



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308

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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD MEETING FINAL MINUTES

de Toledo High School

September 4, 2025

Revised September 5, 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, Carolyn Greenwood, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

ABSENT: Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:09 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 September 4, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no Board members attending remotely.

Approve Meeting Minutes from August meeting: The meeting minutes were approved.

Announcements:

LAPD Senior Lead Officer (SLO) Duke Dao presented a map of SLO assigned areas with contact information.

YTD Crime Stats Compared to Last Year:

Burglaries are up 5% (increase of 28)

GTA down 25% (decrease of 143)

Car break-ins down 15% (decrease of 120)

Coffee with a Cop on September 10 from 3-5 PM at Starbucks on Canoga north of Sherman Way

SLO Dao is making progress on removing the graffiti at Highlander and Platt by getting the homeowners to sign a consent form.

The experimental drone program has moved from Topanga Division for testing in West LA.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report. All spending was normal recurring expenses. Net available was \$18,389.87 at the end of July. The double billing for iContact is in the process of being reversed.

25-0060 - Approval of the WHNC's July 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 -- Ineligible
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 – 1, Ineligible – 7, 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 August was recurring office expenses.

Comments from the Co-Chair(s): President Rothstein reminded everyone the Board has multiple vacancies and we need to find candidates. She said the October Board meeting will be held on October 9 in observance of Yom Kippur, and the January 2026 Board meeting will be on January 8 so it does not fall on New Year's Day. She also spoke on meeting decorum.

Announcements:

Ron Rubine, Senior Advisor, CD12, said the Conversations with Councils was worthwhile and thanked WHNC for participating with an impressive turnout. The tenth annual drive-in movie night at Shadow Ranch Park is November first and the picture will be Shrek. The Street Smart Initiative is working to go beyond what 311 can handle, so report things like long term problem sidewalks. He is looking forward to the Halloween Houses event.

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, said the Homelessness liaison meeting is September 18, 6-8 PM, and will be virtual. The bylaws amendment period is open (closes April 1), and training is planned for September 30. Code of Conduct suspension notices will go out September 8 for NC members who have not completed the requirement.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said the Board resumes meeting on Tuesday. There will be a Public meeting on oil wells and capping of the well on Randi Drive on September 10, 6:30-8:30 PM, at Hill Point Montessori.

Glenn Bailey, Budget Advocates, spoke on Congress of Neighborhood sessions, and said they do not count as DONE mandatory training. There is a motion to restore \$7000 of NC funding, but it has not yet been agendaized for the Budget and Finance Committee. The Budget Advocates will launch Departmental Teams soon.

Public Comment: Chris Rowe said West Hills needs a hazardous waste collection event, a torn cloth recycling program, and a drive-thru prescription medication drop-off. Fran spoke on the need to publicize the WHNC. Chris Rowe spoke about the SSFL. Glenn Bailey said the next VANC meeting will have updates on State legislation effecting Housing and Zoning. Steve Randall questioned the practice of presenting Certificates of Appreciation to current Board members, and asked why Myrl Schreiber did not receive one.

Certificates of Appreciation:

Heidi Manning presented a certificate to Chris Tedesco for repairing a stone wall on Roscoe that was damaged by cars.

Glenn Jennings presented a certificate to Lynne & Mark Berney for Volunteering to work registration at the Valentine's Dance for three consecutive years.

Old Business:

25 – 0055 - Bylaws Article V, Section 7: Absences

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 – Ineligible
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 – 1, Ineligible – 7, Recusal – 0

The Bylaws amendment passes and will be submitted with the amendment package.

25 – 0059 - Discussion regarding WHNC Committees functions and purpose: There was no discussion.

New Business:

The following items were considered together:

25-0061 - Purchase new badges for WHNC Board Members in the amount of \$60.00

25-0062 - Purchase of twelve (12) frames in the amount of \$65.00

25-0064 - WHNC's tabling at Councilmember John Lee's Drive – In Movie Night

25-0065 - WHNC Beautification Committee Clean-Up Event on September 13

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 – Ineligible
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		

The Items are approved.

25-0063 - Appointment of five WHNC board members who may submit Community Impact Statements (CIS): President Rothstein announced the Board members being considered; Aida Abkarians, Brenda Citrom, Vinura Kotuwelle, Chris Pike, and Joanne Yvanek-Garb.

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 – Ineligible
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		

The five (5) Board members are approved to submit CISs for the WHNC.

25-0066 – First reading of the Bylaws Article VII, Section 1: Standing: Brad Vanderhoof read the proposed amendment.

25-0067 – Appointment of Aida Abkarians as the WHNC Homeless Liaison: NEA Autiero said an NC may have up to three liaisons. President Rothstein said there may be future additional appointments.

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 – Ineligible
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		

Aida Abkarians is the WHNC Homelessness Liaison.

President Char Rothstein adjourned the meeting at 8:44 PM.

The next Board meeting is scheduled for October 9, 2025.



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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 Schreibman. 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. 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
	OFFICE							\$ -
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
	OUTREACH							
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
	Neighborhood Purpose Grants (NPG's)							
23		Youth and Eduction	NPG's	\$2,500.00	\$2,500.00			\$0.00
18A		Homelessness	NPG's	\$1,000.00	\$1,000.00			
19A		Public Safety	NPG's					
		Total						\$0.00
	Community Improvement Projects (CIP's)							
20A		Streets&Transportation	CIP's					
24		Beautification	Cleanups					\$0.00
25		Beautification	Special Events					
	GRAND TOTAL			\$35,552.59	\$29,470.68			\$6,081.91
	ALLOWED BUDGET			\$25,000.00				
26	Clean Street Grant			\$1,324.83				
	Rollover			\$10,552.59				
	GRAND TOTAL			\$35,552.59				
	GREEN COLOR CANNOT CHANGE							
	RED COLOR REQUESTED AMOUNTS INCLUDES GREEN							

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
Subtotal:						\$3499.73

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
	Subtotal: Outstanding					\$3110.40

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

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 • 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; 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; 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 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.