



CITY OF
LOS ANGELES
CALIFORNIA



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

BOARD MEETING AGENDA

Thursday, April 4, 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><u>Opening Business</u> Call to Order Roll Call – Establish Quorum Pledge of Allegiance</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Secretary: Mr. Brad Vanderhoof Co-Chair: Dr. Faye Barta</p>
<p><u>Induction of new board member into the WHNC Board of Directors</u> Mr. Cole Smith</p>		<p>Mrs. Charlene Rothstein, Co-Chair Dr. Faye Barta, Co-Chair</p>
<p><u>Opening Business Cont.</u> Approve Meeting Minutes of March 7, 2024 Senior Lead Officer Report Treasurer’s Report Controller’s Report Comments From the Co-Chair(s) Board Vacancy Announcement</p>		<p>Secretary: Mr. Brad Vanderhoof SLO Garza SLO Dinse Treasurer: Mrs. Carolyn Greenwood Controller: Mr. Saif Mogri Co-Chairs: Mrs. Charlene Rothstein Dr. Faye Barta Mrs. Charlene Rothstein</p>
<p><u>Announcements</u> 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><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> 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>Council Announcement</u></p> <p>Committee & Liaison Reports</p>		
<p><u>Certificates of Appreciation</u></p> <p>Ms. Janet Koller Ms. Roxy Todd</p>		<p>Mrs. Charlene Rothstein, President/Co-Chair Dr. Faye Barta, Vice-President/Co-Chair</p>
<p><u>New Business</u></p> <p>24-0019 - Discussion and possible action to approve that the WHNC will conduct monthly Board meetings at de Toledo High School located at 22622 Vanowen Street, West Hills 91307</p> <p>24-0020 - Discussion and possible action regarding approval of the WHNC's February 2024 Monthly Expenditure Report (MER) (3 Minutes Max)</p> <p>24-0021 - Discussion and possible action to approve transferring \$12.00 from Budget Item 12 - Special Events Committee Budget to cover shortage to Budget Item 4 - P.O. Box (\$12) (5 Minutes Max)</p> <p>24-0022 – Discussion and possible action to approve transferring \$568.00 to Budget Item 10 - Communication Committee to cover overage on cost of promotional items and the Memorial Day Parade (\$568) (5 Minutes Max)</p> <p>24-0023 - Discussion and possible action on budget request in the amount of \$500 for truck rental and participation in the Memorial Day Parade on May 27, 2024 (5 Minutes Max)</p> <p>24-0024- Discussion and possible action on WHNC's tabling at Assemblymember Jesse Gabriel District 46 Day of Service 2024 at Los Angeles Pierce College located at 9000 Olympic Drive, Winnetka Avenue, Woodland Hills from 9:00 a.m. – 5:00 p.m. (5 Minutes Max)</p>		<p>Mrs. Charlene Rothstein, President/Co-Chair</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Charlene Rothstein, President/Co-Chair</p>

<p>24-0025 - Discussion and possible action on WHNC's tabling at the Chatsworth Nature Preserve Open House on Saturday, April 27, 2024 from 10:00 a.m. – 2:00 p.m. (5 Minutes Max)</p> <p>24-0026 - Discussion and possible action, including a Community Impact Statement to Council File No. 23-114 Los Angeles Neighborhood Councils / SB 411 / Teleconferencing / Remote Meetings / Brown Act Modification / California Government Code / COVID-19 Pandemic, to authorize the use of teleconferencing for meetings of the BOARD in accordance with the rules established by Senate Bill 411 (20 Minutes Max)</p> <p>24-0027 - Discussion and possible action, including a Community Impact Statement to Council File No. 23-114 Los Angeles Neighborhood Councils / SB 411 / Teleconferencing / Remote Meetings / Brown Act Modification / California Government Code / COVID-19 Pandemic, to authorize the use of teleconferencing for meetings of the Streets and Transportation Committee in accordance with the rules established by Senate Bill 411 (20 Minutes Max)</p>		<p>Mrs. Charlene Rothstein, President/Co-Chair</p> <p>Ms. Clarice Chavira, Co-Chair Government Relations Committee</p> <p>Mrs. Joanne Yvanek-Garb, Co-Chair Government Relations Committee</p> <p>Ms. Clarice Chavira, Co-Chair Government Relations Committee</p> <p>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



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.



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING MINUTES

de Toledo High School

March 7, 2024

Revised March 8, 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 (Left 7:45 PM), Faye Barta, Clarice Chavira (attended virtually under AB 2449, Left 8:20 PM), Carolyn Greenwood, Glenn Jennings, Randhara Kotuwelle, Vinura Kotuwelle, Noe Loera, Saif Mogri, Mark Neudorff (Left 7:55 PM), Penelope Newmark, Alejandro Phillips (arrived 7:32 PM), Carolyn Poppert, Bill Rose, Char Rothstein, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

ABSENT: Sandi Bell, Jonathan Marvisi, Joe Ourfalian, and Miriam Schimmel

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

Secretary Brad Vanderhoof called roll and a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

The February Special Meeting minutes were approved.

Induction of New Board Member into the WHNC Board of Directors:

Mr. Noe Loera took the Neighborhood Council Oath and was inducted.

Joe Lopez, LAFD Battalion Chief, introduced himself.

Senior Lead Officer (SLO) Report: SLO Garza gave the report. The sober living facility on Woodlake north of Roscoe is closing; eviction notice will be served. On March 10 there will be a charity car wash on Victory at the car wash east of Fallbrook with proceeds benefitting the Baker to Vegas race. Two events on March 13; Bingo Night at the Elks Lodge, and Coffee with a Cop at California Pizza Kitchen in the Mall.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report based on the January Monthly Expenditure Report (MER). Net available balance was \$20,087.15 at the end of January. There is still an outstanding check to Hamlin Elementary.

24-0011 -- Approval of the WHNC's January 2024 MER

Roll Call Vote

Aida Abkarians - Ineligible
Sandi Bell - Absent
Glenn Jennings - Yes
Noe Loera – Ineligible
Mark Neudorff – Ineligible
Alejandro Phillips – Yes

Ian Afazeli - Ineligible
Clarice Chavira - Yes
Randhara Kotuwelle - Yes
Jonathan Marvisi - Absent
Penelope Newmark - Yes
Carolyn Poppert – Yes

Faye Barta - Yes
Carolyn Greenwood – Yes
Vinura Kotuwelle - Abstain
Saif Mogri - Yes
Joe Ourfalian – Absent
Bill Rose - Ineligible

Char Rothstein - Yes
Brad Vanderhoof - Yes

Miriam Schimmel – Absent
Joanne Yvanek-Garb – Yes

Joan Trent - Ineligible
Zhelbert Zohrabian – Yes

Yes – 13, No – 0, Abstain -- 1, Absent – 4, Ineligible – 6, Recusal – 0
The MER is approved.

Controller’s Report: Controller Saif Mogri gave the report. At the end of February, \$18,636.69 had been spent, and the remaining balance was \$18,225.22. The report matches the City Clerk website.

Comments from the Co-Chair(s): President Rothstein talked about the upcoming Day of Service at Pierce College hosted by State Assemblymember Jesse Gabriel. She also asked all committee chairs to put a discussion of SB411 and AB2449 on their March agendas.

Announcements: Prabhjot Chamber, Neighborhood Empowerment Advocate (NEA), Department of Neighborhood Empowerment (DONE): On March 28, 2024, the Department will be hosting a Women's Leadership Event at City Hall at the Tom Bradley Center. Deadline to RSVP is March 15. Neighborhood Councils can appoint a Homelessness Liaison.

Glenn Bailey, Budget Advocates, said the last monthly report focused on homelessness spending. Saturday, June 15 is Budget Day at City Hall. The Budget Advocates need contributions from NCs for the Congress of Neighborhoods.

Public Comment:

Glenn Bailey spoke about the Chatsworth Nature Preserve Open House and the Valley Alliance of Neighborhood Councils. He also said there is a proposal to have Community Councils have the same privileges as Neighborhood Councils without having to be certified.

Paula Miller talked about Hands on Remodeling and Keller Williams.

Chris Rowe spoke on the Santa Susana Field Lab (SSFL) and the department of Toxic Substance Control (DTSC) groundwater contamination meetings.

Certificates of Appreciation:

Aida Abkarians presented certificates to Katya Fung, Talin Fung, Reya Karagozian, and Alia Mansourian for their amazing work on the Toy Drive and for cancer patients and their families.

Ian Afazeli and Mark Neudorff left the meeting.

New Business:

24-0012 - Filling a Vacant Seat on the West Hills Neighborhood Council Board:

There were two candidates – Eric Turner and Cole Smith. Mr. Turner could not be present. Mr. Smith spoke for two minutes. Saif Mogri said the Ad Hoc vacancy Committee recommended Cole Smith.

Roll Call Vote

Aida Abkarians - Smith

Sandi Bell - Absent

Glenn Jennings - Smith

Noe Loera – Smith

Mark Neudorff – Absent

Alejandro Phillips – Smith

Char Rothstein – Smith

Brad Vanderhoof – Smith

Ian Afazeli - Absent

Clarice Chavira - Smith

Randhara Kotuwelle - Smith

Jonathan Marvisi - Absent

Penelope Newmark - Smith

Carolyn Poppert – Smith

Miriam Schimmel – Absent

Joanne Yvanek-Garb – Smith

Faye Barta - Smith

Carolyn Greenwood – Smith

Vinura Kotuwelle – Smith

Saif Mogri – Smith

Joe Ourfalian – Absent

Bill Rose – Smith

Joan Trent – Smith

Zhelbert Zohrabian – Smith

Eric Turner – 0, Cole Smith – 18, Abstain – 0, Absent – 6

Cole Smith is the newest WHNC Board member and will be inducted at the next Board meeting.

Sophia Soudani, Field Representative, Supervisorial District 3, said the County Supervisors are making it a priority to review LAHSA spending and actions.

24-0013 - Approval of the WHNC 2024 Bylaws Amendment Application for Submission to the Department of Neighborhood Empowerment:

Roll Call Vote

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

Yes – 18, No – 0, Abstain -- 0, Absent – 6, Ineligible – 0, Recusal – 0

Clarice Chavira left the meeting.

24-0014 - Appointment of an Alternate Delegate to Represent West Hills at the Valley Alliance of Neighborhood Councils (VANC): Zhelbert Zohrabian volunteered.

Roll Call Vote

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

Yes – 17, No – 0, Abstain -- 0, Absent – 7, Ineligible – 0, Recusal – 0
Zhelbert Zohrabian is the WHNC VANC Alternate Representative.

24-0016 – Authorize Penelope Newmark to post on WHNC social media:

Roll Call Vote

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

Yes – 17, No – 0, Abstain -- 0, Absent – 7, Ineligible – 0, Recusal – 0
Penelope Newmark is authorized to post on WHNC social media.

24-0017 - 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.:

Roll Call Vote

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

Yes – 17, No – 0, Abstain -- 0, Absent – 7, Ineligible – 0, Recusal – 0
Tabling at the event is approved.

24-0015 - Appointment of an Alternate delegate to represent West Hills at the Los Angeles Neighborhood Council Coalition (LANNC): Brad Vanderhoof volunteered.

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

Yes – 17, No – 0, Abstain -- 0, Absent – 7, Ineligible – 0, Recusal – 0
Brad Vanderhoof is the WHNC LANNC Alternate Representative.

24-0018 – Approval of 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.:

Roll Call Vote

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

Yes – 16, No – 0, Abstain -- 1, Absent – 7, Ineligible – 0, Recusal – 0
The event is approved.

President Char Rothstein adjourned the meeting at 8:40 PM.

Monthly Expenditure Report



Reporting Month: February 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
\$23270.67	\$3899.69	\$19370.98	\$2105.21	\$0.00	\$17265.77

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$2392.94	\$15270.98	\$1017.45	\$13665.77
Outreach		\$1506.75		\$587.76	
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: \$14091.24	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	02/01/2024	WHNC web service/maintenance	General Operations Expenditure	Office	\$150.00
2	OFFICE DEPOT #661	02/07/2024	Copies for WHNC meeting	General Operations Expenditure	Office	\$4.71
3	IN AKD	02/12/2024	WHNC Board Member Badges	General Operations Expenditure	Office	\$34.77
4	SMART AND FINAL 324	02/12/2024	Valentine Dance Event WHNC-2324-002	General Operations Expenditure	Outreach	\$444.74
5	PARTY CITY 442	02/12/2024	Valentine Dance Event WHNC-2324-002	General Operations Expenditure	Outreach	\$514.56
6	PAVILIONS #2225	02/14/2024	WHNC Valentine Dance Event WHNC-2324-002	General Operations Expenditure	Outreach	\$147.45
7	RACKSPACE EMAIL & APPS	02/22/2024	WHNC Email Service	General Operations Expenditure	Office	\$65.71
8	USPS PO 0512440133	02/27/2024	Post Office Box for WHNC	General Operations Expenditure	Office	\$442.00

9	APPLEONE EMPLOYMENT SERVICES	02/09/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
10	Partyville Central Inc.	02/15/2024	DJ for Valentine Dance Event WHNC-2324-0002 on February 14, 2024	General Operations Expenditure	Outreach	\$400.00
Subtotal:						\$3899.69

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	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
3	APPLEONE EMPLOYMENT SERVICES	03/01/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1017.45
Subtotal: Outstanding						\$2105.21



ASSEMBLY MEMBER

Jesse Gabriel
DISTRICT 46

Day of Service 2024



Sunday, April 14

9:30 AM @ Pierce College

Register at www.bit.ly/VDS2024

Chatsworth Nature Preserve

EARTH DAY

OPEN HOUSE

**Celebrate Earth Day at the only Nature Preserve
in the City of Los Angeles**

**SATURDAY, APRIL 27, 2024
10:00 AM – 2:00 PM**

Opening Ceremony with Native American Blessing

**Guided Nature Hikes • Storytelling • Live Animal Exhibitions
Environmental & Community Resource Fair • Food Trucks**

**Bring hats, refillable water bottles, sunscreen and comfortable walking shoes.
No dogs, drones, smoking, bikes or scooters.**

**Location & Parking: bit.ly/2naHjvT
Entry gate on Valley Circle Blvd, west of Plummer St.
Street parking available with limited on-site parking.**

ladwp.com/CNPeearthday



Sign Language interpreters, Assistive Listening Devices, or other auxiliary aids and/ or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language interpreters, five or more business day notice is strongly recommended. To request accommodation, please call 213-367-1076. TDD: 800 HEAR DWP (800 432-7397).





SB 411 Frequently Asked Questions

Government Code Section 54953.8

Last Updated March 2024

Helpful Terms & Definitions

Term	Definition
Hybrid	A quorum of the board meets in-person within Neighborhood Council boundaries, and the rest of the board members join the meeting via teleconference
In-Person	All board members meet within the Neighborhood Council's boundaries and all board members attend in-person
In-Person With Hybrid Option for the Public	All board members meet in-person at a location within their boundaries and offer the option for only the public to join the meeting virtually (allows for public comment in-person and via teleconference).
Teleconference	All board members meet virtually with at least a quorum of the board meeting from locations within the boundaries of the City of Los Angeles
Just Cause	Individual board members can participate remotely when caregiving of a family member, a contagious illness, a physical or mental disability, or LEA-related travel prevents them from appearing in person. Just cause may not be used for more than two meetings per calendar year per Board member.
Emergency	Individual board members can participate remotely when there is a physical or family medical emergency that prevents them from appearing in person. The board member must describe the emergency in approximately 20 words without disclosing any personal medical information. Board must take action to approve the member's request. A board member may not claim emergency circumstances more than three consecutive months OR 20 percent of the regular meetings within a calendar year.

SB 411 Overview

What is SB 411?

SB 411 is a bill passed through the California State Government that allows Neighborhood Councils to meet virtually through teleconferencing. This bill was signed by California Governor Gavin Newsom in October 2023, and was approved by the Los Angeles City Council in November 2023. You can read the complete bill language [here](#).

When will SB 411 expire?

The provisions in SB 411 expire on January 1, 2026.

Taking Action on SB 411

What is the required number of votes for the approval of a virtual meeting?

If a Neighborhood Council wishes to opt for virtual meetings conducted via teleconference, it must secure a 2/3 majority approval of the total board seats as specified by the Neighborhood Council's bylaws. For example, if the council has a total of 9 board seats, a minimum of 6 board members must vote "yes" to meet virtually. This 2/3 majority vote aligns with the current legislative requirements.

Will the Department provide exact verbiage for a motion to secure a 2/3 majority vote in favor of teleconferencing?

Yes, you can use the following language:

"Discussion and Possible Action to authorize the use of teleconferencing for Neighborhood Council meetings, including board meetings and committee meetings, in accordance with the rules established by Senate Bill 411."

In the motion, please include a justification for why you will be using teleconferencing i.e., increased accessibility, and more community engagement.

What is an appropriate justification?

Justification for why the Neighborhood Council will be using teleconferencing can include increased accessibility, increased community engagement, health and safety of the participants, etc.

Is there a scenario or justification from a Neighborhood Council (NC) that would be deemed unacceptable by the City Council for hosting virtual meetings?

Following the approval of a motion with the provided justification, according to the language of SB 411, the City Council reserves the right to deny approval for virtual meetings. Noteworthy, justifications such as a desire for reduced meeting participation may result in disapproval by the City Council. It's crucial to emphasize that clear violations of the law will not be deemed acceptable justifications for conducting virtual meetings.

If the Neighborhood Council has previously acted, securing a 2/3 majority vote of the entire board in favor of teleconferencing before the passage of SB411, is it necessary to revisit this decision in light of SB411 now being in effect?

Yes, for consistency and to ensure that the entire (i.e. all seats of the board) board had 2/3 vote in the affirmative with justification consistent with the language in the Government Code.

Is it a requirement for the Neighborhood Council to specify which meetings will utilize teleconferencing through a formal vote? After deciding to incorporate teleconferencing, is a subsequent vote necessary to convene an in-person meeting?

It's important to note that SB411 exclusively pertains to virtual meetings and does not impact in-person gatherings. Therefore, a 2/3 vote is not required to conduct meetings in person.

Although not required, as a good practice, a Neighborhood Council and its committees can consider approving a meeting calendar for the year so that all members and stakeholders are clear about when and how they can expect to join a meeting. The board may consider adding the calendar to their website.

Agendas for all teleconference meetings shall follow appropriate notice protocols.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

Upon taking action, who are the relevant parties that the Neighborhood Council needs to notify, and what specific information or documents should be submitted?

Upon the Neighborhood Council having secured a 2/3 majority vote to pass a motion to approve teleconferencing under SB 411, the Neighborhood Council must communicate this decision to the City Council. This notification process involves the submission of a Community Impact Statement (CIS) specifically designated for CF23-1114.

Standing Committees, Ad Hoc Committees, and SB 411

Does SB 411 apply or how does this apply to committees? How does it apply to ad hoc committees? Does the board need to have a vote specifically for committees to meet virtually?

The board will determine if their committees are included in a vote to have teleconferencing under SB411. Please note: Standing Committees are subject to the Brown Act. True Ad Hoc Committees are not subject to the Brown Act. To learn more about the Brown Act and Ad Hoc Committees reference [the Brown Act and NC's Guiding Document](#).

Meeting Virtually Under SB 411

Is it necessary to update our agenda template if our Neighborhood Council is meeting virtually?

Yes. You can find a sample template [here](#).

Can Neighborhood Councils conduct a hybrid meeting?

SB411 (Government Code Section 54953.8) allows Neighborhood Councils to have the option to teleconference 100% virtually without complying with traditional teleconferencing rules under the Brown Act. However, for hybrid meetings, specific rules must be followed. SB 411 does not exempt NC's from complying with stringent rules for hybrid meetings outlined in AB2449. Under AB 2449, when a **quorum** of the board convenes in-person at a physical location within the Neighborhood Council boundaries, adherence to the teleconferencing rule established under AB2449 is mandatory (e.g. a limited number of teleconferencing opportunities and only upon a showing of "just cause" or an "emergency"). However, if less than a quorum of a board meets in-person, at a physical location, under SB 411, other board members will be allowed to join virtually without following the teleconferencing rules stated in AB 2449. Neighborhood Councils are strongly advised to engage with their Neighborhood Empowerment Advocate (NEA) and consult with the Office of the City Attorney to ensure compliance with the law.

See Helpful Terms & Definitions above for more information on hybrid meeting, just cause, and emergency.

If the board meets virtually, can the board continue to have an in-person location to broadcast the meeting?

Once a board has voted to have the option to meet virtually following SB411, the NC can decide which meeting they will conduct in-person or virtually. If the meeting is scheduled as a virtual meeting it may be that the board receives a request from a stakeholder who needs special accommodations to join the virtual meeting. In this case, the legislative body should make reasonable efforts to accommodate public requests for participation, which may include providing a publicly accessible location (i.e. public library, recreation center, community room), necessary technology, or information on available resources for participation. Please contact the Department of Neighborhood Empowerment if special accommodations are requested.

In-Person Meeting Requirements of SB 411

SB 411 mandates that the Neighborhood Council must hold an in-person meeting once a year. Is this requirement based on the calendar year, fiscal year, or a 12-month period?

This requirement is based on the calendar year, specifically from January 1st to December 31st. If the council has already conducted an in-person meeting within the current calendar year, there is no further obligation to meet in person for the remainder of 2023. However, in the 2024 calendar year, the Neighborhood Council will be required to hold at least one in-person meeting as part of the annual compliance with SB 411.

If the NC has already met (in person) this year, 2023, is that requirement satisfied?

Yes, if the Neighborhood Council has already held an in-person meeting in the year 2023, then the requirement for an in-person meeting for 2023 is considered satisfied.

Other Questions about SB 411

Is there a possibility for Neighborhood Councils to allocate funds from their budget to facilitate remote meetings, covering expenses such as hot spots, tablets, and internet connectivity?

To initiate this process, the Neighborhood Council will need to collaborate with the Office of the City Clerk's NC Funding division. This collaboration involves updating the inventory to account for any equipment purchases and establishing an efficient check-in and check-out system.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

If you have any questions or concerns about SB 411 not covered in this document, please contact your Neighborhood Empowerment Advocate.

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

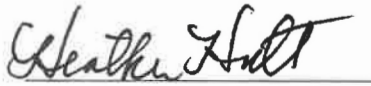
WHEREAS, Neighborhood Councils should be able to increase participation by meeting remotely if they think it is in the best interest of their community;

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

Draft attachment to Community Impact Statement for Council File No. 23-114 Los Angeles
Neighborhood Councils / SB 411 / Teleconferencing / Remote Meetings / Brown Act
Modification / California Government Code / COVID-19 Pandemic

West Hills Neighborhood Council Resolution

On April ____ 2024, a Brown Act noticed public meeting was held by this Neighborhood Council with a quorum of at least thirteen (13) board members present and that by a vote of ____ yes, ___ no, and ____ abstentions adopted the following resolution(s):

Whereas, this resolution is the official statement adopted by this Neighborhood Council.

The West Hills Neighborhood Council satisfies the $\frac{2}{3}$ board requirement of Senate Bill 411 and approves meeting virtually for the Streets and Transportation Committee Meetings because of increased accessibility, increased community engagement, health and safety of the participants.

The West Hills Neighborhood Council satisfies the $\frac{2}{3}$ board requirement of Senate Bill 411 and approves meeting virtually for **[board and/or committee] meetings** because of increased accessibility, increased community engagement, health and safety of the participants.