



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD MEETING AGENDA

Thursday, September 4, 2025 @ 7:00 p.m.

de Toledo High School, 22622 Vanowen Street, West Hills 91307

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Board Regular Meeting will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: <https://us02web.zoom.us/j/86151176250>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8615 117 6250**, then press #.
- **To attend in person**, please attend de Toldeo High School location at 22662 Vanowen Street, West Hills 91307

This meeting is open to the public. Doors open at 6:30 p.m. 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.

<p><b><u>Opening Business</u></b></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approval to allow Board Member(s) to attend the September 4, 2025 WHNC Board Meeting virtually under the provisions of AB2449</p> <p>Approve Special Meeting Minutes of August 7, 2025</p> <p>Senior Lead Officer Report</p> <p>Los Angeles County Fire Department</p> <p>Treasurer's Report</p> <p>Controller's Report</p> <p>Comments From the Co-Chair(s)</p> <p>Board Vacancy Announcement(s)</p>	<p><b>7:00 P.M.</b></p>	<p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Mrs. Aida Abkarians</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Co-Chair:</b> Mrs. Aida Abkarians</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof SLO Dinse SLO Dao Battalion Chief, Michael Flynn</p> <p><b>Treasurer:</b> Mrs. Carolyn Greenwood</p> <p><b>Controller:</b> Mr. Saif Mogri</p> <p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Mrs. Aida Abkarians Mrs. Charlene Rothstein</p>
<p><b><u>Announcements</u></b></p> <p>Office of Assemblyman Jesse Gabriel</p> <p>Council District 12</p> <p>Department of Neighborhood Empowerment</p> <p>Los Angeles County Supervisor District 3</p> <p>Budget Advocates</p>		<p>Ms. Solen Ronarch, Field Representative</p> <p>Mr. Ron Rubine, Senior Advisor</p> <p>Mr. Vincent Autiero</p> <p>Mr. Daniell Vicente, Field Representative</p> <p>Mr. Glenn Bailey</p>

<p><b><u>Public Comment</u></b>  Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting's agenda.  <b>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*</b></p>		<p><b>Co-Chair:</b> Mrs. Aida Abkarians</p>
<p><b><u>Certificates of Appreciation</u></b>  Chris Tedesco  Lynne &amp; Mark Berney</p>		<p>Ms. Heidi Manning  Mr. Glenn Jennings</p>
<p><b><u>Council Announcement</u></b>  Committee &amp; Liaison Reports</p>		
<p><b><u>Old Business</u></b>  <b>25 – 0055</b> - Discussion and possible action regarding the Bylaws Article V, Section 7: Absences  <b>(10 Minutes Max)</b>    <b>25 – 0059</b> - Discussion regarding WHNC Committees functions and purpose <b>(10 Minutes Max)</b></p>		<p>Mr. Brad Vanderhoof, Chair  Bylaws Committee    Mrs. Charlene Rothstein, Co-Chair</p>
<p><b><u>New Business</u></b>  <b>*Unless an agenda item is called special there will be a single vote for Items 25-0061, 25-0062, 25-0064, 25-0065 and 25-0067 with no discussion**</b>    <b>25-0060</b> - Discussion and possible action regarding approval of the WHNC's July 2025 Monthly Expenditure Report (MER) <b>(5 Minutes Max)</b>    <b>25-0061</b> - Discussion and possible approval of funds to purchase new badges for WHNC Board Members in the amount of \$60.00. <b>(5 Minutes Max)</b>    <b>25-0062</b> - Discussion and possible approval of purchase of twelve (12) frames in the amount of \$65.00 <b>(5 Minutes Max)</b>    <b>25-0063</b> - Discussion and possible action regarding the appointment of five WHNC board members who may submit Community Impact Statements (CIS) <b>(5 Minutes Max)</b>    <b>25-0064</b> - Discussion and possible action on WHNC's tabling at Councilmember John Lee's Drive – In Movie Night to be held at Shadow Ranch Park, 22633 Vanowen Street, West Hills on Saturday, November 1, 2025 <b>(5 Minutes Max)</b></p>		<p>Mrs. Carolyn Greenwood, Co-Chair  Budget Committee  Mr. Saif Mogri, Co-Chair  Budget Committee    Mrs. Carolyn Greenwood, Co-Chair  Budget Committee  Mr. Saif Mogri, Co-Chair  Budget Committee    Mrs. Carolyn Greenwood, Co-Chair  Budget Committee  Mr. Saif Mogri, Co-Chair  Budget Committee    Mrs. Charlene Rothstein, Co- Chair      Mrs. Charlene Rothstein, Co-Chair</p>

<b>25-0065</b> - Discussion and possible action regarding the WHNC Beautification Committee Clean-Up Event on Saturday, September 13, 2025 from 8:00 a.m. – 11:00 a.m. on Fallbrook Avenue from Saticoy Street to Lull <b>(5 Minutes Max)</b>  <b>25-0066</b> – First reading of the Bylaws Article VII, Section 1: Standing <b>(2 Minutes Max)</b>  <b>25-0067</b> - Discussion and possible action to appoint Aida Abkarians as the WHNC Homeless Liaison <b>(5 Minutes Max)</b>		Mr. Brad Vanderhoof, Co-Chair Beautification Committee Dr. Faye Barta, Co-Chair Beautification Committee  Mr. Brad Vanderhoof, Chair Bylaws Committee  Mrs. Charlene Rothstein, Co-Chair
<b><u>Adjournment.</u></b>		

**SB 411 Updates:** If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body’s control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed.(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

**Public Input:** 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, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**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)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD MEETING MINUTES

de Toledo High School

August 7, 2025

Revised August 8, 2025

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

**PRESENT:** Aida Abkarians, Faye Barta, Brenda Citrom, Nick Eskandari (AB 2449), Carolyn Greenwood, Jessica Irias, Glenn Jennings, Kim Koerber, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Vinura Kotuwelle, and Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:10 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Vice President Aida Abkarians led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the June 12, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Nick Eskandari attending remotely.

Comments from the Co-Chair(s): President Rothstein acknowledged the passing of former WHNC Board member Myrl Schreiber. He had requested there not be a moment of silence, so Char called for a remembrance for our friend.

**Approve Meeting Minutes from July meeting:** The meeting minutes were approved.

### **Announcements:**

LAPD Senior Lead Officer (SLO) Duke Dao reintroduced himself; he has been a SLO in West Hills before. He can be reached at [34218@lapd.online](mailto:34218@lapd.online). Crime trends are posted once a week on Facebook. Property crimes are up 5.5% YTD (break-ins 516 this year, 489 last year). The pilot drone program has started at Topanga Station. SLO Dao is available for Neighborhood Watch meetings with ten or more neighbors.

LAFD Battalion Chief Mike Flynn said there has been a series of alley fires. Please use the MyLA311 app. To have LASanitation remove bulky items like furniture. New evacuation plans have been released for wildlife interface zones. Use LAFD.org for brush clearance information and to report violations. There was a strip mall fire on Mulholland at the Blue Jam Café, but it was quickly extinguished.

**Treasurer's Report:** Treasurer Carolyn Greenwood gave the report closing out the 2024-2025 fiscal year. Beginning balance was \$14,081.39, spending was \$2,528.80, there is an outstanding invoice, a net amount of \$10,552.59 was available for rollover at the end of June. All spending was normal recurring expenses.

**25-0048 - Approval of the WHNC's May 2025 Monthly Expenditure Report (MER):**

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom -- Yes
Nick Eskandari -- Ineligible	Carolyn Greenwood -- Yes	Jessica Irias -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle -- Absent
Saif Mogri - Yes	Brian Murray -- Yes	Penelope Newmark - Ineligible
Chris Pike -- Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent -- Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb - Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 2, Ineligible – 6, Recusal – 0  
The MER is approved.

**Controller's Report:** Controller Saif Mogri gave the report. The Controller's Report matches the Treasurer's Report and City records. The only spending in July was recurring office expenses.

**Comments from the Co-Chair(s):** President Rothstein said the October Board meeting will be held on October 9 in observance of Yom Kippur. Housekeeping reminders: keep sidebar conversations to a minimum, do not leave table or pickup nameplates before adjournment, and always use a microphone.

**Non-agenda Item:** Glenn Jennings presented Certificates of Appreciation to Tony Zamora, Supervisor at Orcutt Ranch Horticultural Center, for supporting the Beautification Committee and Phillip Sanchez for supporting the Beautification Committee by providing transportation and logistics.

**Comments from the Co-Chair(s):** President Rothstein said the Board has vacancies. Secretary Vanderhoof verified there are currently six (6) open seats on the WHNC Board of Directors. Ad hoc Vacancy Committee Chair Mogri said he currently has no active applicants.

**Announcements:**

Ron Rubine, Senior Advisor, CD12, spoke about the Rapid Response Teams. Use MyLA311, but also call him as the CD12 team sometimes responds faster. They picked up 140 bulky items from 40 locations last month. The sidewalks repair pilot program is underway to respond faster to hazardous conditions so please report problem sidewalks. Concrete work is expensive and current funding will run out soon. Hopefully the demonstrated success of the program will garner additional funds. The annual drive-in movie night at Shadow Ranch Park is November first. Picture TBD.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said Supervisor Horvath is standing firmly with immigrant families and introduced an ordinance to keep ICE agents from wearing masks to conceal their identity in unincorporated areas of LA County. A new County department, Department of Homeless Services and Housing has been created and will commence operations on January first, 2026. Sarah Mann has been named director. Supervisor Horvath backed an ordinance to ensure landlords provide one room in any residence where the temperature can be controlled to a maximum of 82 degrees Fahrenheit. There will be an Emergency Preparedness Fair at the Topanga Community Center on Saturday, October 4, from 10 AM to 4 PM. Shuttles from parking areas will be available.

**Public Comment:** Stakeholder Fran said she is working with SLO Sean Dinse to address the food vendors who set up along Fallbrook at the mall. She said it has been difficult to get any action. Neighbors close to the location of Fallbrook and Criswell need to write letters to CD12 and the Health Department.

Nick Eskandari left the meeting.

**New Business:**

**25-0049-** Approval of reallocation of funds in the WHNC 2025 2026 Fiscal Year Budget including potential rollover in the amount of \$10,552.59: Treasurer Greenwood explained the rollover and amended budget.

Aida Abkarians – Ineligible	Faye Barta – Yes	Brenda Citrom – Yes
Nick Eskandari – Absent	Carolyn Greenwood – Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber – Yes	Vinura Kotuwelle – Absent
Saif Mogri – Yes	Brian Murray – Yes	Penelope Newmark- Ineligible
Chris Pike – Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Joan Trent – Ineligible	Brad Vanderhoof – Yes	Joanne Yvanek-Garb -- Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The amended budget with rollover funds is approved.

**25-0050 -** Approval the Special Events Committee's Event Approval Request and Budget in the amount of \$1,900.00 for the 2025 -2026 Halloween House Event:

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Absent	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber – Yes	Vinura Kotuwelle – Absent
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark -- Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb -- Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The event and budget are approved.

**25-0051 –** Approval of a letter to the Los Angeles City Council with a request for a City Council Motion requesting the return of Planning and Land Use authority to local management:

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Absent	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Absent
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark - Ineligible
Chris Pike – Yes	Bill Rose - Yes	Char Rothstein - Ineligible
Joan Trent – Ineligible	Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible
Zhelbert Zohrabian - Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The letter is approved.

Aida Abkarians left the meeting.

**25-0052** - WHNC Beautification Committee Clean-Up Event on Saturday, August 23, 2025 from 8:00 – 11:00 AM on Valley Circle from Strathern to Roscoe:

Aida Abkarians -- Absent	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Absent	Carolyn Greenwood - Yes	Jessica Irias – Yes
Glenn Jennings - Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Absent
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark - Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein - Ineligible
Joan Trent – Ineligible	Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 4, Ineligible – 4, Recusal – 0  
The Beautification Event is approved.

Aida Abkarians returned to the meeting.

**25-0053** - Amend the WHNC Standing Rules Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization, C. Voting:

Aida Abkarians - Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Absent	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings - Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Absent
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark - Ineligible
Chris Pike – Yes	Bill Rose - Yes	Char Rothstein - Ineligible
Joan Trent – Ineligible	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The amended standing rule is approved.

**25-0054** - Amend WHNC Standing Rules Article XI Grievance Process:

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Absent	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Absent
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark - Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0  
The amended standing rule is approved.

**25 – 0055** - First reading of the Bylaws or Standing Rules Article V, Section 7: Absences: Bylaws Committee Chair Vanderhoof explained the ‘First Reading’ and how the first step of the Bylaws amendment process works.

The proposed WHNC Bylaws amendment was read into the record.

*A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing a special meeting called for non-Board business purposes such as, but not limited, to, public information forums, candidate forums, and special presentations shall not count as an absence for this purpose. Joint board/committee meetings are not considered meetings of the Governing Board. A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.*

**25-0056** – Appointment of Kim Koerber and Brenda Citrom as co-chairs to the WHNC Government Relations Committee: Joanne Yvanek-Garb will continue to be a co-chair of this committee.

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Absent	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Absent
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark - Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 3, Ineligible – 5, Recusal – 0

Brenda Citrom, Kim Koerber, and Joanne Yvanek-Garb are co-chairs of the WHNC Government Relations Committee.

Nick Eskandari returned to the meeting.

**25-0057** - CIS on CF 25-0600 – 2025 -2026 City Budget: After lengthy debate; this item was defined as a CIS in support of the Council file with the language presented in the agenda as comments submitted with the CIS.

Aida Abkarians -- Ineligible	Faye Barta -- No	Brenda Citrom – Abstain
Nick Eskandari – Ineligible	Carolyn Greenwood -- No	Jessica Irias – Yes
Glenn Jennings -- No	Kim Koerber -- Yes	Vinura Kotuwelle – Absent
Saif Mogri - Abstain	Brian Murray – Yes	Penelope Newmark - Ineligible
Chris Pike – Abstain	Bill Rose -- Abstain	Char Rothstein – Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- No	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 3, No – 4, Abstain -- 4, Absent – 2, Ineligible – 6, Recusal – 0

The action to approve this CIS fails.

**25-0058** - CIS on CF 25-0600 – S7 – 2025 -2026 City Budget allocation of monies for the Neighborhood Councils: This item was withdrawn.

**25-0059** - Discussion regarding WHNC Committees functions and purpose: Due to time constraints – this item was tabled to the September Board meeting. There may be discussion at the next Operations Committee meeting.

President Char Rothstein adjourned the meeting at 9:40 PM (est.).

The next Board meeting is scheduled for September 4, 2025.



**WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT 08/31/25**

	Item	Committee	Purpose	Budget	Balance	July	Aug	Total Spent
	<b>OFFICE</b>							\$ -
1		Office	Misc. Expense	\$100.00	\$100.00			\$0.00
2		Office	Rent	\$5.00	\$5.00			\$0.00
3		Office	Committee Printing	\$183.00	\$183.00			\$0.00
4		Office	P.O.Box	\$500.00	\$500.00			\$0.00
5		Office	Partners & Diversity	\$18,000.00	\$13,166.10	\$2,530.50	\$2,303.40	\$4,833.90
6		Office	Go Daddy	\$24.00	\$24.00			\$0.00
7		Board	Web Corner	\$1,800.00	\$1,500.00	\$150.00	\$150.00	\$300.00
8		Board	Rack Space	\$865.00	\$660.99	\$138.23	\$65.78	\$204.01
9		Board	I Contact	\$750.00	\$6.00	\$744.00		\$744.00
		Board	Badges	\$150.00	\$150.00			
		Board	Snacks	\$100.00	\$100.00			\$0.00
		Office Subtotal		\$22,477.00	\$22,477.00			\$0.00
	<b>OUTREACH</b>							
10		Communication	Outreach	\$3,975.59	\$3,975.59			\$0.00
11		Beautification	Refreshment&Snacks	\$650.00	\$650.00			\$0.00
12		Special Events	Outreach	\$4,400.00	\$4,400.00			\$0.00
13		Environment	Outreach					
14		Govt. Relations	VANC	\$150.00	\$150.00			\$0.00
15		Govt. Relations	Budget Advocates					\$0.00
16		Govt. Relations	Congress	\$400.00	\$400.00			\$0.00
17		Govt. Relations	Empower LA Awards					\$0.00
18		Homelessness	Homeless					\$0.00
19		Public Safety	Forums					
20		Streets&Transportation	Outreach					
21		Public Health						\$0.00
		Outreach Total						
22		Elections	Elections					\$0.00
		Total Spent						

**WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT 08/31/25**

	Item	Committee	Purpose	Budget	Balance	July	Aug	Total Spent
	<b>Neighborhood Purpose Grants (NPG's)</b>							
23		Youth and Education	NPG's	<b>\$2,500.00</b>	\$2,500.00			\$0.00
18A		Homelessness	NPG's	\$1,000.00	\$1,000.00			
19A		Public Safety	NPG's					
		Total						\$0.00
	<b>Community Improvement Projects (CIP's)</b>							
20A		Streets&Transportation	CIP's					
24		Beautification	Cleanups					\$0.00
25		Beautification	Special Events					
	<b>GRAND TOTAL</b>			<b>\$35,552.59</b>	<b>\$29,470.68</b>			<b>\$6,081.91</b>
	<b>ALLOWED BUDGET</b>			<b>\$25,000.00</b>				
26	<b>Clean Street Grant</b>			<b>\$1,324.83</b>				
	<b>Rollover</b>			<b>\$10,552.59</b>				
	<b>GRAND TOTAL</b>			<b>\$35,552.59</b>				
	<b>GREEN COLOR CANNOT CHANGE</b>							
	<b>RED COLOR REQUESTED AMOUNTS INCLUDES GREEN</b>							

**Agenda Item 25-0055 - Discussion and possible action regarding the Bylaws Article V, Section 7: Absences**

Bylaws or Standing Rules Article V, Section 7: Absences

A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. A Board member shall not be considered "absent" for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council. Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing any joint board/committee meeting shall not count as an absence for this purpose.

Proposed Revision:

*A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. ~~A Board member shall not be considered "absent" for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.~~ Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing a special meeting called for non-Board business purposes such as, but not limited, to, public information forums, candidate forums, and special presentations shall not count as an absence for this purpose. ~~Any Joint board/committee meetings are not considered meetings of the Governing Board..shall not count as an absence for this purpose.~~ A Board member shall not be considered "absent" for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.*

# Monthly Expenditure Report



**Reporting Month: July 2025**

**Budget Fiscal Year: 2025-2026**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25000.00	\$3499.73	\$21500.27	\$3110.40	\$0.00	\$18389.87

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$24000.00	\$3499.73	\$20500.27	\$3110.40	\$17389.87
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	RACKSPACE EMAIL & APPS	07/04/2025	WHNC Board e-mail service	General Operations Expenditure	Office	\$68.77
2	ICONTACT	07/16/2025	Annual Renewal for contact with stakeholders	General Operations Expenditure	Office	\$744.00
3	RACKSPACE EMAIL & APPS	07/22/2025	WHNC Board Email Service	General Operations Expenditure	Office	\$69.46
4	iContact Marketing Corp.	07/15/2025	Annual Subscription Service for contact with Stakeholders	General Operations Expenditure	Office	\$744.00
5	APPLEONE EMPLOYMENT SERVICES	07/15/2025	Executive Assistant	General Operations Expenditure	Office	\$1723.50
6	THE WEB CORNER, INC.	07/16/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
<b>Subtotal:</b>						<b>\$3499.73</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	PARTNERS IN DIVERSITY, INC.	07/28/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$807.00
2	PARTNERS IN DIVERSITY, INC.	08/04/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
3	PARTNERS IN DIVERSITY, INC.	08/11/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
4	APPLEONE EMPLOYMENT SERVICES	08/11/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$689.40
5	PARTNERS IN DIVERSITY, INC.	08/18/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
6	PARTNERS IN DIVERSITY, INC.	08/28/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
	<b>Subtotal:</b> Outstanding					<b>\$3110.40</b>

COUNCILMEMBER JOHN LEE

*presents*



# Drive In Movie Night



SATURDAY, NOVEMBER 1ST



GATES OPEN AT 4:00PM  
SHOW BEGINS AT SUNSET



SHADOW RANCH PARK  
22633 VANOWEN ST.  
WEST HILLS, CA 91307

The Drive-In is Free To All Confirmed Attendees And Space Is Limited So RSVP As Soon As Possible. The Experience Also Includes:

- Delicious meal from Ron Ross & Wendy's of Woodland Hills (hamburger, chips & drink)
- Halloween Carnival & Trunk or Treat Event
- Costume Parade & Contest
- Screening of Award Winning Making Movies that Matter Youth Short Films



Scan to RSVP

To RSVP, please scan the QR Code or <https://bit.ly/CD12DriveIn> and provide the requested information. If you have any questions, feel free to reach out to Ron Rubine at: ☎ (818) 882-1212 or ✉ [ron.rubine@lacity.org](mailto:ron.rubine@lacity.org)

SPONSORED BY:





**Agenda Item 25-0065 - Discussion and possible action regarding the WHNC  
Beautification Committee Clean-Up Event on Saturday, September 13, 2025 from  
8:00 a.m. – 11:00 a.m. on Fallbrook Avenue from Saticoy Street to Lull**



## NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program  
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1  
**E-mail:** [Clerk.NCFunding@LACity.org](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://www.Clerk.LACity.org)

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

**Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.**

Neighborhood Council: West Hills Neighborhood Council

The Neighborhood Council is the ☒ Main Sponsor or ☐ Co-Sponsor for the event.

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Event Title and Description: Community Cleanup – Fallbrook east side

Date: 9/13/2025 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 25 Event Budget: \$ 00

Venue Name: WHNC Beautification Committee September 2025 Clean-Up

Venue Address: Fallbrook Ave. from Saticoy to Lull

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

**Please note:** If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

**Please scan the following documents and email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) for approval PRIOR to event:**

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- ☐ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

## **Agenda Item 25-0066 – First reading of the Bylaws Article VII , Section 1: Standing**

### **Supplemental Material**

Amendment to the WHNC Bylaws

#### **ARTICLE VII COMMITTEES AND THEIR DUTIES**

##### **Section 1: Standing**

The Standing Committees of the WHNC are:

D. PUBLIC **HEALTH AND** SAFETY ~~AND EMERGENCY PREPAREDNESS~~, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the **health and** safety of ~~the~~ stakeholders.

~~I. PUBLIC HEALTH COMMITTEE, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.~~

*Committees J. thorough M. will be reordered as I. through L.*