



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
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## WEST HILLS NEIGHBORHOOD COUNCIL

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

**Wednesday, March 20 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/82953096752>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: 829 5309 6752, 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 the February Minutes
- 2) Comments from the Chairs
- 3) Public Comment
- 4) Update on the Website Platform Migration
- 5) Discussion and Possible Action to have WHNC Participate in the Memorial Day Parade (\$500)
- 6) Discussion and Possible Action on Committee Meetings and SB 411 / AB 2449
- 7) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 8) Discussion and Possible Action on a New Email System: This item is on hold pending the DONE budget request to have LACity email addresses for all NC members.
- 9) Discussion and Possible Action on Purchasing Additional AV equipment for Live Streaming Meetings (\$1500)
- 10) Social Media Report
- 11) Discussion on Outreach Planning for 2024

#### Adjournment

***The next meeting of this committee is scheduled for April 17, 2024, 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](http://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 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**

February 21, 2024

Chaminade High School, West Hills

revised February 24, 2024

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: Faye Barta, Clarice Chavira, Glenn Jennings, Saif Mogri, Penelope Newmark, Carolyn Poppert, and Brad Vanderhoof  
Also Present: Jeff Sacher

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

The January 2024 minutes were approved.

Numbers refer to agenda items.

2. Comments from the Chair: None

3. Public Comment: Jeff Sacher read a statement about the lack of an item he asked for on the agenda. The item was mandatory virtual access for stakeholders for all WHNC public meetings.

4. Update on Google and Yahoo Email Issues regarding DNS Server Authentication: Brad explained the issue and said the problem with gmail bouncing emails seems to be resolved.

5. Authorization of Penelope Newmark to post on WHNC social media platform:

Role Call Vote

Ian Afazeli – Absent, Faye Barta – Yes, Clarice Chavira – Yes, Glenn Jennings – Yes, Saif Mogri – Yes,  
Penelope Newmark – Yes, Alejandro Phillips – Absent, Carolyn Poppert – Yes, Brad Vanderhoof – Yes  
Yes – 7, No – 0, Abstain – 0, Absent – 2

The recommendation will be sent to the WHNC Board.

6. Communication and Outreach Efforts Requested by Committee Chairs: None

7. New Email System: This item is on hold pending the DONE budget request to have LACity email addresses for all NC members.

8. Social Media Update: Brad gave a brief report. The most popular posts last month concerned the valentine’s Day Dance.

9. Outreach Planning for 2024: No new ideas brought forward.

Co-chair Brad adjourned the meeting at 8:02 PM.

The next meeting of this committee is March 20, 2024 at 7:30 PM. Chaminade High School.