



CITY OF  
LOS ANGELES  
CALIFORNIA



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

## WEST HILLS NEIGHBORHOOD COUNCIL

### REVISED BOARD MEETING AGENDA

Thursday, March 7, 2024 @ 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/86151176250>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8615 117 6250** , 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  Roll Call – Establish Quorum Pledge of Allegiance</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</p>
<p><b><u>Induction of new board member into the WHNC Board of Directors</u></b>  Mr. Noe Loera</p>		<p>Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair</p>
<p><b><u>Opening Business Cont.</u></b>  Approve Special Meeting Minutes of February 8, 2024 Senior Lead Officer Report  Treasurer’s Report Controller’s Report Comments From the Co-Chair(s)</p>		<p><b>Secretary:</b> Mr. Brad Vanderhoof SLO Garza SLO Dinse <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 Budget Advocates</p>		<p>Mr. Jack Trent-Dorfman, Field Representative Mr. Colin Crews, District Director Ms. Prabhjot Chamber Ms. Sophia Soudani, Field Representative Mr. Glenn Bailey</p>

<p><b><u>Public Comment</u></b></p> <p>Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting's agenda.</p> <p><b>*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.*</b></p>		<p><b>Co-Chair:</b> Dr. Faye Barta</p>
<p><b><u>Council Announcement</u></b></p> <p>Committee &amp; Liaison Reports</p>		
<p><b><u>Certificates of Appreciation</u></b></p> <p>Katya Fung Talin Fung Reya Karagozian Alia Mansourian Arave Seropian Janet Koller Roxy Todd</p>		<p>Mrs. Aida Abkarians, Board Member Mrs. Charlene Rothstein, President/Co-Chair Dr. Faye Barta, Vice-President/Co-Chair</p>
<p><b><u>New Business</u></b></p> <p><b>24-0011</b> - Discussion and possible action regarding approval of the WHNC's January 2024 Monthly Expenditure Report (MER) <b>(3 Minutes Max)</b></p> <p><b>24-0012</b> - Discussion and possible action possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Alejandro Phillips <b>(10 Minutes Max)</b></p> <p><b>24-0013</b> - Discussion and Possible Action to Approve the WHNC 2024 Bylaws Amendment Application for Submission to the Department of Neighborhood Empowerment <b>(5 Minutes Max)</b></p> <p><b>24-0014</b> - Discussion and possible action regarding the appointment of an alternate delegate to represent West Hills at the Valley Alliance of Neighborhood Councils ("VANC") <b>(5 Minutes Max)</b></p> <p><b>24-0015</b> - Discussion and possible action regarding the appointment of an alternate delegate to represent West Hills at the Los Angeles Neighborhood Council Coalition ("LANN") <b>(5 Minutes Max)</b></p> <p><b>24-0016</b> – Discussion and possible action to authorize Penelope Newmark to post on WHNC social media platforms <b>(5 Minutes Max)</b></p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Chair Ad Hoc Vacancy Committee</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p> <p>Mrs. Charlene Rothstein, Co-Chair</p> <p>Mrs. Charlene Rothstein, Co-Chair</p> <p>Mr. Brad Vanderhoof, Co-Chair Communications &amp; Outreach Committee Mrs. Penelope Newmark, Co-Chair Communications &amp; Outreach Committee</p>

<p><b>24-0017</b> - Discussion and possible action on WHNC's tabling at Pomelo Elementary School, located at 7633 March Avenue, West Hills on Saturday, March 16, 2024 from 8:00 a.m. – 11:00 a.m. <b>(5 Minutes Max)</b></p> <p><b>24-0018</b> - Discussion and possible action to approve the Event Approval Form for the WHNC Beautification Committee Clean-Up Event to be held North of the intersection at Saticoy Street and Woodlake Avenue on March 30, 2024 from 8:30 a.m. to 11:30 a.m. <b>(5 Minutes Max)</b></p>		<p>Mrs. Aida Abkarians, Board Member</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p>
<p><b><u>Adjournment</u></b></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](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](mailto: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 Traduccion:** 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)



## **Neighborhood Council Oath**

I **<NAME>** pledge to represent my Neighborhood Council and Stakeholders with dignity, integrity, and pride.

I will encourage other points of view,  
even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will adhere to all local, state and federal laws as well as hold other board  
members accountable to do the same.

I will find the good in my neighborhood,  
praise it ,and promote it.

I will work to honor diversity, build community,  
forge bonds with neighboring communities,  
and promote participation in city governance  
and the decision-making processes,  
to improve the quality of life for all Stakeholders.

To the neighborhood council system, to my neighbors,  
and to neighborhoods throughout the City of Los Angeles,

I pledge to do this to the best of my ability.



CITY OF  
LOS ANGELES  
CALIFORNIA



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

## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD SPECIAL DRAFT MEETING MINUTES

de Toledo High School

February 8, 2024

Revised February 9, 2024

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, Ian Afazeli (arrived 7:14 PM), Faye Barta, Sandi Bell, Clarice Chavira (left 8:19 PM), Carolyn Greenwood, Glenn Jennings, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Mark Neudorff (arrived 7:14 PM, left 8:19 PM), Penelope Newmark, Joe Ourfalian, Alejandro Phillips (arrived 7:22 PM), Carolyn Poppert, Bill Rose, Char Rothstein, Miriam Schimmel, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Randhara Kotuwelle, and Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:07 PM.

Secretary Brad Vanderhoof called roll and a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

The January Meeting minutes were approved.

#### **Senior Lead Officer (SLO) Report:**

SLO Dinse gave the report. The Police Commission has scheduled hearings regarding selecting the new LAPD Chief of Police. Public comment is encouraged. Grateful Hearts event is April 6 at Warner Center Park. Coffee with a Cop will be held February 13 at Roscoe and De Soto, and February 14 at Ventura and Shoup. The City Attorney's office no longer has neighborhood prosecutors assigned to the LAPD Divisions. There was a street takeover for street racing two Sundays ago. A vacant house covered in gang graffiti at 22626 Roscoe was demolished by LAFD. There is another house in the area with eviction in progress. There was an attempted sexual battery at the Victory trailhead and the suspect was arrested.

**Treasurer's Report:** Treasurer Carolyn Greenwood gave the report based on the December Monthly Expense Reports (MER). Net available balance was \$22,990.37 at the end of December. There is still an outstanding check to Hamlin Elementary.

#### **24-0005 -- Approval of the WHNC's December 2023 MER**

Aida Abkarians – Yes  
Sandi Bell – Yes  
Glenn Jennings – Yes  
Jonathan Marvisi – Yes

Ian Afazeli – Ineligible  
Clarice Chavira – Yes  
Randhara Kotuwelle – Absent  
Saif Mogri – Yes

Faye Barta – Yes  
Carolyn Greenwood – Yes  
Vinura Kotuwelle – Yes  
Mark Neudorff – Ineligible

Penelope Newmark – Yes  
Carolyn Poppert – Yes  
Miriam Schimmel – Yes  
Joanne Yvanek-Garb – Yes

Joe Ourfalian – Yes  
Bill Rose – Ineligible  
Joan Trent – Yes  
Zhelbert Zohrabian - Absent

Alejandro Phillips – Yes  
Char Rothstein – Yes  
Brad Vanderhoof – Yes

Yes – 18, No – 0, Abstain -- 0, Absent – 2, Ineligible – 3, Recusal – 0

The MER is approved.

**Controller’s Report:** Controller Saif Mogri gave the report. December expenses were Apple One, Rackspace, The Web Corner, and \$6.08 for copies for the January Board meeting. The report matches the City Clerk website.

**Comments from the Co-Chair(s):** President Rothstein talked about the Senior Valentine’s Day Dance. Saif Mogri said there are currently 119 registered guests.

**Induction new board member into the WHNC Board of Directors:**

Alejandro Phillips was inducted and took the NC oath.

**Announcements:**

Assembly District 46, Mr. Jack Trent-Dorfman, Field Director introduced a new field rep. who will cover Woodland Hills to Van Nuys. The annual Day of Service will be April 14 at Pierce College. Assemblymember Gabriel will chair the Budget Committee this year.

Council District 12, Mr. Colin Crews, District Director said CD12 is still working to get cameras installed at Shadow Ranch Park. Councilmember Lee’s motion to install Automated License Plate Readers (ALPR) was approved. There is now some limited funding for resurfacing alleys.

Department of Neighborhood Empowerment (DONE): The NEA was not present, but President Rothstein made an announcement; The Civic Leadership team is preparing for the month of March to celebrate Women's History Month. Save the Date! On March 28, 2024, the Department will be hosting a Women's Leadership Event at City Hall at the Tom Bradley Center.

Supervisory District 3, Ms. Sophia Soudani, Field Representative said it is estimated 3.6 gallons of rainwater fell on LA County during the recent storms. A small landlord relief fund has been created and \$46 million allocated. Supervisor Horvath is now Chair of the Board of Supervisors and also chairs LASHA.

Budget Advocates, Mr. Glenn Bailey said the monthly report was sent out Monday and a primary topic is the city employee vacancy rate. There is a proposal to prioritize hiring for critical positions. The related council file is CF 23-1422. Saturday, June 15 is Budget Day at City Hall. The Budget Advocates are planning a town hall on the DONE proposed budget.

**Public Comment:**

Jeff Sacher asked for all meetings be provided with a virtual access for stakeholders and all meetings be recorded and posted.

Paula Miller talked about Hands on Remodeling and Keller Williams.

Glenn Bailey said the VANC presentation tonight concerned success protecting single family homes and a proposed ordinance to increase allowable noise and dust from construction sites. Next month the Sepulveda Basin plan will be discussed.

Myrl Schreiber said the Operations Committee should discuss new member participation on committees and dissemination of information to stakeholders

**Certificates of Appreciation:** Aida Abkarians asked to postpone the item until next month because none of the recipients could be present.

**New Business**

**24-0006** -- Filling a vacant seat on the West Hills Neighborhood Council Board:  
There was only one candidate present, Noe Loera, and he spoke briefly.

Vote by affirmation:

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

Yes – 21, No – 0, Abstain -- 0, Absent – 2, Ineligible – 0, Recusal – 0

Noe Loera is a member of the WHNC Board of Directors and will be inducted at the March Board meeting.

**24-0007** – Approval of the Event Approval Form and budget in the amount of \$500.00 for the WHNC Special Events Committee Event to be held at El Camino Charter High School – Anderson Hall located at 5440 Valley Circle Boulevard, Woodland Hills on March 13, 2024 from 7:00 p.m. to 9:00 p.m.

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

Yes – 18, No – 0, Abstain -- 0, Absent – 2, Ineligible – 3, Recusal – 0

The event is approved.

Clarice Chavira and Mark Neudorff left the meeting

**24-0008** -- Amend WHNC Standing Rules Article V, Section 6

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

Yes – 19, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0  
The WHNC Standing Rules have been amended.

**24-0009** -- Appointment of Penelope Newmark as Co-chair of the WHNC’s Communication & Outreach Committee

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

Yes – 19, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0  
The appointment is confirmed.

**24-0010** -- WHNC’s tabling at Springfest at Shadow Ranch Park located at 22633 Vanowen Street, West Hills on Saturday, March 23, 2024

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

Yes – 19, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0

Tabling at the event is approved.

President Char Rothstein adjourned the meeting at 8:27 PM.



**Agenda Item 24-0011 - Discussion and possible action regarding approval of the WHNC's January 2024 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: January 2024**

**Budget Fiscal Year: 2023-2024**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25186.12	\$1915.45	\$23270.67	\$3183.51	\$0.00	\$20087.16

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$1915.45	\$19170.67	\$1695.75	\$16487.16
Outreach		\$0.00		\$987.76	
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: \$12175.79	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	01/01/2024	Monthly Maintenance for WHNC	General Operations Expenditure	Office	\$150.00
2	OFFICE DEPOT #661	01/04/2024	Printing of January 2024 Board Agenda	General Operations Expenditure	Office	\$6.08
3	RACKSPACE EMAIL & APPS	01/22/2024	WHNC email service	General Operations Expenditure	Office	\$63.62
4	APPLEONE EMPLOYMENT SERVICES	01/11/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
<b>Subtotal:</b>						<b>\$1915.45</b>

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	02/09/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75

3	Partyville Central Inc.	02/15/2024	DJ for Valentine Dance Event WHNC-2324-0002 on February 14, 2024	General Operations Expenditure	Outreach	\$400.00
4	Los Toros Catering	02/21/2024	Invoice from Caterer for Valentine Dance Event February 14, 2024 WHNC-2324-002	General Operations Expenditure	Outreach	\$587.76
<b>Subtotal: Outstanding</b>						<b>\$3183.51</b>





**Agenda Item 24-0012 - Discussion and possible action possible action on filling a vacant seat on the West Hills Neighborhood Council Board vacated by Alejandro Phillips**

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

**Date:** 02/09/202

**Applicant's Name:** Cole Smith **Occupation:** [REDACTED]

**Home Address:** [REDACTED]

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

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

**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?** I first learned about WHNC when I noticed one of your street cleanings in action, and later discovered your organization through Instagram.

**How often do you attend WHNC meetings?** To attend every monthly board meeting and Youth & Education meetings. And any events or activities that I may serve in.

**Why do you wish to participate on the WHNC Board?** I am eager to serve on the board as a dedicated community servant, recognizing it as the most impactful avenue for contributing to the West Hills community. I am committed to organizing and promoting the fantastic events hosted by this council.

**What are your goals for the community?** To fostering positive change in the lives of youth in West Hills. I believe in the importance of guiding young individuals towards becoming, respectful, courteous, and disciplined members, they have the opportunity to reach their full potential. Additionally, it's vital to prioritize their safety and education from Pre-K through high school. Ensuring a secure environment for their growth and development.

**What skills do you have that might be especially useful for the WHNC?** My skill set includes Event and contest management as well as hosting educational seminars. I have a proven track record of effectively maintaining and growing social media followings. Moreover, my extensive experience in youth fitness and education coupled with my background as a MMA fighter and instructor at a reputable gym in West Hills.

**Are you prepared to contribute at least ten (10) hours a month to community service through the council?** Yes, hopefully I may get the chance to do much more than 10.

**What areas of community service particularly interest you?** The two committees that resonate most with me are the special events committee and the youth and education committee. I believe I can make a significant contribution to both.

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

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

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

**Date:** 12/27/2023

**Applicant's Name:** Eric Turner **Occupation:** Director of Consulting Services

**Home Address:** [REDACTED]

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

**Home Phone:** N/A **Mobile Phone:** [REDACTED]

**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?** I found WHNC while searching for ways to be more involved in the  
community.

**How often do you attend WHNC meetings?** I have never attended due to just learning about the organization.

**Why do you wish to participate on the WHNC Board?** I recently took over my daughters parent and teach  
organization and enjoy making a meaningful impact. I would also like to have my, and others, voices heard at a City level.

**What are your goals for the community?** I have lived in West Hills for the last 8 years and I have seen some  
decline and lack of maintenance. Fallbrook plaza which I believe is a commerce hub for all of us in West Hills is in need  
of attention. I have personally witness various acts in the last year that I never have in my combined 8 years.

**What skills do you have that might be especially useful for the WHNC?** I sell, staff and manage  
multi-million dollar government projects. I have been selling into the state and local government for 14+ years and  
understand the politics, players, personalities, motivations etc. to get things done. Being in sales I have a personality that  
easily adapts to situations when it calls for mutual beneficial outcomes.

**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 beautification, clean up  
efforts, safety items and events.

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

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

**Agenda Item 24-0013 - Discussion and Possible Action to Approve the WHNC 2024 Bylaws Amendment Application for Submission to the 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: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)

**Bylaw Amendment Application**

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted **until April 1st, 2024** via email at [NCsupport@lacity.org](mailto:NCsupport@lacity.org) and must include the following documents:

Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.

**Electronic Copy (in a Word document)** of the proposed Neighborhood Council's Bylaw Sections. **Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws.** The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. *Section 2. Agenda Setting - The agenda shall be set by the President: the Executive Committee.*

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.**

Neighborhood Council Name: West Hills NC

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils?  Yes  No
- Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.?  No  Yes - Please include the Neighborhood Council Board Structure Change Request Form

**DECLARATION**

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: 03 / 07 / 2024

Board Vote: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstentions

President/Chair Signature: \_\_\_\_\_

2<sup>nd</sup> Signatory Signature: \_\_\_\_\_

Print Name: Charlene Rothstein

Print Name: Brad Vanderhoof

Email: Char.Rothstein@westhillsnc.org

Email: Brad.Vanderhoof@westhillsnc.org

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 978-1551 or [NCsupport@lacity.org](mailto:NCsupport@lacity.org) (Form Updated 7/22)



---

---

**Neighborhood Council Board Structure Change Request Form**

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant's bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council's next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission's decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to [NCsupport@lacity.org](mailto:NCsupport@lacity.org). You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 978-1551 or by email at [NCsupport@lacity.org](mailto:NCsupport@lacity.org) if you have any questions.

---

---

PLEASE PRINT ALL INFORMATION

Neighborhood Council Name: \_\_\_\_\_

Primary Contact:

NAME	TITLE	PHONE	EMAIL
------	-------	-------	-------

Current Number of Board Seats: \_\_\_\_\_ Quorum: \_\_\_\_\_

What type of Board Structure Change is being requested?

Reduction in Board Seats to: \_\_\_\_\_ (insert total number after proposed reduction)

Change in Board Structure. Please describe:

Other. Please describe:



What are the reasons for the change to the Board Structure?

Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.

Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.

## WHNC Bylaws Amendments 2024

### ARTICLE VII COMMITTEES AND THEIR DUTIES

*All standing committees shall meet at a minimum of ~~nine (9)~~ eight (8) times per calendar year and shall invite the participation of stakeholders.*

### 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.



# 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](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://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

Phone: 818-887-7811 Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org);  
[Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

**Event Title and Description:** The Beautification Committee of the WHNC will hold a cleanup at the intersection of Saticoy and Woodlake Avenues in West Hills on March 30, 2024, from 8:30 AM to 11:30 AM. Members of the public are invited to attend and help the committee clean up the area at that intersection. Tools such as rakes, brooms, trimmers, etc. will be provided by the committee. All participants are encouraged to bring and wear gloves.

Date: March 30, 2024 Time Frame: 8:30 AM to 11:30 AM Est. number of attendees: 25 Event Budget: \$ 0

Venue Name: WHNC Beautification Committee, March 30, 2024 Clean-Up

Venue Address: North of the intersection of Saticoy and Woodlake Avenues, West Hills, CA

Contact Person: Faye Barta

Phone: 818 887-7811 Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto: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](mailto: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, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> 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: \_\_\_\_\_

3/2/2024

Print Name: Faye Barta and Brad Vanderhoof

Title: Co-Chairs, Beautification Committee

Email: Faye.Barta@westhillsnc.org

Phone: 818-887-7811

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_

2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_

2<sup>nd</sup> Level \_\_\_\_\_