



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### **JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA**

**Wednesday, November 15, 2023 at 7:30 PM**

**Chaminade College Preparatory – Condon Center 2nd Floor  
23241 W. Cohasset Street, West Hills, CA 91304**

**Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.**

This meeting of the West Hills Neighborhood Council Communications and Outreach Committee 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/87609435304>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **876 0943 5304**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. 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.

#### Call to Order

- 1) Approval of October Minutes
- 2) Comments from the Chair
- 3) Public Comment
- 4) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 5) Discussion and Possible Action on a Request to the Board to Vote for the WHNC to allow Meetings in Accordance with SB411 (supermajority 2/3rds required by Board).
- 6) Discussion and Possible Action on a New Email System
- 7) Instagram update
- 8) Social Media Update

#### Adjournment

***The next meeting of this committee is scheduled for December 20, 2023, 7:30 PM, Chaminade High School.***

**Public Input:** Comments from the public on agenda items will be heard only when the respective item is being considered. 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, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

**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](mailto: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](http://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](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 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](http://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](mailto: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](http://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](mailto:Michelle.Ritchie@westhillsnc.org)



## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE

#### MEETING MINUTES

October 18, 2023

Chaminade High School

Revised October 20, 2023

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: Clarice Chavira, Glenn Jennings, Saif Mogri, Steve Randall, Myrl Schreiber (arrived 7:50 PM), and Brad Vanderhoof  
Other Board members present: Joan Trent

Chair Brad Vanderhoof called the meeting to order at 7:32 PM. A quorum was established.

Ian Afazeli was removed from the committee.

Clarice Chavira, Glenn Jennings, and Saif Mogri joined the committee.

Numbers refer to agenda items.

1. Approval of the September 26 Special Meeting Minutes; approved
2. Comments from the Chair; Brad reminded everyone the WHNC has a Zoom license and committee meetings can be available to stakeholders. He cautioned that committee chairs should make sure they have everything in place to be successful before asking for a Zoom link on their agenda.
3. Public Comment; None
4. Spending Request for a s Suggestion Box not to Exceed \$40;  
Faye Barta – Absent, Clarice Chavira – Yes, Glenn Jennings – Yes, Saif Mogri – Yes, Penelope Newmark – Absent, Alejandro Phillips – Absent, Steve Randall – Yes, Myrl Schreiber – Absent, Brad Vanderhoof – Yes  
Yes – 5, No – 0, Abstain – 0, Absent – 4, Recusal -- 0  
The spending request is approved and will be sent to the WHNC Board.  
Myrl Schreiber arrived.
5. Spending Requests for Promotional Items not to Exceed \$1500:  
Three Items were considered;  
Self-stick card holders (common on backs of phones) -- \$1.32 each in quantity of 500 with a \$40 setup fee  
Bags (reusable shopping) -- \$1.90 each in quantity of 500 with a \$40 setup fee  
Pens (soft grip) -- \$1.32 each in quantity of 500 with a \$40 setup fee  
Steve moved to approve 500 each of the Bags and Pens. Glenn seconded.  
Faye Barta – Absent, Clarice Chavira – Yes, Glenn Jennings – Yes, Saif Mogri – Abstain, Penelope Newmark – Absent, Alejandro Phillips – Absent, Steve Randall – Yes, Myrl Schreiber – Abstain, Brad Vanderhoof – Yes  
Yes – 6, No – 0, Abstain – 0, Absent – 3, Recusal -- 0  
The spending request is approved and will be sent to the WHNC Board..
6. Communication and Outreach Efforts Requested by Committee Chairs: None
7. WHNC to allow Meetings in accordance with SB411:  
Steve moved to prepare CISs in support of CF 23-1113 and CF 23-1114. Saif seconded.  
Faye Barta – Absent, Clarice Chavira – Yes, Glenn Jennings – Yes, Saif Mogri – Yes, Penelope Newmark – Absent, Alejandro Phillips – Absent, Steve Randall – Yes, Myrl Schreiber – Yes, Brad Vanderhoof – Yes

Yes – 4, No – 0, Abstain – 2, Absent – 3, Recusal -- 0

The spending request is approved and will be sent to the WHNC Board..

8. Digital Meeting Calendar: Item tabled.
9. New Email System: Item tabled.
10. Outreach Requests from Committee Chairs: None
11. Instagram update: Item tabled to November.
12. Social Media Update: None

Chair Brad adjourned the meeting at 8:30 PM.

The next meeting of this committee is November 15, 2023 at 7:30 PM. Chaminade High School.