



CITY OF  
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CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### **JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA Wednesday December 15, 2021 at 7:30 PM**

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

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 paste the following link into your browser <https://us02web.zoom.us/j/95803850368>

**To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **958 0385 0368#**.

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.

**AB 361 Updates:** Public Comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

#### Call to Order

- 1) Approval of the October Meeting Minutes
- 2) Comments from the Chair
- 3) Public Comment
- 4) Nomination and Approval of New Committee Members
- 5) Discussion and Possible Action on Committee Web Pages
- 6) Discussion of Outreach Plans for 2022
- 7) Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications
- 8) Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items
- 9) Social Media Report
- 10) Adjournment

The next meeting of this committee is TBD.

**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](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**Public 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](http://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](http://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 via email [NCSupport@lacity.org](mailto:NCSupport@lacity.org) or calling (213) 978-1551. 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](mailto: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](http://www.westhillsnc.org)

**Servicios De Traduccion:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, October 20, 2021,  
Webinar and Telephonic Meeting  
Revised October 24, 2021

Attendees: Brad Vanderhoof, Faye Barta, Bob Brostoff, Vinura Kotuwelle, Steve Randall, Myrl Schreibman, Anthony Scarce, and Joan Trent.

Chair Brad Vanderhoof called the meeting to order at 7:34 PM. A quorum was established.

The June meeting minutes were approved.

Numbers refer to agenda items

2. Comments from the Chair: None

3. Public Comment: None

4. Nomination and Approval of New Committee Members: None

5. Committee Operating Rules to Add How Action is Taken and Abstentions are Counted.

Proposed amendment is based on the WHNC Board Bylaws. Proposed amendment -- *The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Communications and Outreach Committee meeting, not to include abstentions. There shall be no proxy voting.*

Faye Barta – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Marie javdani – Absent,  
Steve Randall – Yes, Anthony Scarce – Yes, Myrl Schreibman – Yes,  
Alec Uzameck – Absent, Brad Vanderhoof – Yes

The Committee Operating Rules have been amended.

6. Committee Web Pages: Myrl commented the WHNC webpage looks “sick.” He said the tone is a focus on WHNC members and does not speak to the community. Bob stressed the need to restart the Community Calendar of events and the associated mailing list distribution. Myrl volunteered to write the calendar. Brad will check with Dan Brin on the status of the calendar and get background material to restart.

7. Report from the Special Events Committee and any Support Needed from Communications:

8. Distribution of Ceramic Logo Mugs and other Promotional Items: Mugs will be given to Halloween Houses participants. Mugs will not be distributed at the Environmental Awareness Day Event. Brad will check on the possibility of ordering additional mugs. The possibility of having a microwave safe marking on the mugs will be investigated.

9. Update on Website Enhancements: Discussed under item 6.

10. Social Media Report: No report but Brad said traffic on the WHNC social media outlets is up in general.

Chair Brad adjourned the meeting at 8:35 PM. The next meeting of this committee is November 17, 2021 at 7:30 PM