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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA

**Wednesday, August 19, 2026 at 7:00 PM
ONLINE AND TELEPHONIC MEETING**

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, and telephonically. 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 #.

This meeting is open to the public. 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 July Meeting Minutes
- 2) Comments from the Chairs
- 3) Public Comment
- 4) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 5) Discussion and Possible Action on Promoting the Halloween Houses Event
- 6) Discussion and Possible Action on Approving Luke Noffke to Post on Social Media
- 7) Social Media Report
- 8) Suggestions of Agenda Items for the Next Meeting

Adjournment

The next meeting of this committee is scheduled for September 16, 2026, 7:00 PM, Online

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

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) 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. 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 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.ritchiewhnc@gmail.com

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 requieres servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes de evento. Por favor contacte michelle.ritchiewhnc@gmail.com

DRAFT Communications and Outreach Committee Minutes

Wednesday, July 15, 2026

Attendees: Glenn Jennings; Penny Newmark; Chris Pike; Brad Vanderhoof
Other Board Members in Attendance: Melissa Findling; Kim Koerber

Co-Chair Penny Newmark called the meeting to order at 7:04pm. A quorum was established.

Numbers refer to agenda items:

- 1) Approval of May 20, 2026 Minutes: approved
- 2) Comments from the chairs-None
- 3) Public comment: None
- 4) Communication and outreach efforts requested by committee chairs: Penny commented on this past Saturday's Beautification Committee clean up with UCLA West Valley Medical Center. Aimee Bennett, Director of Public Affairs, UCLA Health, sent info with photo to the Warner Center News. Photos and info are posted on our website and sent to Councilmember Lee's office for his Newsletter. Chris also posted on Instagram.
- 5) Discussion and possible action on Approving Luke Noffke to post on social media: Luke was unable to attend the meeting so this item is tabled until the committee meets on August 19.
- 6) Social media report: Chris said that we have 475 followers on Instagram, close to doubling the 244 followers when we started in 2025. Other neighborhood councils repost content and Councilmember Lee always "likes" our posts. Brad did not have a media report. However, Brad said that because of the fiscal year change, i-contact payments were delayed along with emailing to subscribers. The City has now released payments to i-contact. Three to four photos for the banner will be selected by Penny, she will send them to Chris for sizing and Brad will then update the banner
- 7) Suggestions of Agenda items for the next meeting: a) Discussions to approve Luke posting on social media and using other visibility resources; b) Faye Barta's continuation to serve as a committee member; c) Zoom webinar link on our agenda requires a passcode and public unable to attend virtually. Problems with call-in phone numbers on committee agendas. d) Chris will prepare information on the advantages of Gmail.

Adjournment at 7:34pm