



CITY OF
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CALIFORNIA



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

BOARD MEETING AGENDA

Thursday, July 2, 2026@ 7:00 p.m.

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

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 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><u>Opening Business</u></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 July 2, 2026 WHNC Board Meeting virtually under the provisions of SB707</p> <p>Approve Special Meeting Minutes of June 11, 2026</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>7:00 P.M.</p>	<p>Co-Chairs: Mrs. Charlene Rothstein Mrs. Aida Abkarians</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Co-Chair: Mrs. Aida Abkarians</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Secretary: Mr. Brad Vanderhoof</p> <p>Secretary: Mr. Brad Vanderhoof SLO Dinse SLO Dao</p> <p>Treasurer: Mrs. Carolyn Greenwood</p> <p>Controller: Mr. Saif Mogri</p> <p>Co-Chairs: Mrs. Charlene Rothstein Mrs. Aida Abkarians Mrs. Charlene Rothstein</p>
<p><u>Induction Of New Board Member Into The WHNC Board Of Directors</u></p>		<p>Dr. Vincent Autiero Neighborhood Empowerment Advocate</p>
<p><u>Announcements</u></p> <p>Office of Assemblyman Jesse Gabriel Council District 12 Department of Neighborhood Empowerment</p> <p>Los Angeles County Supervisor District 3 Budget Advocates</p>		<p>Ms. Solen Ronarch, Field Representative Mr. Ron Rubine, Senior Advisor Dr. Vincent Autiero Neighborhood Empowerment Advocate Mr. Daniell Vicente, Field Representative Mr. Glenn Bailey</p>

<p><u>Public Comment</u> Comments & statements from stakeholders or interested parties on subjects <u>NOT</u> on this meeting's agenda. *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.*</p>		<p>Co-Chair: Mrs. Aida Abkarians</p>
<p><u>Certificates of Appreciation</u></p> <p>Mr. Bill Manning</p> <p>Mr. Oscar A. Rivera, Valley Operations Manager Galpin Ford</p> <p>Ms. Sarah Horvet, Community Relations Galpin Ford</p>		<p>Mr. Brad Vanderhoof, Chair Beautification Committee</p> <p>Mrs. Aida Abkarians, Co-Chair Special Events Committee</p> <p>Mr. Glenn Jennings, Member Special Events Committee</p>
<p><u>Council Announcement</u></p> <p>Committee & Liaison Reports</p>		
<p><u>Old Business</u></p> <p>26-0033 - Discussion and approval of the renewal of the Zoom license for FY 2026–2027 in the amount of \$255.61, with Michelle Ritchie and Brad Vanderhoof as the account holders (5 Minutes Max)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Budget Committee</p>
<p><u>New Business</u></p> <p>26-0041 - Discussion and possible action regarding approval of the WHNC's May 2026 Monthly Expenditure Report (MER) (5 Minutes Max)</p> <p>26-0042 - Discussion and possible action on approving 2026-2027 WHNC budget in the amount of \$25,000.00 (10 Minutes Max)</p> <p>26-0043 - Discussion and possible action on approving 2026-2027 Administrative Packet (10 Minutes Max)</p> <p>26-0044 - Discussion and possible action on appointing Ilona Illes to the West Hills Neighborhood Council Youth Advisory Seat (5 Minutes)</p> <p>26-0045 - Discussion and possible action to amend the WHNC Standing Rules Regarding Youth Advisory Seats (5 Minutes Max)</p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p>
<p><u>Adjournment</u></p>		

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 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

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. 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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 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

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

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



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WEST HILLS NEIGHBORHOOD COUNCIL

BOARD DRAFT SPECIAL MEETING MINUTES

de Toledo High School

June 11, 2026

Revised June 12, 2026

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: Brenda Citrom, Nick Eskandari, Melissa Findling, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Jason Lally, Penelope Newmark, Luke Noffke, Chris Pike, Bill Rose, Char Rothstein, Fran Rubin, Brad Vanderhoof, and Zhelbert Zohrabian

ABSENT: Aida Abkarians, Faye Barta, Saif Mogri, Joan Trent, and Joanne Yvanek-Garb

President Char Rothstein called the meeting to order at 7:05 PM.

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

President Char Rothstein led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the WHNC Board Meeting virtually under the provisions of SB707: No Board Members attended remotely.

The May meeting minutes were approved.

Los Angeles County Fire Department: Captain Toledo from Fire Station 105 said they were happy to assist in replacing the West Hills signs. Glenn Jennings and Zhelbert Zohrabian gave Certificates of Appreciation for Fire Station 105 and Hugo Cisneros from Sign Works and Graphics.

Treasurer's Report: Treasurer Carolyn Greenwood gave the report.

Beginning Balance -- \$9316.19, Total Spent (April) \$1512.60, Net Available -- \$5286.09 (end of April)

26-0024 -- Approval of the WHNC's April 2026 Monthly Expenditure Report (MER):

Aida Abkarians -- Absent

Nick Eskandari -- Yes

Glenn Jennings -- Yes

Saif Mogri -- Absent

Chris Pike -- Yes

Fran Rubin -- Ineligible

Joanne Yvanek-Garb -- Absent

Faye Barta -- Absent

Melissa Findling -- Yes

Kim Koerber -- Yes

Penelope Newmark -- Ineligible

Bill Rose -- Yes

Joan Trent -- Absent

Zhelbert Zohrabian -- Ineligible

Brenda Citrom -- Yes

Carolyn Greenwood -- Yes

Jason Lally -- Yes

Luke Noffke -- Yes

Char Rothstein -- Ineligible

Brad Vanderhoof -- Yes

Yes – 11, No – 0, Abstain -- 0, Absent – 5, Ineligible – 4, Recusal – 0
The MER is approved.

Controller's Report: Treasurer Carolyn Greenwood gave the report. May spending was normal office expenses and water for the Orcutt 100th anniversary event. Balance at the end of May was \$2411.42. The NC credit card is the only payment option for the rest of the fiscal year and can be used up until June 20th.

Comments from the Co-Chair(s): President Rothstein presented Chris Pike's suggestion that each Board member suggest one idea to improve the Council at every Operations Committee meeting.

Induction of New Board Member Into The WHNC Board Of Directors: Vincent Autiero gave the Oath of Office to Luke Noffke.

Announcements:

Ron Rubine, Senior Advisor, CD12, said it is the end of the Council District's fiscal year. He also described the 7th annual Making Movies that Matter event. Councilmember Lee introduced a motion to restart the Business Tax Advisory Board. CD12 will have free FIFA viewing parties with giant LED screens at Northridge Park.

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, said the department has received \$20K for contractual services and can now retain Cornerstone for NC Board member training. They cannot continue with the Quickbase license for recording training and are migrating to Googlebase (4 week estimated completion time). They have \$60K for interpretation services and \$812K for NC elections. The elections will be hybrid with votes accepted by mail, in person on Election Day, and at the drop boxes. The City Clerk will hold information sessions. The recent youth conference was very successful. He discussed the new funding training consisting of six U-Tube segments with quizzes that is required of all NC Board members and replaces previous funding trainings. Budget Day is June 27 and starts at 7:30 AM with breakfast and wraps at 1:00 PM.

Public Comment: Steve Randall, former WHNC Board member, said he thinks the WHNC spends way too much of their budget on the Executive Director position.

Certificates of Appreciation: Glenn Jennings presented a certificate to Lady GIGI, DJ at the 2026 Senior Valentine's Day Dance.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said Supervisor Horvath was appointed to a Global Executive Committee and is currently traveling in Germany. The County has established its first ever Independent Ethics Commission. He read Supervisor Horvath's statement regarding the Trump administrations pulling homelessness funding. On July 11, from 10 AM to 12 PM, there will be a student backpack giveaway in Chatsworth at the Childcare Resource Center.

New Business:

Glenn Jennings left the meeting at 8:03 PM.

26-0031 - Vacant seat on the West Hills Neighborhood Council Board with a term ending in 2029:

There was one candidate. Brian Findling introduced himself and gave some information on his background.

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Absent	Kim Koerber – Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 10, No – 0, Abstain -- 0, Absent – 6, Ineligible – 4, Recusal – 0
 Brian Findling has been appointed to the WHNC Board of Directors.

Glenn Jennings returned to the meeting at 8:08 PM.

26-0032 - Spending request in the amount of \$125 for participation in the 2026 Memorial Day Parade:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 11, No – 0, Abstain -- 0, Absent – 5, Ineligible – 4, Recusal – 0
 The expenditure is approved.

26-0033 - Approval of the renewal of the Zoom license for FY 2026–2027 in the amount of \$255.61, with Michelle Ritchie and Brad Vanderhoof as the account holders:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Abstain	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 10, No – 0, Abstain -- 1, Absent – 5, Ineligible – 4, Recusal – 0
 The Zoom License renewal is approved.

26-0034 - WHNC Beautification Committee Clean-Up Event on Saturday, June 13, 2026 from 8:00 a.m. – 11:00 a.m. on Valley Circle north of Roscoe:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 11, No – 0, Abstain -- 0, Absent – 5, Ineligible – 4, Recusal – 0
The event is approved.

26-0035 - WHNC Beautification Committee Clean-Up Event on Saturday, July 11, 2026 from 8:00 a.m. – 11:00 a.m. on Medical Center Drive:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 11, No – 0, Abstain --0, Absent – 5, Ineligible – 4, Recusal – 0
The event is approved.

26-0036 - Letter to LA City Planning regarding the implementation of SB 79:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Abstain	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 10, No – 0, Abstain -- 1, Absent – 5, Ineligible – 4, Recusal – 0
The letter is approved.

26-0037 - CIS in support of CF 26-0701 – Parking Restrictions/Relaxed Enforcement/Primary and General Elections/ 2026 *Introduced May 8, 2026, and referred to Council. The motion is instructing the Department of Transportation to relax enforcement of parking restrictions near polling sites throughout the City during the upcoming Primary and General Elections, for as long as these sites are open for voting:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Abstain	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 10, No – 0, Abstain -- 1, Absent – 5, Ineligible – 4, Recusal – 0
The CIS is approved.

26-0038 - CIS in support of CF 25-0002-S115 - AB 1814 (Alanis)/Peace Officer/National Highway Transportation Safety Administration (NHTSA)/Approved Standard Field Sobriety Testing (FST)/Improve Law Enforcement Training/2025 - 2026 State Legislative Program:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Melissa Findling – Yes	Carolyn Greenwood -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 11, No – 0, Abstain -- 0, Absent – 5, Ineligible – 4, Recusal – 0

The CIS is approved.

Chris Pike will post the CIS.

26-0039 - Amend the WHNC Standing Rules to not count absences due to military service:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Melissa Findling – Yes	Carolyn Greenwood -- No
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 10, No – 1, Abstain -- 0, Absent – 5, Ineligible – 4, Recusal – 0

The WHNC Standing Rules amendment is approved.

26-0040 - Participation in the Congress of Neighborhoods Quilt by providing one (1) WHNC Shopping Bag:

Aida Abkarians -- Absent	Faye Barta -- Absent	Brenda Citrom – Yes
Nick Eskandari – Yes	Melissa Findling – Yes	Carolyn Greenwood – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Jason Lally – Yes
Saif Mogri -- Absent	Penelope Newmark – Ineligible	Luke Noffke – Yes
Chris Pike—Yes	Bill Rose – Yes	Char Rothstein – Ineligible
Fran Rubin – Ineligible	Joan Trent – Absent	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Absent	Zhelbert Zohrabian – Ineligible	

Yes – 11, No – 0, Abstain -- 0, Absent – 5, Ineligible – 4, Recusal – 0

The participation is approved.

Glenn Jennings provided the bag to NEA Autiero.

President Char Rothstein adjourned the meeting at 8:55 PM.

The next Regular Board meeting is scheduled for July 2, 2026.

Monthly Expenditure Report



Reporting Month: May 2026

Budget Fiscal Year: 2025-2026

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$7803.59	\$2920.84	\$4882.75	\$1710.50	\$0.00	\$3172.25

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32052.59	\$2455.77	\$1882.75	\$1210.50	\$672.25
Outreach		\$465.07		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3500.00	\$0.00	\$2500.00	\$500.00	\$2000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$28249.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	05/01/2026	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	SMART AND FINAL 324	05/12/2026	Beautification Committee tabling at Orcutt Ranch Anniversary Event June 7, 2026	General Operations Expenditure	Outreach	\$86.45
3	IN CANOGA PARK COMMUN	05/19/2026	Participation in 2026 Memorial Day Parade	General Operations Expenditure	Outreach	\$125.00
4	RACKSPACE EMAIL & APPS	05/22/2026	WHNC Board Email Service	General Operations Expenditure	Office	\$230.00
5	AMAZON MKTPL EX91V59L3	05/26/2026	Frames for WHNC Certificates	General Operations Expenditure	Office	\$40.60
6	GALPIN RENT A CAR - NO	05/27/2026	Truck rental for participation in the 2026 Memorial Day Parade	General Operations Expenditure	Outreach	\$253.62
7	OFFICE DEPOT #661	05/29/2026	Printing	General Operations Expenditure	Office	\$2.30
8	OFFICE DEPOT #661	05/29/2026	Printing	General Operations Expenditure	Office	\$15.37

9	PARTNERS IN DIVERSITY, INC.	04/27/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
10	PARTNERS IN DIVERSITY, INC.	04/14/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
11	PARTNERS IN DIVERSITY, INC.	05/01/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
12	PARTNERS IN DIVERSITY, INC.	05/12/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
13	PARTNERS IN DIVERSITY, INC.	05/15/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
Subtotal:						\$2920.84

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	01/20/2026	Proxy payment to re-issue check from FY 21-22 and FY 23-24 that was never received by Hamlin Charter. Approval of an NOG in the amount of \$500 to Hamlin Elementary for a variety of sensory it...	Neighborhood Purpose Grants		\$500.00
2	PARTNERS IN DIVERSITY, INC.	05/22/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
3	PARTNERS IN DIVERSITY, INC.	05/26/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
4	PARTNERS IN DIVERSITY, INC.	05/29/2026	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
Subtotal: Outstanding						\$1710.50

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FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

VANESSA SERRANO
INTERIM GENERAL MANAGER

www.EmpowerLA.org

Neighborhood Council Board Oath

I pledge to represent my neighborhood with dignity, integrity, and pride.

I will encourage other points of view, even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will find the good in my neighborhood, and praise it and promote it.

To my neighbors, and to neighborhoods throughout the City of Los Angeles,

I pledge to do this to the best of my ability.

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: West Hills Neighborhood Council
Fiscal Year: 2026-2027

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

Carolyn Greenwood

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

DATE

Carolyn.Greenwoodwhnc@gmail.com

EMAIL

818-347-0062

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

Charlene Rothstein

PRINT NAME OF THE 2ND SIGNER

President/Co-Chair

BOARD POSITION

DATE

charwhnc@gmail.com

EMAIL

818-642-1267

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

Brad Vanderhoof

PRINT NAME OF THE ALTERNATE SIGNER

Secretary

BOARD POSITION

DATE

Brad.Vanderhoofwhnc@gmail.com

EMAIL

747-364-5862

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

Carolyn Greenwood

PRINT NAME OF THE 1st BANK CARD HOLDER

Treasurer

BOARD POSITION

DATE

Carolyn.Greenwoodwhnc@gmail.com

EMAIL

818-347-0062

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

Glenn Jennings

PRINT NAME OF THE 2nd BANK CARD HOLDER

Board Member At Large

BOARD POSITION

DATE

Glenn.Jenningswhnc@gmail.com

EMAIL

818-887-7811

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Carolyn Greenwood

PRINT NAME OF THE 1st BANK CARD HOLDER

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Glenn Jennings

PRINT NAME OF THE 2nd BANK CARD HOLDER

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

West Hills Neighborhood Council Annual Budget for Fiscal Year: 2026-2027	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
Miscellaneous Expenses	\$ 0.00
Rent	\$ 5.00
Committee Printing	\$ 150.00
P.O. Box	\$ 488.00
Partners In Diversity	\$ 20,982.00
GoDaddy	\$ 24.00
WebCorner	\$ 1,800.00
iContact	\$ 744.00
Badges	\$ 60.00
Zoom License	\$ 255.61
Total Office/Operational Expenditures	\$ 24,508.61

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	\$ 0.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 24,508.61
Outreach Expenditures	\$ 491.39
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 25,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	de Toledo High School
Property Address:	22622 Vanowen Street, West Hills, CA 91307
Property Owner Name:	
Property Owner Phone Number:	818-348-0048
Property Owner Email:	

Storage Facility:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	Dayani Nawagauwa - Hill Point Montessori School
Facility Address:	6601 Valley Circle Boulevard, West Hills, CA 91307
Facility Owner Phone Number:	818-884-8261
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	U.S. Postal Service
NC P.O. Box Address	P.O. Box 4670, West Hills, CA 91308-4670
Property Owner Address:	23055 Sherman Way, West Hills, CA 91307
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	The WebCorner, Inc.
Service Provider Address:	19509 Ventura Boulevard, Tarzana, CA 91356
Service Provider Phone Number:	818-345-7443
Service Provider Email:	
Type of Services Provided:	Provide e-mail services between the Council and the stakeholders.

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058

Agenda Item 26-0045 - Discussion and possible action to amend the WHNC Standing Rules regarding youth advisory seats

Current:

- Article V Governing Board, Section 1, Composition The Board shall also have a Youth Advisory Committee made up of stakeholders between 14 and 17 years of age. Youth Advisory Committee Chair(s) will sit with the Board of Directors in Board meetings but will not vote on actions to be taken.

Proposed:

- Article V Governing Board, Section 1, Composition The Board shall appoint Youth Advisory members at its discretion. Stakeholders between 14 and 17 years of age are eligible to apply. Youth Advisors will sit with the Board of Directors in Board meetings but will not vote on actions to be taken and are not considered ‘Directors.’