



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD FINAL 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.



## **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 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)





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**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.

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PLEASE PRINT ALL INFORMATION

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

Primary Contact:

NAME	TITLE	PHONE	EMAIL
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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:**

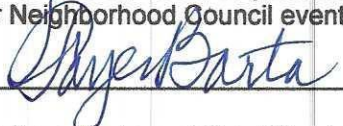
- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3640
- Sanitation - (213) 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 \_\_\_\_\_