -- Quantity 500"/>	<input type="text" value="\$1100"/>
<input type="text" value="WHNC logo pens -- Quantity 500"/>	<input type="text" value="\$600"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission:

Committee Name:

Chairperson/Stakeholder:

Date Approved by Committee:

Phone:

Email:

Event/Activity

Total Amount Requested:

Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="Suggestion box -- Quantity One"/>	<input type="text" value="\$40"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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Committee Approved

Budget Approved

Board Approved