



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

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

**Wednesday, January 21, 2026 at 7:00 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. Enter 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.**

In conformity with the January 1, 2026 enactment of California Senate Bill 707 (Durazo) and LA City Council File 23 1114, the West Hills Neighborhood Council Communications and Outreach Committee Meeting, will be conducted virtually, telephonically and in person. All 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 December 2025 Meeting Minutes
- 2) Comments from the Chairs
- 3) Public Comment
- 4) Discussion and Possible Action on Senior Valentine's Day Dance Promotion
- 5) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 6) Discussion and possible Action on Updated Tri-fold Quote (if required)
- 7) Discussion and Possible Action on New Artwork for A-Frames
- 8) Social Media Report
- 9) Suggestions of Agenda Items for the Next Meeting

#### Adjournment

***The next meeting of this committee is scheduled for February 18, 2026, 7:00 PM at Chaminade.***

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. California Government Code Section 54953.8(b)(3).

The 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. California Government Code Section 54953.8(b)(4).

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 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. California Government Code Section 54953.8(b)(5).

A legislative body that provides a time 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 paragraph (5), to provide public comment until that timed public comment period has elapsed. California Government Code Section 54953.8(b)(6)(A).

A legislative body that does not provide a time 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 paragraph (5), or otherwise to be recognized for the purpose of providing public comment. California Government Code Section 54953.8(b)(6)(B).

**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) [ethics@lacity.org/lobbying](mailto:ethics@lacity.org/lobbying). 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.commission@lacity.org](http://ethics.commission@lacity.org). For assistance, please contact the Ethics Commission at (213) 978-1960. 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

### SPECIAL JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

December 17, 2025

Telephonic and Online

*Revised December 18, 2025*

Attendees: Faye Barta, Glenn Jennings, Penny Newmark, Chris Pike, Brad Vanderhoof

Other Board Members in Attendance: Kim Koerber

Co-Chair Brad Vanderhoof called the meeting to order at 6:01 PM. A quorum was established.

*Numbers refer to agenda items:*

1. Approval of the November Meeting Minutes: Minutes approved.
2. Comments from the Chairs: None
3. Public Comment: None
4. Communication and Outreach Efforts Requested by Committee Chairs: None
5. Updated WHNC Tri-Fold Brochure: Penny showed the latest version of the brochure. Thanks to Chris for putting it together. Penny presented some comments made by Brenda for consideration. With a few minor changes to wording, the brochure design was finalized. The spending request is already on the Budget Committee agenda.
6. New Artwork for A-Frames: Tabled to January.
7. Social Media Report: Brad gave a brief report. The most popular FaceBook post last month was the Kiwanis Parade in Chatsworth. WHNC agendas had more views than normal. NextDoor had 82 new members (18,012 total). iContact has 2930 members (1200 opens on average).
8. Suggestions of Agenda Items for the Next Meeting: Discussion will resume regarding photo releases and ordering of decals.

Co-Chair Brad Vanderhoof adjourned the meeting at 6:20 PM.

The next meeting of this committee is scheduled for January 21, 2026, and will be conducted virtually.