



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL BOARD MEETING AGENDA **Thursday, November 30, 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/83199390953>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **831 9939 0953**, 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><u>Opening Business</u> Call to Order</p> <p>Roll Call – Establish Quorum Pledge of Allegiance Approve Meeting Minutes October 5, 2023 Treasurer’s Report Controller’s Report Comments From the Co-Chair(s)</p> <p>Board Vacancy Announcement</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Co-Chair: Dr. Faye Barta</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Treasurer: Mrs. Carolyn Greenwood</p> <p>Controller: Mr. Saif Mogri</p> <p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta</p> <p>Co-Chair: Mrs. Charlene Rothstein</p>
<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects NOT on this meeting’s agenda.</p> <p>*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>Co-Chair: Dr. Faye Barta</p>
<p><u>Old Business</u></p> <p>23-0076 – Discussion and possible action regarding WHNC Bylaws amendment to Bylaws Article 7 Committees And Their Duties (10 Minutes Max)</p>		<p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p>

<p>23-0077 – Discussion and possible action regarding WHNC Bylaws amendment to Bylaws Article 13 Amendments (10 Minutes Max)</p> <p>23-0078 – Discussion and possible action regarding WHNC Bylaws amendment to Bylaws Article 5 Governing Board (10 Minutes Max)</p>		<p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p>
<p><u>New Business</u></p> <p>23-0080 - Discussion and possible action regarding approval of the WHNC's September 2023 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>23-0081 - 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) (5 Minutes Max)</p> <p>23-0082 - Discussion and possible action to approve the Event Approval Form and budget in the amount of \$3,525.00 for the Special Events Committee's Senior's Valentine's Day Dinner Dance to be held at Chaminade College Preparatory, Bob Hope Center located at 7500 Chaminade Avenue, West Hills, on February 14, 2023. (10 Minutes Max)</p> <p>23-0083 - Discussion and possible action to approve the Event Approval Form for the WHNC Beautification Committee Clean-Up Event to be held on the south side of Valley Circle Boulevard, north of Victory Boulevard on November 21, 2023 from 8:30 a.m. to 11:30 a.m. (5 Minutes Max)</p> <p>23-0084 - Discussion and possible action to approve the Event Approval Form for the WHNC Beautification Committee Clean-Up Event to be held on Justice Street, on the south side of Orcutt Ranch Horticulture Center on December 9, 2023 from 8:30 a.m. to 11:30 a.m. (5 Minutes Max)</p> <p>23-0085 – Discussion and possible action to the WHNC Standing Rules on use of WHNC logo on correspondence (5 Minutes Max)</p> <p>23-0086 - Discussion and Possible Action, including submitting a Community Impact Statement regarding Council File 23-1113, Los Angeles Neighborhood Councils / Remote Meetings / SB 411 / Teleconferencing Provisions / Ralph M. Brown Act (Soto-Martinez - Hutt) (10 Minutes Max)</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>Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p> <p>Mr. Brad Vanderhoof , Chair Communications & Outreach Committee</p>

<p>23-0087 - Discussion and Possible Action, including submitting a Community Impact Statement regarding Council File 23-1114, Los Angeles Neighborhood Councils/SB 411 / Teleconferencing / Remote Meetings/Brown Act Modification / California Government Code / COVID-19 Pandemic (Soto-Martinez-Hutt) (10 Minutes Max)</p> <p>23-0088 - Discussion and possible action, including submitting a Community Impact Statement, regarding Board of Neighborhood Commissioners File No. 2021-1, Proposed Neighborhood Council Board Member Code of Conduct Policy (version September 17, 2023). (10 Minutes Max)</p>		<p>Mr. Brad Vanderhoof , Chair Communications & Outreach Committee</p> <p>Ms. Clarice Chavira, Co-Chair Government Relations Committee Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee</p>
<p><u>Adjournment</u></p>		

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

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



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Thursday, October 5, 2023

Revised October 6, 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 early), Ian Afazeli, Faye Barta, Sandi Bell, Clarice Chavira (arrived 7:15 PM), Carolyn Greenwood, Glenn Jennings, Randhara Kotuwelle, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Mark Neudorff, Joe Ourfalian, Alejandro Phillips, Steve Randall, Bill Rose, Myrl Schreibman, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Sriya Datla, Penelope Newmark, Char Rothstein, Miriam Schimmel, and Azarine Rushenas

Vice President Faye Barta called the meeting to order at 7:07 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Vice President Faye Barta led the Pledge of Allegiance.

The meeting minutes from September 7, 2023 were approved.

Senior Lead Officer Report:

SLO Garza said Patrol Captain Kelly has moved on to another position and Captain Payton will take over. Captain Payton introduced himself.

SLO Garza said the Deputy mayor Karren Lane will speak at the Topanga Station Community Meeting on Tuesday at 6:00 PM.

Myrl Schreibman said the Special Events Committee is planning an active shooter event in January.

Los Angeles Fire Department:

Battalion Commander Mullen said to stay hydrated in the hot weather. Lithium batteries have been the cause of many incidents across the country. They can become explosive if overheated. If you notice a problem or a battery smoking, stay away and clear the room or area as the smoke is extremely hazardous. Keep devices with lithium batteries cool and dry.

Treasurer's Report:

Treasurer Carolyn Greenwood said the expenditures for August were mostly usual expenses with badges for new members and an invoice for the election from El Camino for space rental. Net available funds at the end of August were \$31,689.75

23-0068 - Approval of the WHNC's August 2023 Monthly Expenditure Report (MER):

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

Yes – 18, No – 0, Abstain -- 0, Absent – 3, Ineligible – 2, Recusal – 0
The MER is approved.

Controller's Report:

Controller Saif Mogri said September expenditures are the usual with Special Events spending \$282.52 for the Halloween event. Total expenditures were \$525.29 and this figure matches the City website.

Comments From the Co-Chair(s):

Vice President Faye Barta announced there are two vacant seats on the WHNC Board of Directors and the application period will open for 30 days.

Announcements:

Myrka Martinez, District Director, Council District 12, gave an update from CD12.

Prabhjot Chamber, Neighborhood Empowerment Advocate, Department of Neighborhood Empowerment, said the Robert's Rules of Order training portal has been re-launched and credentials were sent to Board members. Atziri Camerena is the contact for login problems. The Bylaws training (happening concurrently with this meeting) recording will be available soon. SB411 has not yet been signed by the Governor.

Presentation Earthquake Safety:

Randhara Kotuwelle gave the presentation. The slides are available on the Public Safety & Emergency Preparedness Committee page at www.westhillsnc.org link at [Earthquake Safety EP Meeting 9/20/23 \(westhillsnc.org\)](#)

Public Comment:

Chris Rowe asked if Board members can vote without current ethics training. NEA Prabhjot Chamber said ethics training is required.

Announcements:

Glenn Bailey, Budget Advocates, said there will probably be a significant increase in the solid waste charge on DWP bills due to the issue of bonds. The Budget Advocates will meet with city departments soon so now is the time to send comments or ask to join committees. Contact at [HOME | Budgetadvocates](#)

The Valley Alliance of Neighborhood Councils will host Heather Santos, Executive Officer to the City Clerk in charge of NC funding at the October meeting. The Deputy Mayor will be at the November meeting.

New Business:

23-0070 - Purchase of 500 WHNC Logo Bag Clips in the total amount of \$825.00:

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

Yes – 17, No – 0, Abstain -- 1, Absent – 3, Ineligible – 2, Recusal – 0
The spending request is approved.

23-0071 - Approval of request for \$3,525.00 by the Special Events Committee for the Senior Valentine’s Dance:

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

Yes – 18, No – 0, Abstain -- 0, Absent – 3, Ineligible – 2, Recusal – 0
The spending request is approved.

23-0072 – Approval of the Event Approval Form and budget in the amount of \$50.00 for the WHNC Beautification Committee Clean-Up Event to be held at Platt Avenue / Sherman Way intersection to Highlander Road on October 21, 2023 from 8:30 AM to 11:30 AM:

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

Yes – 18, No – 0, Abstain -- 0, Absent – 3, Ineligible – 2, Recusal – 0
The event approval and spending request are approved.

23-0073 - Purchase of an Omnidirectional Conference Microphone/Speaker to Enable Better Zoom Meetings in the total amount of \$100.00:

Aida Abkarians - Yes	Ian Afazeli – Yes	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Yes	Carolyn Greenwood - Yes
Glenn Jennings - Yes	Randhara Kotuwelle – Yes	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Ineligible
Joe Ourfalian – Yes	Penelope Newmark – Absent	Alejandro Phillips - Yes

Steve Randall - Yes
Miriam Schimmel - Absent
Brad Vanderhoof - Yes

Bill Rose - Ineligible
Myrl Schreiberman - Yes
Joanne Yvanek-Garb - Yes

Char Rothstein - Absent
Joan Trent - Yes

Yes – 18, No – 0, Abstain -- 0, Absent – 3, Ineligible – 2, Recusal – 0
The spending request is approved.

23-0074 - Removal of Sriya Datla from the WHNC Youth Advisory Seat:

Aida Abkarians - Yes
Sandi Bell - Yes
Glenn Jennings - Yes
Jonathan Marvisi - Yes
Joe Ourfalian – Yes
Steve Randall - Yes
Miriam Schimmel - Absent
Brad Vanderhoof - Yes

Ian Afazeli - Yes
Clarice Chavira - Yes
Randhara Kotuwelle – Yes
Saif Mogri - Yes
Penelope Newmark – Absent
Bill Rose - Ineligible
Myrl Schreiberman - Yes
Joanne Yvanek-Garb - Yes

Faye Barta - Yes
Carolyn Greenwood - Yes
Vinura Kotuwelle - Yes
Mark Neudorff - Ineligible
Alejandro Phillips - Yes
Char Rothstein - Absent
Joan Trent - Yes

Yes – 18, No – 0, Abstain -- 0, Absent – 3, Ineligible – 2, Recusal – 0
The removal is approved.

23-0075 - Removal of Azarine Rushenas from the WHNC Youth Advisory Seat:

Aida Abkarians - Yes
Sandi Bell - Yes
Glenn Jennings - Yes
Jonathan Marvisi - Yes
Joe Ourfalian – Yes
Steve Randall - Yes
Miriam Schimmel - Absent
Brad Vanderhoof – Yes

Ian Afazeli - Yes
Clarice Chavira - Yes
Randhara Kotuwelle – Yes
Saif Mogri - Yes
Penelope Newmark – Absent
Bill Rose - Ineligible
Myrl Schreiberman - Yes
Joanne Yvanek-Garb - Yes

Faye Barta - Yes
Carolyn Greenwood - Yes
Vinura Kotuwelle - Yes
Mark Neudorff - Ineligible
Alejandro Phillips - Yes
Char Rothstein - Absent
Joan Trent - Yes

Yes – 18, No – 0, Abstain -- 0, Absent – 3, Ineligible – 2, Recusal – 0
The removal is approved.

23-0076 - First reading of a WHNC Bylaws amendment to Bylaws Article 7 Committees and Their Duties:
Board Secretary and Bylaws Committee Chair Brad Vanderhoof read the amendment.

23-0077 - First reading of a WHNC Bylaws amendment to Bylaws Article 13 Amendments: Board Secretary and Bylaws Committee Chair Brad Vanderhoof read the amendment.

23-0078 – First reading of a WHNC Bylaws amendment to Bylaws Article 5 Governing Board: Board Secretary and Bylaws Committee Chair Brad Vanderhoof read the amendment.

23-0079 - CIS on Council File 22-0039 regarding an investigation by LADWP on the pros and cons of the Scattergood Green Hydrogen Project:

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

Ian Afazeli - Yes
Clarice Chavira - Yes
Randhara Kotuwelle – Yes
Saif Mogri - Yes
Penelope Newmark – Absent
Bill Rose - Ineligible
Myrl Schreiberman - Yes

Faye Barta - Yes
Carolyn Greenwood - Yes
Vinura Kotuwelle - Yes
Mark Neudorff - Ineligible
Alejandro Phillips - Yes
Char Rothstein - Absent
Joan Trent - Yes

Brad Vanderhoof - Yes

Joanne Yvanek-Garb - Yes

Yes – 17, No – 0, Abstain -- 0, Absent – 4, Ineligible – 2, Recusal – 0
The spending request is approved.

23-0069 – Approval of tabling at the CD12 Movie Night at Shadow Ranch Park to be held on October 28, 2023:

The film is the animated movie COCO.

Aida Abkarians - Absent

Sandi Bell - Yes

Glenn Jennings - Yes

Jonathan Marvisi - Yes

Joe Ourfalian – Yes

Steve Randall - Yes

Miriam Schimmel - Absent

Brad Vanderhoof - Yes

Ian Afazeli - Yes

Clarice Chavira - Yes

Randhara Kotuwelle – Yes

Saif Mogri - Yes

Penelope Newmark – Absent

Bill Rose - Ineligible

Myrl Schreibman - Yes

Joanne Yvanek-Garb - Yes

Faye Barta - Yes

Carolyn Greenwood - Yes

Vinura Kotuwelle - Yes

Mark Neudorff - Ineligible

Alejandro Phillips - Yes

Char Rothstein - Absent

Joan Trent - Yes

Yes – 17, No – 0, Abstain -- 0, Absent – 4, Ineligible – 2, Recusal – 0
Tabling at the event is approved.

Vice President Faye Barta adjourned the meeting at 8:30 PM.

Agenda Item 23-0076 - Discussion and possible action regarding WHNC Bylaws amendment to Bylaws Article 7 Committees And Their Duties

ARTICLE VII COMMITTEES AND THEIR DUTIES

Current Bylaw

All standing committees shall meet at a minimum of nine (9) times per calendar year and shall invite the participation of stakeholders.

Proposed revision

All standing committees shall meet at a minimum of nine (9) times per calendar year and shall invite the participation of stakeholders. The exceptions are the Budget, Bylaws, Operations, Youth and Education, and Public Health which shall meet a minimum of eight (8) times per calendar year and invite the participation of stakeholders.

This was approved by the Bylaws Committee by a vote of; Yes – 11, No – 0, Abstain – 0, Absent – 5, on March 22, 2023

Agenda Item 23-0077 - Discussion and possible action regarding WHNC Bylaws amendment to Bylaws Article 13 Amendments

ARTICLE XIII AMENDMENTS

Current Bylaw

Any Board member or Stakeholder may propose amendments to these Bylaws in writing during a regular meeting of the Board. These proposals shall be reviewed by the WHNC an Ad Hoc Bylaws Committee, which shall provide recommendations to the WHNC.

Proposed Revision

Any Board member or Stakeholder may propose amendments to these Bylaws during a meeting of the WHNC Bylaws Committee.

This was approved by the Bylaws Committee by a vote of; Yes – 10, No – 0, Abstain – 1, Absent – 5 on March 22, 2023

Agenda Item 23-0078 - Discussion and possible action regarding WHNC Bylaws amendment to Bylaws Article 5 Governing Board

Proposed Bylaws Amendment

ARTICLE V GOVERNING BOARD The Board of Directors (or “the Board”) shall be the governing body of the WHNC within the meaning of that term.

Section 1: Composition

The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an “at-large” basis. The Board shall not include more than four (4) Directors who do not live, work, or own property in West Hills.

Section 2: Quorum

The quorum shall be ~~eighteen (18)~~ fifteen (15) Directors of the Board. No floating quorums are allowed.

Yes – 7, No – 1, Abstain – 0, Absent – 4, Recusal – 0

Approved by the WHNC Bylaws Committee on September 27, 2023

Agenda Item 23-0080 - Discussion and possible action regarding approval of the WHNC's September 2023 Monthly Expenditure Report (MER)

Monthly Expenditure Report



Reporting Month: September 2023 Budget Fiscal Year: 2023-2024

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33046.35	\$1881.89	\$31164.46	\$1856.60	\$0.00	\$29307.86

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$1599.37	\$27564.46	\$1356.60	\$26207.86
Outreach		\$282.52		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3600.00	\$0.00	\$3600.00	\$500.00	\$3100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3815.56	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	09/01/2023	Monthly Maintenance for WHNC	General Operations Expenditure	Office	\$150.00
2	MINUTEMAN PRESS	09/02/2023	WHNC-2324-001Flyers and posters for the Halloween House Event	General Operations Expenditure	Outreach	\$282.52
3	DNH GODADDY.COM	09/20/2023	WHNC Domain renewal	General Operations Expenditure	Office	\$23.17
4	RACKSPACE EMAIL & APPS	09/22/2023	WHNC Board email service	General Operations Expenditure	Office	\$69.60
5	APPLEONE EMPLOYMENT SERVICES	08/31/2023	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
Subtotal:						\$1881.89

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	HAMLIN CHARTER	10/05/2023	Proxy Payment to re-issue check from FY21-22 that was never received by Hamlin Charter. Approval of an NPG in the amount of \$500 to Hamlin Elementary for a variety of sensory items to he...	Neighborhood Purpose Grants		\$500.00
2	APPLEONE EMPLOYMENT SERVICES	10/11/2023	Executive Assistant	General Operations Expenditure	Office	\$1356.60
Subtotal: Outstanding						\$1856.60

**WEST HILLS NEIGHBORHOOD COUNCIL
CONTROLLER'S REPORT 10/31/23**

	Item	Committee	Purpose	Budget	Balance	July	Aug	Sept	Oct	Total Spent
	Neighborhood Purpose Grants (NPG's)									
23		Youth and Education	NPG's	\$3,600.00	\$3,100.00				\$500.00	\$500.00
					\$0.00					
18A		Homelessness	NPG's							
		Total								\$0.00
	Community Improvement Projects (CIP's)									
20A		Streets&Transportation	CIP's		\$0.00					
24		Beautification	Cleanups							\$0.00
25		Beautification	Special Events							
	GRAND TOTAL			\$36,861.91	\$27,658.13	\$1,949.73	\$3,222.43	\$525.29	\$3,506.33	\$9,203.78
	ALLOWED BUDGET			\$32,000.00						
26	Clean Street Grant			\$1,324.83						
	Rollover			\$4,861.91						
	GRAND TOTAL			\$36,861.91						

Agenda Item 23-0081 - 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)

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

--

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



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

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. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: WEST HILLS

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

Main sponsor: WHNC Special Events Committee

Contact Person: Steve Randall

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

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

Contact Person: Ron Rubine

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

Event Information

Event Title and Description: Senior Valentine's Day Dinner Dance-

Provides a Valentine's Day dinner and dance for local seniors who may otherwise be unable to afford going out.

Date: 02/14/2024 Time Frame: 7:00 PM-9:30 PM Est. number of attendees: 200 Event Budget: \$ 3525.00

Venue Name: Chaminade College Preparatory Bob Hope Center

Venue Address: 7500 Chaminade Avenue West Hills, CA 91304

Contact Person: Janet Koller or Elizabeth Gluvna

Phone: (818) 360-4211 Email: jkoller@chaminade.org & egluvna@chaminade

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

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 an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **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 PERMITS:

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the "City of Los Angeles" as Additional Insured.

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- Renting and driving 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)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Documents to be submitted to NC Funding Program and filed for you records:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- 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: 10/20/2023

Print Name: STEVE RANDALL Title: Special Events Committee Co-Chair

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

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

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="VENUE"/>	<input type="text" value="500.00"/>
<input type="text" value="FOOD"/>	<input type="text" value="1300.00"/>
<input type="text" value="DJ"/>	<input type="text" value="400.00"/>
<input type="text" value="INSURANCE"/>	<input type="text" value="300.00"/>
<input type="text" value="TABLEWARE"/>	<input type="text" value="375.00"/>
<input type="text" value="DECORATIONS & TABLE CENTERPIECES"/>	<input type="text" value="650.00"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

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. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Community Cleanup – Valley Circle median

Date: 11/21/2023 Time Frame: 8:30 AM to 11:03 AM

Est. number of attendees: 20 Event Budget: \$ 0.00

Venue Name: WHNC Beautification Committee November 2023 Clean-Up

Venue Address: Valley Circle Blvd., south side, north of Victory Blvd.

Contact Person: Brad Vanderhoof and Faye Barta

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

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 an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **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 PERMITS:

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by aboardmember
- 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)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Documents to be submitted to NC Funding Program and filed for you records:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- 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: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

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. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Community Cleanup – Orcutt Ranch perimeter

Date: 12/09/2023 Time Frame: 8:30 AM to 11:03 AM

Est. number of attendees: 20 Event Budget: \$ 0.00

Venue Name: WHNC Beautification Committee December 2023 Clean-Up

Venue Address: Justice Street south side of Orcutt Ranch Horticulture Center.

Contact Person: Brad Vanderhoof and Faye Barta

Email: Brad.Vanderhoof@westhillsnc.org; Faye.Barta@westhillsnc.org

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

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 an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **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 PERMITS:

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by aboardmember
- 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)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Documents to be submitted to NC Funding Program and filed for you records:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- 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: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

Agenda Item 23-0085 – Discussion and possible action to the WHNC Standing Rules on use of WHNC logo on correspondence

Article V: Duties and Powers of Board Members Board members including officers shall not claim to be, or give the impression of, speaking or communicating by any means on behalf of the WHNC without approval from the Board. Board members including officers shall not make any representations, requests, or agreements, on behalf of the Board, without approval from the Board. This includes the use of WHNC letterhead and the WHNC logo

Agenda Item 23-0086 - Discussion and Possible Action, including submitting a Community Impact Statement regarding Council File 23-1113, Los Angeles Neighborhood Councils / Remote Meetings / SB 411 / Teleconferencing Provisions / Ralph M. Brown Act (Soto-Martinez - Hutt)

Communications and Outreach Committee
 West Hills Neighborhood Council
 Community Impact Statement Proposal

Committee Meeting Date: October 18, 2023 Board Meeting Date November 2, 2023

File #:	City Council File No. 23-113
Title:	Los Angeles Neighborhood Councils / Remote Meetings / SB 411 / Teleconferencing Provisions / Ralph M. Brown Act (Soto-Martinez - Hutt)
Type:	LA City Council Motion introduced 10/10/2023
City/State:	Los Angeles, California

Summary:	Introduced October 10, 2023 and referred to Neighborhoods and Community Enrichment Committee. Motion is directing the Department of Neighborhood Empowerment to report back in 30 days on what technology, support and other resources are needed to provide Neighborhood Councils with the ability to meet virtually through the end of Fiscal Year 2024-2025.
-----------------	---

Committee Position:	For - to submit a CIS in support of Council Resolution/File #23-1113
Committee Vote:	Yes – 4, No – 0, Abstain – 2, Absent – 3, Ineligible – 0, Recused – 0

“YES” Vote:	means the board member supports a CIS for (in support of) Council Resolution/File #23-1113.
--------------------	---

“NO” Vote:	means the board member opposes a CIS for (in support of) Council Resolution/File ##23-1113.
-------------------	---

Abstain:	means the board member is present but does not vote on the matter.
-----------------	--

Ineligible:	means the board member is present but not eligible to vote on the matter.
--------------------	---

Recusal:	means the board member is present but removes him/herself from discussion and voting due to a conflict of interest with the matter.
-----------------	---

NEIGHBORHOOD & COMMUNITY
ENRICHMENT

MOTION


The Brown Act is a state law that governs the operation of public legislative meetings in California. While the Brown Act has traditionally required all legislative bodies in the state to meet in person, over the course of the COVID-19 Pandemic, Los Angeles Neighborhood Councils were given the opportunity to meet virtually over Zoom. During this period, many members of the neighborhood council system found that meeting virtually made it easier to participate in local government, and would now like to continue this practice.

On October 8, 2023 Governor Gavin Newsom signed SB 411 into law, which modifies the Brown Act to authorize eligible legislative bodies, including Los Angeles Neighborhood Councils, to use teleconferencing for their meetings. To allow this, the City Council must first adopt an authorizing resolution, and then two thirds (2/3) of each participating neighborhood council must vote to use the alternate teleconferencing provisions. An accompanying resolution is being introduced to start this legislative process.

Practically, in order for Neighborhood Councils to meet virtually they also need access to Zoom or other teleconferencing accounts, and technical assistance from the Department of Neighborhood Empowerment (DONE) to effectuate this change.

I THEREFORE MOVE that the City Council direct the Department of Neighborhood Empowerment to report back in 30 days on what technology, support and other resources are needed to provide Neighborhood Councils with the ability to meet virtually through the end of Fiscal Year 2024-2025.

PRESENTED BY:


HUGO SOTO-MARTÍNEZ
Councilmember, 13th District

SECONDED BY:



ORIGINAL

PK

OCT 10 2023

Agenda Item 23-0087 - Discussion and Possible Action, including submitting a Community Impact Statement regarding Council File 23-1114, Los Angeles Neighborhood Councils/SB 411 / Teleconferencing / Remote Meetings/Brown Act Modification / California Government Code / COVID-19 Pandemic (Soto-Martinez-Hutt)

Communications and Outreach Committee
 West Hills Neighborhood Council
 Community Impact Statement Proposal

Committee Meeting Date: October 18, 2023 Board Meeting Date November 2, 2023

File #:	City Council File No. 23-1114
Title:	Los Angeles Neighborhood Councils / SB 411 / Teleconferencing / Remote Meetings / Brown Act Modification / California Government Code / COVID-19 Pandemic (Soto-Martinez - Hutt)
Type:	LA City Council Motion introduced 10/10/2023
City/State:	Los Angeles, California

Summary:	Introduced October 10, 2023 and referred to Rules, Elections and Intergovernmental Relations Committee scheduled for committee meeting on October 20, 2023. Resolution is requesting the City of Los Angeles with the concurrence of the Mayor to authorize Neighborhood Councils to use teleconferencing pursuant to California Code Section 54953.8. Item scheduled for Rules, Elections and Intergovernmental Relations Committee on October 20, 2023.
-----------------	---

Committee Position:	For - to submit a CIS in support of Council Resolution/File #23-1114
Committee Vote:	Yes – 4, No – 0, Abstain – 2, Absent – 3, Ineligible – 0, Recused – 0

“YES” Vote:	means the board member supports a CIS for (in support of) Council Resolution/File #23-1114.
--------------------	---

“NO” Vote:	means the board member opposes a CIS for (in support of) Council Resolution/File ##23-1114.
-------------------	---

Abstain:	means the board member is present but does not vote on the matter.
-----------------	--

Ineligible:	means the board member is present but not eligible to vote on the matter.
--------------------	---

Recusal:	means the board member is present but removes him/herself from discussion and voting due to a conflict of interest with the matter.
-----------------	---

Version 10/19/2023

Summary prepared by Clarice Chavira

RESOLUTION

WHEREAS, on October 8, 2023 Governor Gavin Newsom signed SB 411 into law, which modifies the Brown Act to authorize eligible legislative bodies to use teleconferencing, as prescribed, if the City Council has adopted an authorizing resolution and two thirds (2/3) of an eligible legislative body votes to use the alternate teleconferencing provisions;


WHEREAS, SB 411 defines "eligible legislative body" for this purpose to mean a neighborhood council that is an advisory body with the purpose to promote more citizen participation in government and make government more responsive to local needs that is established pursuant to the charter of a city with a population of more than 3,000,000 people that is subject to the act;

WHEREAS, during the height of the COVID-19 pandemic, Neighborhood Councils met using teleconferencing and many community members found the ability to join meetings remotely eased the process of being involved in their neighborhoods; and

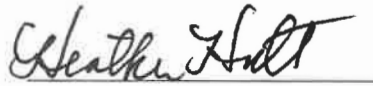
WHEREAS, Neighborhood Councils should be able to increase participation by meeting remotely if they think it is in the best interest of their community;

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles authorizes Neighborhood Councils to use teleconferencing pursuant to California Code Section 54953.8.

PRESENTED BY:


HUGO SOTO-MARTÍNEZ
Councilmember, 13th District

SECONDED BY:



ORIGINAL

OCT 10 2023

PK

Agenda Item 23-0088 - Discussion and possible action, including submitting a Community Impact Statement, regarding Board of Neighborhood Commissioners File No. 2021-1, Proposed Neighborhood Council Board Member Code of Conduct Policy (version September 17, 2023)

Government Relations Committee
 West Hills Neighborhood Council
 Community Impact Statement Proposal

Committee Meeting Date: October 16, 2023 Board Meeting Date November 2, 2023

File #:	Board of Neighborhood Commissioners File No. 2021-1
Title:	PROPOSED NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY 2021-1 (September 17, 2023)
Type:	Board of Neighborhood Commissioners POLICY
City/State:	Los Angeles, California

Summary:	The Board of Neighborhood Commissioners will vote on the Proposed Neighborhood Council Code of Conduct in the BONC Regular Meeting Scheduled for Tuesday November 7, 2023 at 6pm. The Proposed Code would amend and replace the existing Code of Conduct.
-----------------	---

Committee Position:	For - to submit a CIS in support of the Proposed Code of Conduct.
Committee Vote:	Yes – 6, No – 0, Abstain – 0, Absent – 4, Ineligible – 0, Recused – 0

“YES” Vote:	means the board member supports a CIS for (in support of) the Proposed Code of Conduct.
--------------------	---

“NO” Vote:	means the board member opposes a CIS for (in support of) the Proposed Code of Conduct.
-------------------	--

Abstain:	means the board member is present but does not vote on the matter.
-----------------	--

Ineligible:	means the board member is present but not eligible to vote on the matter.
--------------------	---

Recusal:	means the board member is present but removes him/herself from discussion and voting due to a conflict of interest with the matter.
-----------------	---

Version 10/19/2023

Summary prepared by Clarice Chavira

**PROPOSED NEIGHBORHOOD COUNCIL BOARD MEMBER
CODE OF CONDUCT POLICY
2021-1
(September 17, 2023)**

;

WHEREAS, on March 30, 2022, Mayor Eric Garcetti issued Executive Directive No. 34 implementing the city-wide Workplace Equity Policy and the Workplace Equity Complaint Procedure:

WHEREAS, the Workplace Equity Policy protects volunteers, including Neighborhood Council board members from harassment, sexual harassment, hazing, bullying, and inequitable conduct, as defined in the Workplace Equity Policy;

WHEREAS, the Board of Neighborhood Commissioners (the Commission) recognizes the need to apply the Workplace Equity Policy definitions to Neighborhood Councils;

WHEREAS, the Commission adopted a Code of Conduct Policy in 2016 and an amended Code of Conduct Policy in 2018, to govern the conduct of Neighborhood Council members;

WHEREAS, the Commission expects Board Members and Committee Members, including stakeholders serving on committees to conduct themselves in a manner in keeping with the Commission's Code of Conduct and with regard for the rights and welfare of others in the system;

WHEREAS, Certified Neighborhood Councils are encouraged to be independent in accordance with the Los Angeles City Charter and Administrative Code and have the tools to address violations of this Code of Conduct;

WHEREAS, Section 902 (b) of Article IX of the City Charter provides that the Commission "shall be responsible for policy setting and policy oversight and the promulgation of rules and regulations but not be responsible for day to-day management;

NOW, THEREFORE, BE IT RESOLVED that the Commission amends the Code of Conduct policy to conform to the City Workplace Equity Policy.

NOW, THEREFORE, IT IS FURTHER RESOLVED that the Commission amends the Code of Conduct POLICY NUMBER: 2014 2(2) to say:

POLICY NUMBER: 2021-(1)

1. Neighborhood Council Board Members and Committee Members are required to acknowledge this policy (Exhibit "A") in the manner established by the Department of Neighborhood Empowerment (Department). Neighborhood Council Board Members and Committee Members shall acknowledge this policy every two years.
2. The Neighborhood Council Boards shall be responsible for informing Stakeholder Committee Members of their obligation to acknowledge this policy as a condition of committee service. The Neighborhood Council shall retain a copy of the Stakeholder Committee Member's acknowledgment.
3. Neighborhood Council Boards shall be responsible for informing appointed board members of their responsibility to acknowledge the Code of Conduct. Newly elected, selected, appointed, or re-elected Neighborhood Council board members and committee members shall have a grace period of 30 days from the date the board member or committee member begins assuming their duties to comply with this policy as indicated in item #1.
4. When a Neighborhood Council Board Member fails or refuses to comply with item #1, above, the Department shall have the authority to suspend the Board Member from their Neighborhood Council. Said Board Member shall not be eligible to act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council.
 - a. The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical mailing address.
 - b. The Department shall also notify *the Executive Officers and the remainder of* the Board Members by email and/or U.S. mail of the suspension of the Board Member.
 - c. The Neighborhood Council shall retain its authority to remove Committee Members for failure to adhere to this policy.
5. If within 30 days the Board Member complies with item # 1 above, the Board Member shall be reinstated.
6. If after 30 days of being suspended the Neighborhood Council Board Member does not comply with the provisions of item #1 above, they shall be removed as a Neighborhood Council Board Member by the following procedures:
 - a. Prior to any Board Member being removed pursuant to this policy they shall have the right to present to the Department evidence that he, she, or they have complied with this policy. The Department shall be the sole and final decision maker of whether the matter should proceed before the Commission.
 - b. If the Department determines that the Board Member has not complied with item # 1 above, the Department shall recommend to the Commission that the Board Member be removed, and their Board position be declared vacant pursuant to Los Angeles Administrative Code Section 22.810.1(e)(3).

- c. If the Board member is removed by the Commission, the Department will notify the individual of their removal by sending a letter to their last known email address and/or mailing address.
 - d. The Department will also notify *the Executive Officers and the remainder of* the Board by email and/or First-Class U.S. mail regarding the removal of the Board Member and that the Board Member's seat or position shall be considered vacant.
7. In the case of a Stakeholder Committee Member, who after 30 days has not complied with item #1 above, the Neighborhood Council Board shall remove the Committee Member pursuant to their bylaws.
8. If the Department is notified that a Board Member or Committee Member has committed an act of violence in violation of the Code of Conduct, the Department shall immediately suspend the Board or Committee Member and refer the matter to the appropriate city agency.
- a. The Department will notify the Board Member or Committee Member of their suspension by sending a letter to their last known email address and/or mailing address.
 - b. The Department will also notify the Board by email and/or First-Class U.S. mail regarding the suspension of the Board or Committee Member, and that the Board Member's position shall not be deemed vacant during the suspension period.
 - c. For the duration of the suspension period, said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council Board or Committee and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council Board or Committee.
 - d. The Neighborhood Council shall retain its authority to remove Board and Committee Members for failure to adhere to these provisions.
9. The Department may petition the Commission to remove a Board Member or Members for a violation of this Policy pursuant to the process for Declaring a Board Vacancy in Los Angeles Administrative Code 22.810.1(e)(3).

ATTACHMENT A

1. Neighborhood Council Board Members and Committee Members shall conduct themselves in a professional and civil manner.
2. This Policy applies to all Neighborhood Council Board or Committee meetings, Neighborhood Council events; events where the Neighborhood Council is a sponsor or participant; any event where a Board or committee member is acting, purports to be acting or appears to be acting in their official capacity as a Board or Committee Member; or when interacting with City employees, contractors, Neighborhood Council Board Members, Committee Members, and other volunteers.
3. This Policy also prohibits Neighborhood Council Board or Committee members who is acting, purports to be acting or appears to be acting in their official capacity as a Board or Committee Member from using any technology, communication system, or equipment, regardless of whether City-issued, personal, or otherwise, whether used online or offline, to deliver, display, store, forward, publish, circulate, or solicit material in violation of this Policy. The technology, communication systems, or equipment referenced in this subsection may include, but are not limited to, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, or other communication devices.
4. If necessary, it is expected that the Neighborhood Council shall use this policy to either Censure or Remove a Board member who violates this Policy in accordance with BONC Policy numbers 2020-3 and 2020-4 and will proceed to remove an offending Stakeholder Committee member in accordance with its bylaws.
5. This Policy prohibits harassment or discrimination on the basis of any Protected Category, or sexual harassment, other inappropriate conduct based on a Protected Category or protected activity. These activities interfere with the Policy's goals of maintaining diverse, equitable, inclusive, and productive Neighborhood Councils Protected Categories under this Policy include those set forth in Section 3.1 of the City Workplace Equity Policy.

This Policy also includes protections for individuals perceived as being a member of one of the Protected Categories and individuals associated with members of the Protected Categories.

6. Neighborhood Council Board and Committee members shall not engage in harassment. For the purposes of this Policy, harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more persons (by any individual, including both Board and Committee members) because of their actual or perceived Protected Categories.

Harassment can include, but is not limited to, one or more instances of conduct as set forth in Section 3.2.2 of the City Workplace Equity Policy.

7. Neighborhood Council Board and Committee members shall not engage in sexual harassment. For the purposes of this Policy, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (by any individual, including both Board and Committee members.)

Sexual harassment may include, but is not limited to, one or more instances of conduct as set forth in Section 3.2.3 of the City Workplace Equity Policy.

8. This Policy prohibits inequitable conduct.

Inequitable Conduct is any inappropriate conduct based on a Protected Category or protected activity. Inequitable Conduct includes any instance of unwelcome conduct directed at one or more persons, that is committed by any Neighborhood Council Board or Committee member, because of the person's actual or perceived Protected Category(ies) or protected activity(ies). Similarly unwelcome conduct that is sexual in nature may also violate this Policy.

Inequitable Conduct may be similar in nature to conduct defined as discrimination, harassment, and sexual harassment under this Policy, although to be considered Inequitable Conduct, it will be lesser in severity. It may include but is not limited to verbal or behavioral conduct that communicates hostile, derogatory or negative attitudes toward a person or persons because of their protective class or perceived protective class.

9. Certain behaviors, including hazing, abusive conduct, bullying, and other types of discourteous and unprofessional conduct interfere with the Commission's goals of fostering a civil, safe, professional, and productive environment for Neighborhood Councils. This Policy prohibits such conduct, and the Commission expects that Neighborhood Councils will respond promptly and effectively to reports of potential Policy violations. This includes action to stop, prevent and correct any conduct that violates this Policy.
 - a. Abusive Conduct is verbal, physical, electronic, or other behavior by a Neighborhood Council Board or Committee member, directed at one or more persons that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.
 - b. Bullying is verbal, physical, electronic, or other behavior directed at one or more persons within a peer group that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.

Bullying may constitute a violation of this Policy where it interferes with the performance of a Board or Committee member or creates an environment unfavorable to the goals of the Neighborhood Council system in promoting a safe and secure environment for all Board and Committee Members and members of the public.

Abusive conduct and bullying consist of a broad range of behaviors, which may be subtle or overt. In most circumstances, abusive conduct or bullying consists of repeated or multiple incidents, over a period of time. The determination of whether a particular act constitutes abusive conduct or bullying will depend on the circumstances and context in which that act occurs.

Abusive Conduct and/or Bullying can include one or more instances of conduct as set forth in Section 4.2.2 of the City Workplace Equity Policy.

By signing this document, I acknowledge that I have received a copy of this Code of Conduct and understand that I must abide by it.

I also understand that if I am found to have violated the Code of Conduct, I may be subject to censure and/or removal by my Neighborhood Council Board, or by action of the Department or the Commission.

Any Neighborhood Council bylaws in conflict with this Code of Conduct are hereby superseded.

NEIGHBORHOOD COUNCIL

BOARD OR COMMITTEE POSITION

SIGNED

DATE

NAME PRINTED