



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, June 15, 2022 @ 7:30 p.m.**

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, click or paste the following link into your browser: <https://zoom.us/j/98131107186>

**To call in by phone**, dial toll-free **833-548-0276**, then punch in this Webinar code when prompted: **981 3110 7186#**.

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) Comments from the Chair
  - 2) Public Comment
  - 3) Discussion and Possible Action on Committee Web Pages
  - 4) Discussion of Outreach for 2022
  - 5) Discussion and Possible Action on Creating an Electronic WHNC Calendar or Downloadable Link to all Meetings
  - 6) Discussion and Possible Action on Budget Request for Additional Promotional Items
  - 7) Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items
  - 8) Discussion and Possible Action on a New Posting Location for WHNC Agendas
  - 9) Social Media Report
- Adjournment

***The next meeting of this committee will be held on Wednesday, July 20, 2022 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 Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](https://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 requieres servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes de levento. 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, May 18, 2022

Webinar and Telephonic Meeting

Revised May 18, 2022

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.

Attendees: Dan Brin, Bob Brostoff, Steve Randall, Myrl Schreiber, and Brad Vanderhoof.

Other Board members present: Vinura Kotewelle (arrived 7:50)

Chair Brad Vanderhoof called the meeting to order at 7:41 PM. A quorum was established.

Numbers refer to agenda items

1. Comments from the Chair: None
2. Public Comment: None
3. Committee Web Pages: No action. Committee chairs need to provide update information for their pages.
4. Outreach for 2022: Steve said he thinks tchotchkes are a good promotional item. Dan likes the idea of an awards dinner. Aida suggested water bottles. Bob said there will probably be a Springfest next year. Saif would like to see the WHNC get away from the use of disposable plastic water bottles at meetings and events. Aida would like to have WHNC logo stickers we can place on folders and other items. She also suggested hats. Brad said personal care products like hand sanitizer, lip balm, and sunscreen are currently popular swag items. Steve suggested Covid test kits. Myrl suggested WHNC logo bottled water. Aida suggested Covid vaccine record card holders and draw string backpacks. Myrl suggested balloons with the WHNC logo. Dan said he really likes the bag clips. There was consensus to reorder the current bag clip.
5. Electronic WHNC Calendar or Downloadable Link to all Meetings: Item tabled to June.
6. Budget Request for Additional Promotional Items: This item on hold until the 2022-2023 fiscal year.
7. Distribution of Ceramic Logo Mugs and other Promotional Items: There are no outreach events planned in the near future. Item tabled to June.
8. New Posting Location for WHNC Agendas: Steve photographed potential locations at Platt Village but they have not been contacted as of yet. A new glass front bulletin board will cost about \$200. Myrl suggested placing the board on a pillar instead of a wall. Item tabled to June.
9. Social Media Report: Brad said social media traffic has been slow the last month.

Chair Brad adjourned the meeting at 8:37 PM.

The next meeting of this committee is June 15, 2022 at 7:30 PM