



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD MEETING AGENDA

**Thursday, August 3, 2023 @ 7:00 p.m.**  
**de Toledo High School, 22622 Vanowen Street, West Hills 91307**

This meeting of the West Hills Neighborhood Council will be conducted online via Zoom Webinar, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: Click or paste the following link into your browser:  
<https://us02web.zoom.us/j/89161977362>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **891 6197 7362**, then press #.
- **To attend in person**, please attend de Toldeo High School location at 22662 Vanowen Street, West Hills 91307

This meeting is open to the public. Doors open at 6:30 p.m. 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

<p><b><u>Opening Business</u></b> Call to Order</p> <p>Roll Call – Establish Quorum Pledge of Allegiance Approve Meeting Minutes July 6, 2023 Senior Lead Officer Report</p> <p>Treasurer’s Report Controller’s Report Comments From the Co-Chair(s)</p>	<p><b>7:00 P.M.</b></p>	<p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta <b>Secretary:</b> Mr. Brad Vanderhoof <b>Co-Chair:</b> Dr. Faye Barta <b>Secretary:</b> Mr. Brad Vanderhoof SLO Garza SLO Gutierrez <b>Treasurer:</b> Mrs. Carolyn Greenwood <b>Controller:</b> Mr. Saif Mogri <b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta</p>
<p><b><u>Announcements</u></b> Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment Los Angeles County Supervisor District 3 LAUSD District 3 Budget Advocates</p>		<p>Mr. Jack Trent-Dorfman, Field Representative Mr. Colin Crews, District Director Ms. Prabhjot Chamber TBD TBD Mr. Glenn Bailey</p>
<p><b><u>Public Comment</u></b> Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting’s agenda. *The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council’s jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers’ time if necessary to provide an adequate opportunity for all to be heard.*</p>		<p><b>Co-Chair:</b> Dr. Faye Barta</p>

<p><b><u>Council Announcements</u></b> Committee &amp; Liaison Reports</p> <p><b><u>New Business</u></b> <b>23-0058</b> - Discussion and possible action regarding approval of the WHNC's June 2023 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p><b>23-0059</b> - Discussion and possible action possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Bryan Newman (15 Minutes Max)</p> <p><b>23-0060</b> - Discussion and possible action to approve the amended WHNC 2023 -2024 budget to include rollover in the amount of \$4,861.91 (5 Minutes Max)</p> <p><b>23-0061</b> - Discussion and possible action to approve the paying of an invoice in the amount of \$210.00 to El Camino Charter High School for use of the facility for the WHNC elections held on June 18, 2023 (5 Minutes Max)</p> <p><b>23-0062</b> - Discussion and possible action to approve the Special Events Committee's Event Approval Request and Budget in the amount of \$825.00 for the 2023 -2024 Halloween House Event (5 Minutes Max)</p> <p><b>23-0063</b> – Discussion and possible action regarding the appointment of Myrl Schreiber and Steve Randall as co-chairs of the Streets &amp; Transportation Committee (5 Minutes Max)</p> <p><b><u>Adjournment</u></b></p>		<p>West Hills Neighborhood Council</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Ad Hoc Vacancy Committee Mr. Steve Randall, Co-Chair Ad Hoc Vacancy Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Charlene Rothstein, Co-Chair</p>
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**Public Input:** 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, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**The Americans With Disabilities Act** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**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](http://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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](http://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](mailto: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](http://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](mailto:michelle.ritchie@westhillsnc.org)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD ONLINE AND TELEPHONIC DRAFT MEETING MINUTES

Thursday, July 6, 2023

Revised July 7, 2023

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

**PRESENT:** Aida Abkarians (left 7:30 PM, returned 7:45 PM, left 7:50 PM), Ian Afazeli, Faye Barta, Sandi Bell, Clarice Chavira (left 9:05 PM), Carolyn Greenwood, Glenn Jennings, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Mark Neudorff, Penelope Newmark, Joe Ourfalian, Alejandro Phillips, Steve Randall, Bill Rose, Char Rothstein, Miriam Schimmel, Myrl Schreibman (left 9:05 PM), Ryan Taylor, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Sriya Datla, Kent Mariconda, Azarine Rushenas,

President Charlene Rothstein called the meeting to order at 7:10 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance

**Treasurer's Report:** Carolyn Greenwood gave the report and said the May expenses were the usual office expenses, Memorial Day Parade truck rental and application fee, and the education NPGs.

**Controller's Report:** Saif Mogri gave the report which matches the figures from the City Clerk. The balance of unspent funds for 2023-2024 is \$4861.91.

**Comments from the Co-Chair(s):** None

**Induction of newly elected and reelected Board Members into the WHNC Board of Directors by Ms. Atziri Camarena:** Atziri congratulated all the Board members who were successful in the election. She administered the Board member oath to: Faye Barta, Miriam Schimmel, Aida Abkarians, Char Rothstein, Steve Randall, Myrl Schreibman, Penelope Newmark, Alejandro Phillips, Ryan Taylor, Ian Afazeli, Jonathan Marvisi, and Joe Ourfalian. The Board members were formally seated.

#### **Elections of WHNC Officers by Ms. Atziri Camarena:**

**President** – Joanne Yvanek-Garb nominated Char Rothstein. Aida Abkarians seconded. Char Rothstein was unanimously elected President of the WHNC Board of Directors.

**Vice President** – Myrl Schreibman nominated Steve Randall. Char Rothstein nominated Faye Barta. Mark Neudorff nominated Alejandro Phillips who declined.

Aida Abkarians left the meeting at 7:30 PM.

Aida Abkarians – Absent  
Sandi Bell – FB  
Glenn Jennings – FB

Ian Afazeli – SR  
Clarice Chavira – FB  
Vinura Kotuwelle – Abstain

Faye Barta – FB  
Carolyn Greenwood – FB  
Jonathan Marvisi – Abstain

Saif Mogri – Abstain  
Penelope Newmark - SR  
Steve Randall – SR  
Miriam Schimmel – FB  
Joan Trent – SR

Kent Mariconda – Absent  
Joe Ourfalian – SR  
Bill Rose – FB  
Myrl Schreiberman – SR  
Brad Vanderhoof – Abstain

Mark Neudorff – FB  
Alejandro Phillips – Abstain  
Char Rothstein – FB  
Ryan Taylor – SR  
Joanne Yvanek-Garb – FB

Steve Randall – 7, Faye Barta – 10, Abstain -- 5, Absent – 2, Ineligible – 0, Recusal – 0  
Faye Barta was elected Vice President of the WHNC Board of Directors.

**Treasurer** – Mark Neudorff nominated Carolyn Greenwood.

Aida Abkarians returned to the meeting at 7:45 PM.

Carolyn Greenwood was unanimously elected to the WHNC Board of Directors.

**Secretary** -- Saif Mogri nominated Brad Vanderhoof. Steve Randall nominated Myrl Schreiberman. Mark Neudorff nominated Clarice Chavira who declined.

Aida Abkarians left the meeting at 7:50 PM.

Myrl Schreiberman withdrew his name from the voting.

Brad Vanderhoof was unanimously elected Secretary of the WHNC Board of Directors with Clarice Chavira abstaining.

**Controller** – Char Rothstein nominated Saif Mogri.

Saif Mogri was unanimously elected Controller of the WHNC Board of Directors with Myrl Schreiberman abstaining.

**Announcements:** LAFD Battalion Chief Tom Gikas spoke on brush clearance and fire danger. In the local community 0-90% of the calls they get are medical. Pool safety is a concern as thirteen people drown in the Valley in the past year.

Approval of the Meeting Minutes from June 5, 2023: The minutes were approved as amended.

### **Old Business:**

**23-0051** - Approval of the WHNC’s May 2023 Monthly Expenditure Report (MER):

Aida Abkarians – Absent  
Sandi Bell – Yes  
Glenn Jennings – Yes  
Jonathan Marvisi – Ineligible  
Joe Ourfalian – Ineligible  
Steve Randall – Yes  
Miriam Schimmel – Yes  
Joan Trent – Yes

Ian Afazeli – Ineligible  
Clarice Chavira – Ineligible  
Vinura Kotuwelle – Yes  
Saif Mogri – Yes  
Penelope Newmark – Ineligible  
Bill Rose – Ineligible  
Myrl Schreiberman – Yes  
Brad Vanderhoof – Yes

Faye Barta – Yes  
Carolyn Greenwood – Yes  
Kent Mariconda – Absent  
Mark Neudorff – Yes  
Alejandro Phillips – Yes  
Char Rothstein – Yes  
Ryan Taylor – Ineligible  
Joanne Yvanek-Garb - Yes

Yes – 15, No – 0, Abstain -- 0, Absent – 2, Ineligible – 7, Recusal – 0  
The May 2023 MER is approved.

**Announcements:** Atziri Camerena from the Department of Neighborhood Empowerment introduced the new Neighborhood Empowerment Advocate for the WHNC. Ms. Prabhjot Chamber then gave an update on SB 411. There is a hearing in the CA Assembly Local Government Committee next Wednesday.

Glenn Bailey from the Budget Advocates provided an unofficial version of the Budget Advocates Report.

**New Business:**

**23-0054** – Approval of the 2023-2024 WHNC budget in the amount of \$32,000.00: Treasurer Carolyn Greenwood explained the budget is basic and can be amended at anytime. After July 1, no money can be spent until a budget is approved by the City. A more detailed budget will be submitted when rollover funds are approved.

Aida Abkarians – Absent	Ian Afazeli – Ineligible	Faye Barta – Yes
Sandi Bell – Yes	Clarice Chavira – Ineligible	Carolyn Greenwood – Yes
Glenn Jennings – Yes	Vinura Kotuwelle – Yes	Kent Mariconda – Absent
Jonathan Marvisi – Ineligible	Saif Mogri – Yes	Mark Neudorff – Yes
Joe Ourfalian – Ineligible	Penelope Newmark – Ineligible	Alejandro Phillips – Yes
Steve Randall – Yes	Bill Rose – Ineligible	Char Rothstein – Yes
Miriam Schimmel – Yes	Myrl Schreiberman – Yes	Ryan Taylor – Ineligible
Joan Trent – Yes	Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Yes

Yes – 15, No – 0, Abstain -- 0, Absent – 2, Ineligible – 7, Recusal – 0  
The 2023-2024 WHNC Budget is approved

**Public Comment:** Jeff Sacher requested a change in operating procedures to have all public comment times increased to three minutes and remove the ability of chairs to reduce it. He also asked for audio teleconferencing at all public meetings and the ability sent attachments by email through the Council website. June Moriarity asked for help getting services for the overgrown median on the 6900 block of Platt.

Rose Beemer spoke about the STARS Academy.

Dan Brin congratulated the new Board members.

Glenn Bailey spoke about VANC meetings and said there will be an election review meeting and survey. Lionel Mares spoke on the wildlife ordinance and the appointment of Jamie York to the Ethics Commission. He also mentioned the LAPD email concerning homeless encampments.

Chris Rowe spoke about SSFL and DTSC document libraries and her efforts to get information on pending lawsuits.

**23-0053** – CUB application for the sale and dispensing of beer and wine for off-site consumption in conjunction with an existing 3600 sq. foot 7-Eleven convenience market located at 23701 Vanowen Street and Platt Avenue: Bill Rose said the CUB has expired and must be renewed for the business to continue sales.

Myrl Schreiberman and Clarice Chavira left the meeting.

Aida Abkarians – Absent	Ian Afazeli – Abstain	Faye Barta – Yes
Sandi Bell – Yes	Clarice Chavira – Absent	Carolyn Greenwood – Yes
Glenn Jennings – Yes	Vinura Kotuwelle – Yes	Kent Mariconda – Absent Jonathan
Marvisi – Yes	Saif Mogri – Yes	Mark Neudorff – Yes
Joe Ourfalian – Yes	Penelope Newmark – Yes	Alejandro Phillips - Yes
Steve Randall – Abstain	Bill Rose – Yes	Char Rothstein – Yes
Miriam Schimmel – Yes	Myrl Schreiberman – Absent	Ryan Taylor – Yes
Joan Trent – Yes	Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Yes

Yes – 18, No – 0, Abstain -- 2, Absent – 4, Ineligible – 0, Recusal – 0  
Bill Rose said he would prepare a letter showing the Board action.

**23-0055** – Approval of the 2023-2024 Administrative Packet: Treasurer Carolyn Jones said this is a City requirement. Carolyn Greenwood, as treasurer, will be the first bank cardholder. Glenn Jennings will be the second bank cardholder.

Aida Abkarians – Absent  
Sandi Bell – Yes  
Glenn Jennings – Yes  
Jonathan Marvisi – Ineligible  
Joe Ourfalian – Ineligible  
Steve Randall – Abstain  
Miriam Schimmel – Yes  
Joan Trent – Abstain

Ian Afazeli – Ineligible  
Clarice Chavira – Absent  
Vinura Kotuwelle – Abstain  
Saif Mogri – Yes  
Penelope Newmark – Ineligible  
Bill Rose – Ineligible  
Myrl Schreiberman – Absent  
Brad Vanderhoof - Yes

Faye Barta – Yes  
Carolyn Greenwood - Yes  
Kent Mariconda – Absent  
Mark Neudorff – Yes  
Alejandro Phillips - Yes  
Char Rothstein – Yes  
Ryan Taylor - Ineligible  
Joanne Yvanek-Garb - Yes

Yes – 11, No – 0, Abstain -- 3, Absent – 4, Ineligible – 6, Recusal – 0  
The 2023-2024 WHNC Administrative Packet is approved

**23-0056** – Appointment of WHNC Executive Director Michelle Ritchie, as the Zoom license holder for the WHNC with board members Brad Vanderhoof and Steve Randall to be appointed as back-ups/alternates:

Aida Abkarians - Absent  
Sandi Bell - Yes  
Glenn Jennings - Yes  
Jonathan Marvisi - Yes  
Joe Ourfalian - Yes  
Randall – Yes  
Miriam Schimmel - Yes  
Joan Trent - Yes,

Ian Afazeli - Yes  
Clarice Chavira - Absent  
Vinura Kotuwelle - Yes  
Saif Mogri - Yes  
Penelope Newmark – Yes  
Bill Rose - Yes  
Myrl Schreiberman - Absent  
Brad Vanderhoof - Yes

Faye Barta - Yes,  
Carolyn Greenwood -Yes  
KentMariconda – Absent  
Mark Neudorff - Yes  
Alejandro Phillips - Yes Steve  
Char Rothstein - Yes  
Ryan Taylor - Yes  
Joanne Yvanek-Garb - Yes

Yes – 20, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0  
The appointments are approved.

**23-0057** – Approval of the 2022-2023 WHNC Inventory Report:

Aida Abkarians – Absent  
Sandi Bell – Yes  
Glenn Jennings – Yes  
Jonathan Marvisi – Yes  
Joe Ourfalian – Yes  
Randall – Yes  
Miriam Schimmel – Yes  
Joan Trent – Yes

Ian Afazeli – Yes  
Clarice Chavira – Absent  
Vinura Kotuwelle – Yes  
Saif Mogri – Yes  
Penelope Newmark – Yes  
Bill Rose – Yes  
Myrl Schreiberman – Absent  
Brad Vanderhoof – Yes

Faye Barta – Yes  
Carolyn Greenwood - Yes  
Kent Mariconda – Absent  
Mark Neudorff – Yes  
Alejandro Phillips - Yes Steve  
Char Rothstein – Yes  
Ryan Taylor – Yes  
Joanne Yvanek-Garb - Yes

Yes – 20, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0  
The inventory report is approved.

President Char Rothstein adjourned the meeting at 9:25 PM.

**Agenda Item 23-0058 - Discussion and possible action regarding approval of the WHNC's June 2023 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: June 2023**

**Budget Fiscal Year: 2022-2023**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$17019.47	\$9907.56	\$7111.91	\$2250.00	\$0.00	\$4861.91

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36071.38	\$2275.02	\$3281.91	\$0.00	\$3281.91
Outreach		\$0.00		\$0.00	
Elections		\$6132.54		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$4830.00	\$1500.00	\$3330.00	\$2250.00	\$1080.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$24381.91	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	06/01/2023	Email for WHNC	General Operations Expenditure	Office	\$150.00
2	KRISTAL GRAPHICS	06/05/2023	Printing of material for WHNC Board meeting.	General Operations Expenditure	Office	\$22.17
3	IN Y2H INC.	06/09/2023	Banners and signs for upcoming election	General Operations Expenditure	Elections	\$296.75
4	KRISTAL GRAPHICS	06/12/2023	Mailing of flyers for upcoming WHNC election	General Operations Expenditure	Elections	\$3372.04
5	IN AKD	06/16/2023	WHNC Board Members name badges	General Operations Expenditure	Office	\$76.65
6	ICONCONTACT	06/21/2023	Annual subscription for email service.	General Operations Expenditure	Office	\$602.40
7	RACKSPACE EMAIL & APPS	06/22/2023	WHNC email service	General Operations Expenditure	Office	\$67.20
8	APPLEONE EMPLOYMENT SERVICES	06/01/2023	Executive Assistant	General Operations Expenditure	Office	\$1356.60

9	S&M Ltd LLC DBA Kristal Graphics	06/02/2023	Printing of election material	General Operations Expenditure	Elections	\$2463.75
10	JUSTICE STREET ACADEMY	06/01/2023	NPG in the amount of \$750 to Justice Street Academy	Neighborhood Purpose Grants		\$750.00
11	POMELO COMMUNITY CHARTER	06/02/2023	NPG in the amount of \$750 to Pomelo Community Charter	Neighborhood Purpose Grants		\$750.00
<b>Subtotal:</b>						<b>\$9907.56</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	NEVADA AVE ELEMENTARY SCHOOL	05/15/2023	NPG in the amount of \$750 to Nevada Avenue Elementary School	Neighborhood Purpose Grants		\$750.00
2	Capistrano Avenue Elementary PTA	06/05/2023	NPG in the amount of \$750 to Capistrano Avenue PTA	Neighborhood Purpose Grants		\$750.00
3	Parents of Welby Way	06/05/2023	NPG in the amount of \$750 to Parents of Welby Way Inc.	Neighborhood Purpose Grants		\$750.00
<b>Subtotal: Outstanding</b>						<b>\$2250.00</b>



**West Hills Neighborhood Council  
Controller's Report July 31, 2023**

	<b>Item</b>	<b>Committee</b>	<b>Purpose</b>	<b>Budget</b>	<b>Balance</b>	<b>July</b>	<b>Total Spent</b>
	<b>OFFICE</b>						
1		Office	Misc. Expense	\$519.00	\$485.65	\$33.35	\$33.35
2		Office	Rent	\$5.00	\$5.00		\$0.00
3		Office	Committee Printing	\$369.00	\$369.00		\$0.00
4		Office	P.O.Box	\$430.00	\$430.00		\$0.00
5		Office	Apple One	\$17,974.95	\$16,279.20	\$1,695.75	\$1,695.75
6		Office	Go Daddy	\$21.17	\$21.17		\$0.00
7		Board	Web Corner	\$1,800.00	\$1,650.00	\$150.00	\$150.00
8		Board	Rack Space	\$830.54	\$759.91	\$70.63	\$70.63
9		Board	I Contact	\$602.40	\$602.40		
		<b>Office Subtotal</b>		<b>\$22,552.06</b>	<b>\$22,552.06</b>		
	<b>OUTREACH</b>						
10		Communication	Outreach	\$2,500.00	\$2,500.00		\$0.00
11		Beautification	Refreshment&Snacks	\$600.00	\$600.00		\$0.00
12		Special Events	Outreach	\$5,899.85	\$5,899.85		\$0.00
13		Environment	Outreach				
14		Govt. Relations	VANC	\$200.00	\$200.00		\$0.00
15		Govt. Relations	Budget Advocates	\$100.00	\$100.00		\$0.00
16		Govt. Relations	Congress	\$500.00	\$500.00		\$0.00
17		Govt. Relations	Empower LA Awards	\$100.00	\$100.00		\$0.00
18		Homelessness	Homeless	\$500.00	\$500.00		\$0.00
19		Public Safety	Forums				
20		Streets&Transportation	Outreach	\$0.00			
21		Public Health		\$100.00	\$100.00		\$0.00
		Outreach Total					
22		Elections	Elections	\$210.00	\$210.00	\$0.00	\$0.00

**West Hills Neighborhood Council  
Controller's Report July 31, 2023**

	<b>Item</b>	<b>Committee</b>	<b>Purpose</b>	<b>Budget</b>	<b>Balance</b>	<b>July</b>	<b>Total Spent</b>
	<b>Neighborhood Purpose Grants (NPG's)</b>						
23		Youth and Eduction	NPG's	\$3,600.00	\$3,600.00		\$0.00
18A		Homelessness	NPG's				
							\$0.00
	<b>Community Improvement Projects (CIP's)</b>						
20A		Streets&Transportation	CIP's				
24		Beautification	Cleanups				\$0.00
25		Beautification	Special Events				
	<b>GRAND TOTAL</b>			<b>\$36,861.91</b>	<b>\$34,912.18</b>	<b>\$1,949.73</b>	<b>\$1,949.73</b>

**Agenda Item 23-0059 - Discussion and possible action possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Bryan Newman**

**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 6/24/23

**Applicant's Name:** Randhara Kotuwelle **Occupation:** Researcher

**Home Address:** [REDACTED]

**Work Address (if Applicable):** [REDACTED]

**Home Phone:** [REDACTED] **Mobile Phone:** [REDACTED]

**Email:** rkotuwelle2020@ucla.edu

**Stakeholder Status (Check all that apply):**  I live in West Hills, ( ) I work in West Hills, ( ) I own property in West Hills, ( ) I have a child enrolled in a school in West Hills, ( ) I belong to a religious organization in West Hills, ( ) I belong to a community organization in West Hills, ( ) OTHER: \_\_\_\_\_

**How did you hear about the WHNC?** My dad (Ruwan Kotuwelle) was and my brother (Vinura Kotuwelle) is a WHNC Council Member so I am familiar with the council and how it functions. I've also participated and seen a few WHNC events. so I have seen its impact on my community.

**How often do you attend WHNC meetings?** As a constituent, I was not able to attend as often as I would have liked to. but this won't be the case for the future now that I am done with school.

**Why do you wish to participate on the WHNC Board?** I am interested in actively participating and having a voice in issues that impact myself and my community. My family has shown me how influential the WHNC can be in addressing issues I am passionate about, as well as how we can become leaders of change for future generations. I want to be the voice of my generation and help solve issues that people my age face.

**What are your goals for the community?** I hope to find ways to educate the community about topics such as water and energy conservation, emergency preparedness, and health education. I would like to work with local schools and organizations to help spread information about these topics and how people can help the community. simply by becoming educated on these prevalent topics.

**What skills do you have that might be especially useful for the WHNC?** I have a rich history of extracurriculars that have shaped me into the person I am today (see attached resume). I am always eager to listen and learn from knowledgeable individuals, and I have gained many important skills from these experiences. My experience participating in LA City programs is an asset that has fueled my interest in local government.

**Are you prepared to contribute at least ten (10) hours a month to community service through the council?** Yes!

**What areas of community service particularly interest you?** I am interested in addressing issues and topics related to public health/education, emergency preparedness and the environment.

**Do you have any interests that might conflict with Neighborhood Council responsibilities?**  
No

**(If you need more space, use the reverse side.)**

# Randhara Kotuwelle

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## EDUCATION

- University of California – Los Angeles** Los Angeles, CA  
BA in Psychology, Minor in Brain and Behavioral Health June 2022  
*summa cum laude* (3.987 GPA) and College Honors
- Los Angeles Pierce College** Los Angeles, CA  
AA in Psychology June 2020  
IGETC, STEM, Social & Behavioral Sciences certificates

## WORK EXPERIENCE

- UCLA Semel Institute for Neuroscience and Human Behavior** Los Angeles, CA  
*Senior Research Associate II* June 2022- Present
- Working on an NIH funded study that will investigate the effects of prosocial behavior on the brain
  - Data clean-up of the previous phases of the protocol
- California Medical Research Associates Inc.** Northridge, CA  
*Study Coordinator* March 2021 - Present
- Performing ECGs on site, collecting vital signs, and other study specific activities
  - Submitting Serious Adverse Events (SAE) logs, resolving lab queries, completing and uploading patient documents
  - Subject recruitment and scheduling
- UCLA Fielding School of Public Health – External Affairs** Los Angeles, CA  
*Work Study Student Assistant* Dec 2020 - Present
- Responsible for various clerical tasks such as emailing constituents and database management
  - Assist the Development Team staff with various tasks, assignments, and event organizing.
  - Responsible for donor-alumni relevant communications
- Farmers Insurance – Office of Vimal Sood** Winnetka, CA  
*Clerical Assistant* Feb. 2020 – March 2020
- Prepared documents and folders for filing/faxing, and sorted mail, documents, boxes, etc. to organize the office.
  - Answered and/or made phone calls to/from clients.
  - Farmers Insurance database management

## LEADERSHIP & ACTIVITIES

### **HERricane Los Angeles**

Los Angeles, CA

#### ***Camp Attendee***

Aug 2022

- This weeklong program focused on emergency preparedness skills and the role/organization of the Emergency Management Department (EMD) and Emergency Operations Center (EOC).

### **Volunteer Outreach for Intersectionality, Creativity and Empowerment (VOICE) Los Angeles**

Los Angeles, CA

#### ***Public Relations Director***

Sept 2020 - Present

- Involved in the startup and expansion of this non-profit organization that seeks to educate the youth about gender equality and social justice issues via events, social media campaigns, and public outreach.
- Responsible for the monthly newsletters' content creation, distribution, and marketing.
- Responsible for reaching out to organizations and companies to raise funds, get sponsorships, and create public awareness of our organization

### **EndoMarch at UCLA**

Westwood, CA

#### ***Club President***

June 2021 - Present

- Responsible for re-starting and expanding the club via direct outreach towards the UCLA community

### **UCLA Care Extenders Program**

Los Angeles, CA

#### ***Care Extender***

Aug 2018 – Jun 2019

- Restocked supply carts, answered patient-room phone calls, escorted patients, helped guests, and assisted staff members with various other tasks.

### **Los Angeles Mayor's Youth Council**

Winnetka, CA

#### ***West Valley Cohort Member***

Sep 2016 – Jun 2017

- Met with students across the valley to discuss topics within the community and possible solutions to prevalent issues.
- Organized a neighborhood promotional event to promote the LA City's 311 app and this event was attended by Mayor Eric Garcetti.

### **Los Angeles Civic Youth Leadership Academy**

Los Angeles, CA

#### ***Program Attendee***

Summer 2017

- Learned leadership skills and about various departments and jobs within the City of LA

## SKILLS & INTERESTS

### **Technical:**

- Microsoft Word, Excel and PowerPoint and Google's equivalent of these programs.
- Canva and Adobe Illustrator

### **Languages:**

- English and Sinhala

### **Interests:**

- Women's reproductive health and justice
- Research in Biology, Psychology, and Sociology

- Public health and policy
- Advocacy for underserved communities in Los Angeles

## **RESEARCH**

### **Eli Lilly and Company Protocol: I6T-MC-AMAX**

A Phase 3, Multicenter, Open-Label, Long-Term Extension Study to Evaluate the Long-Term Efficacy and Safety of Mirikizumab in Patients with Crohn's Disease

### **Eli Lilly and Company Protocol: I6T-MC-AMAM**

A Phase 3, Multicenter, Randomized, Double-Blind, Placebo- and Active- Controlled, Treat-Through Study to Evaluate the Efficacy and Safety of Mirikizumab in Patients with Moderately to Severely Active Crohn's Disease

### **Eli Lilly and Company Protocol: I6T-MC-AMAN:**

A Phase 3, Multicenter, Randomized, Double-Blind, Parallel, Placebo-Controlled Induction Study of Mirikizumab in Conventional-Failed and Biologic-Failed Patients with Moderately to Severely Active Ulcerative Colitis

### **Eli Lilly and Company Protocol: I6T-MC-AMAP**

A Phase 3, Multicenter, Open-Label Extension Study to Evaluate the Long-Term Efficacy and Safety of Mirikizumab in Patients with Moderately to Severely Active Ulcerative Colitis

### **Eli Lilly and Company Protocol: : I6T-MC-AMBG**

A Phase 3, Multicenter, Randomized, Double-Blind, Parallel-Arm, Placebo-Controlled Maintenance Study of Mirikizumab in Patients with Moderately to Severely Active Ulcerative Colitis

### **9 Meters Biopharma, Inc. Protocol: CeD-LA-3001**

A Phase 3, Randomized, Double-Blind, Placebo Controlled Study the Efficacy and Safety of Larazotide for Relief of Persistent Symptoms in Patients with Celiac Disease on a Gluten Free Diet

### **Seres Therapeutics, Inc. Protocol: SERES-013**

ECOSPOR IV: An Open-Label Extension of Study SERES-012 and Open-Label Program for Evaluating SER-109 in Adult Subjects with Recurrent Clostridioides difficile Infection (RCDI).

### **CSL Behring LLC Protocol: CSL346-2001**

A Phase 2a, Double-blind, Randomized, Placebo-controlled, Proof of Concept Study of Vascular Endothelial Growth Factor (VEGF)-B Blockade with the Monoclonal Antibody CSL346 in Subjects with Diabetic Kidney Disease

### **Omeros Corporation Protocol: OMS721**

A Randomized, Double-blind, Placebo-controlled, Phase 3 Study of the Safety and Efficacy of OMS721 in Patients with Immunoglobulin A (IgA) Nephropathy.

### **Landos Biopharma Protocol: NX-13-1B**

A Randomized, Double-Blind, Placebo-Controlled, Single and Multiple Dose-Escalation Study to Evaluate the Safety, Tolerability, and Pharmacokinetics of Oral NX-13 in Healthy Adult Male and Female Volunteers

**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 7/2/23

**Applicant's Name:** Jason Lally **Occupation:** Chief Revenue Officer

**Home Address:** [REDACTED]

**Work Address (if Applicable):** \_\_\_\_\_

**Home Phone:** [REDACTED] **Mobile Phone:** \_\_\_\_\_

**Email:** [REDACTED]

**Stakeholder Status (Check all that apply):** (  ) I live in West Hills, (  ) I work in West Hills,  
(  ) I own property in West Hills, (  ) I have a child enrolled in a school in West Hills,  
(  ) I belong to a religious organization in West Hills, (  ) I belong to a community organization in  
West Hills, (  ) OTHER: \_\_\_\_\_

**How did you hear about the WHNC?** Pavilions bulletin board, and meeting Steve Randall.  
\_\_\_\_\_  
\_\_\_\_\_

**How often do you attend WHNC meetings?** Whenever I can.  
Recently I have become more engaged and am attending more meetings.

**Why do you wish to participate on the WHNC Board?** \_\_\_\_\_  
I believe I can make a positive contribution to help keep West Hills safe, clean and pointed in the right direction for the future.  
\_\_\_\_\_  
\_\_\_\_\_

**What are your goals for the community?** \_\_\_\_\_  
I would like to help facilitate the development of the old Highlander school site into something that benefits the community.  
I would also like to work to ensure that our streets and homes are safe, our parks are clean and family-friendly,  
our schools are good, and that we have thriving business and shopping districts.

**What skills do you have that might be especially useful for the WHNC?** \_\_\_\_\_  
High EQ, an ability to connect with people of all different beliefs, opinions and perspectives to find common ground,  
and a keen understanding of how to use my business acumen to accomplish goals in a timely fashion.  
\_\_\_\_\_

**Are you prepared to contribute at least ten (10) hours a month to community service through the council?** Yes.

**What areas of community service particularly interest you?** \_\_\_\_\_  
Safety for all, access to services for seniors, and being part of a neighborhood of active citizens who come together to  
find and help implement solutions to issues that affect us.

**Do you have any interests that might conflict with Neighborhood Council responsibilities?**  
No.

**(If you need more space, use the reverse side.)**



**Agenda Item 23-0061 - Discussion and possible action to approve the paying of an invoice in the amount of \$210.00 to El Camino Charter High School for use of the facility for the WHNC elections held on June 18, 2023**

El Camino Real Charter High School  
5440 Valley Circle Blvd  
Woodland Hills CA 91367  
United States

**Invoice**  
#INV1792  
6/7/2023

**Bill To**  
West Hills Neighborhood  
Council  
200 N.Spring Street Room 224  
Los Angeles CA 90012  
United States

**Ship To**  
West Hills Neighborhood  
Council  
200 N.Spring Street Room 224  
Los Angeles CA 90012  
United States

**TOTAL**

**\$210.00**

**Due Date:**

Terms	Due Date	PO #	Sales Rep	Shipping Method
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Quantity	Item	Rate	Amount
1	<b>Facilities Rental (Civic Center)</b> Facilities Rental	\$210.00	\$210.00

**Memo:** Facilities Rental-Shoup

<b>Subtotal</b>	\$210.00
<b>Tax Total (0%)</b>	\$0.00
<b>Total</b>	\$210.00



INV1792

HOLLY L. WOLCOTT  
CITY CLERK

# City of Los Angeles CALIFORNIA

OFFICE OF THE  
CITY CLERK  
ELECTION DIVISION

PETTY SANTOS  
EXECUTIVE OFFICER



SPACE 300  
555 RAMIREZ STREET  
LOS ANGELES, CA 90012  
(213) 978-0444  
FAX: (213) 978-0376

JINNY PAK  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

KAREN R. BASS  
MAYOR

## 2023 NEIGHBORHOOD COUNCIL ELECTIONS POLLING PLACE CONFIRMATION FORM

Neighborhood Council: West Hills Election Date: Sunday, June 18, 2023

Name of Facility: El Camino Real Charter High School- Shoup Campus- Auditorium

Facility Address: 7401 Shoup Ave., West Hills, CA 91307

Required Access Hours: 9:00am - 6:00pm

I authorize the City of Los Angeles, Office of the City Clerk-Election Division to use this facility for the above referenced election. I will ensure there is adequate heat, light, and access to the restroom facilities.

I understand that the Election Division needs access to the facility from 9am to 6pm on the election date, which includes two hours before voting and an hour after for set up and closing of the polls.

If for any reason I cannot fulfill the terms of the agreement, I will immediately contact the Election Division at (213) 978-0444.

A Polling Place stipend in the amount of \$ 360 will be mailed within 30 days of Election Day contingent upon receiving all proper documentation related to your organization's tax identification information.

City Clerk's Office is responsible for \$150 and the remaining balance of \$210 will be paid by West Hills NC.

Dean Bennett  
Print Name of Manager/Owner

[Signature]  
Signature of Manager/Owner

3/24/23  
Date

418-595-7506  
Telephone Number

418-857-5119  
Alternate Telephone Number

**Agenda Item 23-0062 - Discussion and possible action to approve the Special Events Committee's Event Approval Request and Budget in the amount of \$825.00 for the 2023 -2024 Halloween House Event**

**EMPOWER LA**

Department of  
NEIGHBORHOOD EMPOWERMENT  
200 N. Spring Street, 20<sup>th</sup> FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
E-mail: [EmpowerLA@lacity.org](mailto:EmpowerLA@lacity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)



**NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM**

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. **Please complete and sign this form and submit to the Department at least 30 days before the day of the event.** The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

Neighborhood Council: WEST HILLS

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: West Hills Neighborhood Council-Special Events Committee

Contact Person: Steve Randall

Phone: (818) 340-4700 Email: steve.randall@westhillsnc.org

Co-Sponsor (if applicable): Council District 12-John Lee Councilmember

Contact Person: Ron Rubine

Phone: (818) 882-1212 Email: ron.rubine@lacity.org

**Event Information**

Type of Event (festival, movie night, etc.): 5TH ANNUAL HALLOWEEN HOUSES ON DISPLAY

Date: 10/22/23 Time Frame: 7:00pm-10:00pm Est. number of attendees: 50 Event Amount: \$ 825.00

Venue Name: West Hills NC Community

Venue Address: ALL of "West Hills", CA 91304 & 91307

Contact Person: Steve Randall

Phone: (818) 340-4700 Email: stevekr2000@aol.com

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [EmpowerLA.Funding@lacity.org](mailto:EmpowerLA.Funding@lacity.org) for Department approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.
- If a bank card exemption of the daily \$1,000 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay Department approval.



The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. Please contact the Department Funding Team if you are unsure what your Neighborhood Council event may need. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:**

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbecues or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an additional insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety


**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature:  Date: 07/21/23  
Print Name: Steve Randall Title: Co-chair WHNC Special Events Committee  
Email: steve.randall@westhillsnc.org Phone: (818) 340-4700

Department Use Only. Approval Code: \_\_\_\_\_ Staff: \_\_\_\_\_  
Cash Request Process Date: \_\_\_\_\_ Bank Card Exemption Process Date: \_\_\_\_\_ Rev 01/06/15

# 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="PRINTING OF POSTERS &amp; FLYERS, AND LOCAL NEWSPAPER ADVERTISEMENT"/>	<input type="text" value="650.00"/>
<input type="text" value="CERTIFICATES"/>	<input type="text" value="175.00"/>
<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