



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL JOINT BOARD and COMMUNICATIONS AND OUTREACH COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA Thursday, July 23, 2020 at 7:00 PM

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

To attend online via Zoom Webinar: Please click the link below to join the webinar: <https://zoom.us/j/94141073787> or paste the following link into your browser <https://zoom.us/j/94141073787>

Webinar code: **941 4107 3787**

To call in by phone, **(833) 548-0282 (Toll Free) or (877) 853- 5257 (Toll Free) or (888) 475-4499 (Toll Free) or (833) 548-0276 (Toll Free)**, then punch in this Webinar code when prompted: **941 4107 3787#**.

This meeting is open to the public. 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.

- 1) Call to Order
- 2) Comments from the Chair
- 3) Public Comment
- 4) Review and Approval of the February 2020, June 2020, June special 2020, and July 2020 minutes.
- 5) Comments from the Chair
- 6) Public Comment
- 7) Discussion and Possible Action on Virtual Meeting Procedures and Protocol
- 8) Discussion and Possible Action on Outreach in the Virtual Meeting Reality
- 9) Update and Discussion on Website Enhancements
- 10) Discussion and Possible Action on Committee Web Pages
- 11) Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications
- 12) Discussion and Possible Action on Web Surveys to Determine Public Opinion
- 13) Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items
- 14) Social Media Report
- 15) Adjournment - The next meeting of this committee is August 19, 2020 at 7:30 PM

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee 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 committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

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 §§ 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 Posting of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

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 and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC’s executive director via email at Michelle.Ritchie@westhillsnc.org If you are hearing impaired please call 711.

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 the meeting where such writing was considered or by contacting the WHNC’s executive director via email at Michelle.Ritchie@westhillsnc.org Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC’s process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.org.



WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, February 19, 2020, Chaminade HS Condon Center, West Hills California

Revised June 18, 2020

Attendees: Brad Vanderhoof, Anthony Brosamle, Bob Brostoff, Steve Randall, and Tony Scearce.

Chair Brad Vanderhoof called the meeting to order at 7:45 PM. A quorum was established.

The January meeting minutes were approved.

Numbers refer to agenda items.

3. Chair Comment: None
4. Public Comment: None
5. Discussion and Possible Action on WHNC Logo Bags Order:
 - Tony S. moved to purchase bags at a cost not to exceed \$1500. Steve seconded.
 - Yes – 3, No – 0, Abstain – 2
 - The motion passed and will be sent to the Budget Committee.
6. Discussion and Possible Action on 2020-2021 Budget Proposal: Tony S. suggested a West Hills photo contest. He estimates a cost of \$1000 for a contest site to run an impartial competition with the public judging the winners.
 - Steve moved to present this to the Budget Committee. Bob seconded.
 - The motion passed unanimously.
 - The motion passed and will be sent to the Budget Committee.
 - Brad moved to present a budget request of \$3700 for 2020-2021 to the Budget Committee. Bob seconded.
 - The motion passed unanimously.
 - The motion passed and will be sent to the Budget Committee.
7. Website Enhancements: Item tabled to March.
8. Discussion and Possible Action on Committee Web Pages: Bob will send safety tips for the Public Safety and Emergency Preparedness Committee page.
9. Special Events Committee: No update
10. Discussion and Possible Action on Web Surveys to Determine Public Opinion: Brad gave an update on his research on the SurveyMonkey site. Tony S. said he can create surveys using Google forms. Bob will investigate the survey feature available in iContact. Tony S. suggested a dry run trial with a non-controversial topic.
11. Discussion and Possible Action on Live Streaming WHNC Board Meetings: Tony S. said he is having trouble getting acceptable sound in the tests he has run.
 - Anthony B. moved to propose a trial using a member's iPhone and Facebook Live at the March or April meeting. This was amended to allow a substitution of a better system if one is identified and available.
 - Tony S. seconded.
 - Yes – 4, No – 0, Abstain – 1
12. Distribution of Ceramic Logo Mugs: No suggestions.
13. Social Media Report: No update

Chair Brad adjourned the meeting at 8:45 PM.

The next meeting of this committee will be Wednesday, March 18, 2020 at 7:30 PM, Chaminade High School Condon Center, second floor conference room.



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JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, June 17, 2020, Webinar and Telephonic Meeting

Revised June 18, 2020

Attendees: Brad Vanderhoof, Faye Barta, Bob Brin, Dan Brostoff, Steve Randall, Reeyan Raynes, Tony Searce and Alec Uzemeck.

Chair Brad Vanderhoof called the meeting to order at 7:35 PM. A quorum was established. The February meeting minutes were not approved and will be resubmitted in July with amendments.

Numbers refer to agenda items.

3. Comments from the Chair: Brad welcomed everyone back to the first web meeting and first meeting after a long hiatus. Bob said the ceramic logo mugs will be available Monday or Tuesday.
4. Public Comment: Reeyan suggested linking Zoom meetings to Facebook Live.
5. Discussion and Possible Action on Appointing New Committee Members and Roster Changes: No changes proposed.
6. Discussion and Possible Action on Virtual Meeting Procedures and Protocol: All agreed the WHNC is still on a learning curve. Steve suggested a training session for Board members. After discussion it was agreed members of the public would be able to attend
Dan moved to hold a Special Joint Board and Communications Committee meeting for training on Monday, June 22 at 7:00 PM. The motion passed unanimously.
7. Discussion and Possible Action on Outreach in the Virtual Meeting Reality: Steve suggested restarting the Community Events calendar. Reeyan suggested partnering with other community organizations. Dan emphasized the need for time limits on public comment. Tony reminded the committee that a motion to propose a \$1000 spending request for a photo contest was previously approved.
8. Discussion and Possible Action on 2020-2021 Budget Proposal
9. Update and Discussion on Website Enhancements: Tony is working to fix some broken links.
10. Discussion and Possible Action on Committee Web Pages: Bob would like the safety tips Saif presents placed on the Public Safety and Emergency Preparedness Committee page. Brad will do this.
11. Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications: Steve said there are events planned, but events are not currently possible due to covid19.
12. Discussion and Possible Action on Web Surveys to Determine Public Opinion: Bob said the city asks NCs to take a yearly general survey every year. Reeyan suggested a survey to determine what additional links stakeholders would like to see in the resources section of the webpage. Dan said he has little faith in the accuracy and usefulness of online polls.
13. Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items: Suggestions; Tony – front line health workers and food pantries, Dan – West Hills Hospital, LAPD Senior Lead Officers, Faye – LAFD. Steve and Bob both mentioned some of these organizations involve way more people than we have mugs and determining who would get a mug may be a problem. Mugs will be given to participants in the Halloween Houses on Display event.
14. Social Media Report: No updates

Chair Brad adjourned the meeting at 8:43 PM.

The next meeting of this committee will be Wednesday, July 15, 2020 at 7:30 PM,
Webinar and telephonic meeting



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SPECIAL JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, June 24, 2020, Webinar and Telephonic Meeting

Revised July 10, 2020

Attendees: Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Margery Brown, Freddie Cupen-Ames, Carolyn Greenwood, Bonnie Klea, Heidi Manning, Steve Randall, Char Rothstein, Anthony Searce, Myrl Schreiber, Joan Trent, Alec Uzemeck, Brad Vanderhoof, Zach Volet, and Joanne Yvanek-Garb.

Chair Brad Vanderhoof called the meeting to order at 7:11 PM. A quorum was established.

- 1) Comments from the Chair -- welcome
- 2) Public Comment -- none
- 3) Review of Online Login Procedures and Control Use during Zoom Meetings – Board members shared knowledge.
- 4) General Discussion on Problems Experienced during Zoom Meetings and Sharing of Information to Resolve User Issues – Freddy Cupen-Ames, DONE NC advocate, offered guidance to Board members.

Chair Brad adjourned the meeting at 9:00 PM estimated

The next meeting of this committee will be Wednesday, July 15, 2020 at 7:30 PM,
Webinar and telephonic meeting