



**CITY OF  
LOS ANGELES  
CALIFORNIA**



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

**WEST HILLS NEIGHBORHOOD COUNCIL**  
**BOARD SPECIAL FINAL MEETING MINUTES**  
de Toledo High School  
February 8, 2024

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, Ian Afazeli (arrived 7:14 PM), Faye Barta, Sandi Bell, Clarice Chavira (left 8:19 PM), Carolyn Greenwood, Glenn Jennings, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Mark Neudorff (arrived 7:14 PM, left 8:19 PM), Penelope Newmark, Joe Ourfalian, Alejandro Phillips (arrived 7:22 PM), Carolyn Poppert, Bill Rose, Char Rothstein, Miriam Schimmel, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

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

President Char Rothstein called the meeting to order at 7:07 PM.

Secretary Brad Vanderhoof called roll and a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

The January Meeting minutes were approved.

**Senior Lead Officer (SLO) Report:**

SLO Dinse gave the report. The Police Commission has scheduled hearings regarding selecting the new LAPD Chief of Police. Public comment is encouraged. Grateful Hearts event is April 6 at Warner Center Park. Coffee with a Cop will be held February 13 at Roscoe and De Soto, and February 14 at Ventura and Shoup. The City Attorney’s office no longer has neighborhood prosecutors assigned to the LAPD Divisions. There was a street takeover for street racing two Sundays ago. A vacant house covered in gang graffiti at 22626 Roscoe was demolished by LAFD. There is another house in the area with eviction in progress. There was an attempted sexual battery at the Victory trailhead and the suspect was arrested.

**Treasurer’s Report:** Treasurer Carolyn Greenwood gave the report based on the December Monthly Expense Reports (MER). Net available balance was \$22,990.37 at the end of December. There is still an outstanding check to Hamlin Elementary.

**24-0005 -- Approval of the WHNC’s December 2023 MER**

Aida Abkarians – Yes  
Sandi Bell – Yes  
Glenn Jennings – Yes  
Jonathan Marvisi – Yes

Ian Afazeli – Ineligible  
Clarice Chavira – Yes  
Randhara Kotuwelle – Absent  
Saif Mogri – Yes

Faye Barta – Yes  
Carolyn Greenwood – Yes  
Vinura Kotuwelle – Yes  
Mark Neudorff – Ineligible

Penelope Newmark – Yes  
Carolyn Poppert – Yes  
Miriam Schimmel – Yes  
Joanne Yvanek-Garb – Yes

Joe Ourfalian – Yes  
Bill Rose – Ineligible  
Joan Trent – Yes  
Zhelbert Zohrabian - Absent

Alejandro Phillips – Yes  
Char Rothstein – Yes  
Brad Vanderhoof – Yes

Yes – 18, No – 0, Abstain -- 0, Absent – 2, Ineligible – 3, Recusal – 0

The MER is approved.

**Controller’s Report:** Controller Saif Mogri gave the report. December expenses were Apple One, Rackspace, The Web Corner, and \$6.08 for copies for the January Board meeting. The report matches the City Clerk website.

**Comments from the Co-Chair(s):** President Rothstein talked about the Senior Valentine’s Day Dance. Saif Mogri said there are currently 119 registered guests.

**Induction new board member into the WHNC Board of Directors:**

Alejandro Phillips was inducted and took the NC oath.

**Announcements:**

Assembly District 46, Mr. Jack Trent-Dorfman, Field Director introduced a new field rep. who will cover Woodland Hills to Van Nuys. The annual Day of Service will be April 14 at Pierce College. Assemblymember Gabriel will chair the Budget Committee this year.

Council District 12, Mr. Colin Crews, District Director said CD12 is still working to get cameras installed at Shadow Ranch Park. Councilmember Lee’s motion to install Automated License Plate Readers (ALPR) was approved. There is now some limited funding for resurfacing alleys.

Department of Neighborhood Empowerment (DONE): The NEA was not present, but President Rothstein made an announcement; The Civic Leadership team is preparing for the month of March to celebrate Women's History Month. Save the Date! On March 28, 2024, the Department will be hosting a Women's Leadership Event at City Hall at the Tom Bradley Center.

Supervisory District 3, Ms. Sophia Soudani, Field Representative said it is estimated 3.6 gallons of rainwater fell on LA County during the recent storms. A small landlord relief fund has been created and \$46 million allocated. Supervisor Horvath is now Chair of the Board of Supervisors and also chairs LASHA.

Budget Advocates, Mr. Glenn Bailey said the monthly report was sent out Monday and a primary topic is the city employee vacancy rate. There is a proposal to prioritize hiring for critical positions. The related council file is CF 23-1422. Saturday, June 15 is Budget Day at City Hall. The Budget Advocates are planning a town hall on the DONE proposed budget.

**Public Comment:**

Jeff Sacher asked for all meetings be provided with a virtual access for stakeholders and all meetings be recorded and posted.

Paula Miller talked about Hands on Remodeling and Keller Williams.

Glenn Bailey said the VANC presentation tonight concerned success protecting single family homes and a proposed ordinance to increase allowable noise and dust from construction sites. Next month the Sepulveda Basin plan will be discussed.

Myrl Schreiber said the Operations Committee should discuss new member participation on committees and dissemination of information to stakeholders

**Certificates of Appreciation:** Aida Abkarians asked to postpone the item until next month because none of the recipients could be present.

**New Business**

**24-0006** -- Filling a vacant seat on the West Hills Neighborhood Council Board:  
There was only one candidate present, Noe Loera, and he spoke briefly.

Vote by affirmation:

Aida Abkarians - Yes	Ian Afazeli - Yes	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira – Yes	Carolyn Greenwood - Yes
Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Yes
Penelope Newmark - Yes	Joe Ourfalian - Yes	Alejandro Phillips – Yes
Carolyn Poppert – Yes	Bill Rose - Yes	Char Rothstein - Yes
Miriam Schimmel - Yes	Joan Trent - Yes	Brad Vanderhoof - Yes
Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian - Absent	

Yes – 21, No – 0, Abstain -- 0, Absent – 2, Ineligible – 0, Recusal – 0

Noe Loera is a member of the WHNC Board of Directors and will be inducted at the March Board meeting.

**24-0007** – Approval of the Event Approval Form and budget in the amount of \$500.00 for the WHNC Special Events Committee Event to be held at El Camino Charter High School – Anderson Hall located at 5440 Valley Circle Boulevard, Woodland Hills on March 13, 2024 from 7:00 p.m. to 9:00 p.m.

Aida Abkarians - Yes	Ian Afazeli - Ineligible	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira – Yes	Carolyn Greenwood - Yes
Glenn Jennings – Yes	Randhara Kotuwelle – Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi – Yes	Saif Mogri – Yes	Mark Neudorff - Ineligible
Penelope Newmark - Yes	Joe Ourfalian – Yes	Alejandro Phillips – Yes
Carolyn Poppert – Yes	Bill Rose – Ineligible	Char Rothstein - Yes
Miriam Schimmel - Yes	Joan Trent - Yes	Brad Vanderhoof - Yes
Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian – Absent	

Yes – 18, No – 0, Abstain -- 0, Absent – 2, Ineligible – 3, Recusal – 0

The event is approved.

Clarice Chavira and Mark Neudorff left the meeting

**24-0008** -- Amend WHNC Standing Rules Article V, Section 6

Aida Abkarians – Yes	Ian Afazeli - Yes	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Absent	Carolyn Greenwood - Yes
Glenn Jennings – Yes	Randhara Kotuwelle – Absent	Vinura Kotuwelle – Yes
Jonathan Marvisi – Yes	Saif Mogri – Yes	Mark Neudorff - Absent
Penelope Newmark – Yes	Joe Ourfalian – Yes	Alejandro Phillips – Yes
Carolyn Poppert – Yes	Bill Rose – Yes	Char Rothstein – Yes
Miriam Schimmel – Yes	Joan Trent – Yes	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian - Absent	

Yes – 19, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0  
The WHNC Standing Rules have been amended.

**24-0009** -- Appointment of Penelope Newmark as Co-chair of the WHNC’s Communication & Outreach Committee

Aida Abkarians – Yes	Ian Afazeli – Yes	Faye Barta – Yes
Sandi Bell – Yes	Clarice Chavira – Absent	Carolyn Greenwood – Yes
Glenn Jennings – Yes	Randhara Kotuwelle – Absent	Vinura Kotuwelle – Yes
Jonathan Marvisi – Yes	Saif Mogri – Yes	Mark Neudorff - Absent
Penelope Newmark – Yes	Joe Ourfalian – Yes	Alejandro Phillips – Yes
Carolyn Poppert – Yes	Bill Rose – Yes	Char Rothstein – Yes
Miriam Schimmel – Yes	Joan Trent – Yes	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian - Absent	

Yes – 19, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0  
The appointment is confirmed.

**24-0010** -- WHNC’s tabling at Springfest at Shadow Ranch Park located at 22633 Vanowen Street, West Hills on Saturday, March 23, 2024

Aida Abkarians – Yes	Ian Afazeli – Yes	Faye Barta – Yes
Sandi Bell – Yes	Clarice Chavira – Absent	Carolyn Greenwood – Yes
Glenn Jennings – Yes	Randhara Kotuwelle – Absent	Vinura Kotuwelle – Yes
Jonathan Marvisi – Yes	Saif Mogri – Yes	Mark Neudorff - Absent
Penelope Newmark – Yes	Joe Ourfalian – Yes	Alejandro Phillips – Yes
Carolyn Poppert – Yes	Bill Rose – Yes	Char Rothstein – Yes
Miriam Schimmel – Yes	Joan Trent – Yes	Brad Vanderhoof – Yes
Joanne Yvanek-Garb – Yes	Zhelbert Zohrabian – Absent	

Yes – 19, No – 0, Abstain -- 0, Absent – 4, Ineligible – 0, Recusal – 0

Tabling at the event is approved.

President Char Rothstein adjourned the meeting at 8:27 PM.



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## WEST HILLS NEIGHBORHOOD COUNCIL

### DRAFT BOARD MEETING MINUTES

de Toledo High School

January 4, 2024

Revised January 5, 2024

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, Sandi Bell, Carolyn Greenwood, Glenn Jennings, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Joe Ourfalian, Carolyn Poppert, Bill Rose, Char Rothstein, Miriam Schimmel, Joan Trent, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

**ABSENT:** Ian Afazeli, Clarice Chavira, Randhara Kotuwelle, Mark Neudorff

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

Secretary Brad Vanderhoof called roll and a quorum was established.

The December Special Meeting minutes were approved.

Vice President Faye Barta led the Pledge of Allegiance.

Induction new board members into the WHNC Board of Directors:  
Carolyn Poppert and Zhelbert Zohrabian were inducted and took the NC oath.

#### **Senior Lead Officer (SLO) Report:**

SLO Garza gave the report. Violent crime was down in 6 of 7 and property crime was up in 5 of 7 Topanga Division basic car areas. Topanga division has a new Area Captain – Captain Lopez. Threats of violence were made against two West Valley schools – Chaminade and Faith Baptist. Synagogues statewide have received bomb threats. The threats were investigated and determined not to be credible. Car theft is up 140% in north West Hills. In many instances keys were left in the car.

**Treasurer’s Report:** Treasurer Carolyn Greenwood gave the report based on the October and November Monthly Expense Reports (MER). Net available balance was \$25,105.78 at the end of October. Net available balance was \$24,898.18 at the end of November. The City has reissued a check to Hamlin Elementary but the funds are not coming out of the current budget.

**24-0001** -- Approval of the WHNC’s October 2023 MER

Aida Abkarians - Yes  
Sandi Bell - Yes

Ian Afazeli - Absent  
Clarice Chavira - Absent

Faye Barta - Yes  
Carolyn Greenwood - Yes

Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian - Yes		

Yes – 17, No – 0, Abstain -- 0, Absent – 4, Ineligible – 1, Recusal – 0  
 The MER is approved.

**24-0002** -- Approval of the WHNC’s November 2023 MER

Aida Abkarians - Yes	Ian Afazeli - Absent	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Absent	Carolyn Greenwood - Yes
Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian – Yes		

Yes – 17 No – 0 Abstain -- 0 Absent – 4 Ineligible – 1 Recusal – 0  
 The MER is approved.

**Controller’s Report:** Controller Saif Mogri gave the report. December expenses were Apple One Rackspace and The Web Corner.

**Comments from the Co-Chair(s):** President Rothstein said the WHNC Bylaws amendment has been approved and the minimum quorum for Board meetings is now thirteen (13). Two vacancies will be filled at the February meeting and the deadline for applications is January 8. The February meeting will be on Thursday February 8.

**Announcements:**

Council District 12 Mr. Colin Crews District Director said CD12 has expanded the Rapid Response Team that picks up illegal dumping from 2 to 4 staff members and added a stake bed truck in addition to the pickup. Additional funding for West Valley Alliance has been authorized for weed and brush abatement. Seniors over 60 can apply for home delivery of meals at 213 202-5669 or [seniormealprogram@lacity.org](mailto:seniormealprogram@lacity.org).

Department of Neighborhood Empowerment Ms. Prabhjot Chamber Neighborhood Empowerment Advocate passed out NC manuals and said the Department is hosting its first ever youth conference at City Hall on January 27.

Budget Advocates Mr. Glenn Bailey said they are reviewing the audit report of the LAPD air operations budget of \$48 million. The related council file is CF 23-1422.

**Public Comment:**

Jeff Satcher asked for more emails to stakeholders and mentioned candidate forums and state legislation.

Dr. Paula Miller said she works for the LA County Department of Public Health but also does marketing for two local businesses Hands on Remodeling and a real estate agent Ella Shemesh with Keller Williams.

Glenn Bailey said VANC will have representatives from the LA28 Olympic Committee at the January 11 Meeting. LANCC will have Deputy Mayor of Community Engagement Rivera at the Saturday January 6 meeting.

Chris Ahuja from the Tarzana NC is running for Congress in the 32 District.

Myrl Schreibman spoke about dangerous sidewalks and lack of information provided to stakeholders.

Chris Rowe asked the WHNC to hold candidate forums.

Mark Janssen said the WHNC should use email more.

**Fire Safety Video:** Saif Mogri showed a video on wildfires and protecting homes.

**23-0083** -- Approval of the Event Approval Form for the WHNC Beautification Committee Clean-Up Event to be held on the east side of Valley Circle Boulevard north of Victory Boulevard on January 20 2024 from 8:30 a.m. to 11:30 a.m.

Aida Abkarians - Yes	Ian Afazeli - Absent	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Absent	Carolyn Greenwood - Yes
Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri - Yes	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian - Yes		

Yes – 17 No – 0 Abstain -- 0 Absent – 4 Ineligible – 1 Recusal – 0  
The Event is approved.

**24-0004** – CIS Letter Representing the WHNC Position on the LAX Noise Roundtable Regarding CF 23-1339 and CF 23-1489; an Expansion Proposal at Van Nuys Airport

Aida Abkarians - Yes	Ian Afazeli - Absent	Faye Barta - Yes
Sandi Bell - Yes	Clarice Chavira - Absent	Carolyn Greenwood - Abstain
Glenn Jennings - Yes	Randhara Kotuwelle - Absent	Vinura Kotuwelle - Yes
Jonathan Marvisi - Yes	Saif Mogri – Abstain	Mark Neudorff - Absent
Penelope Newmark - Yes	Joe Ourfalian - Yes	Carolyn Poppert – Yes
Bill Rose - Ineligible	Char Rothstein - Yes	Miriam Schimmel - Yes
Joan Trent - Yes	Brad Vanderhoof - Yes	Joanne Yvanek-Garb – Yes
Zhelbert Zohrabian - Abstain		

Yes – 14 No – 0 Abstain -- 3 Absent – 4 Ineligible – 1 Recusal – 0  
The Letter is approved.

**24- 0003** -- Filling a Vacant Seat on the West Hills Neighborhood Council Board

Two Candidates were present: Noe Loera and Alejandro Phillips.

The vacancy Committee recommended Alejandro Phillips.

Aida Abkarians – Phillips  
Sandi Bell - Loera  
Glenn Jennings – Loera  
Jonathan Marvisi - Phillips  
Penelope Newmark – Abstain  
Bill Rose - Loera  
Joan Trent - Phillips  
Zhelbert Zohrabian - Loera

Ian Afazeli - Absent  
Clarice Chavira - Absent  
Randhara Kotuwelle – Absent  
Saif Mogri - Phillips  
Joe Ourfalian – Phillips  
Char Rothstein - Loera  
Brad Vanderhoof - Phillips

Faye Barta - Abstain  
Carolyn Greenwood - Loera  
Vinura Kotuwelle - Phillips  
Mark Neudorff - Absent  
Carolyn Poppert - Abstain  
Miriam Schimmel - Phillips  
Joanne Yvanek-Garb– Phillips

Noe Loera – 6 Alejandro Phillips -- 9 Abstain – 3 Absent – 4

Alejandro Phillips has been named to the WHNC Board of Directors for a term ending in 2027 and will be sworn in at the February meeting.

**23-0085 – WHNC Standing Rules on Use of WHNC Logo on Correspondence**

Aida Abkarians - Yes  
Sandi Bell - Yes  
Glenn Jennings - Yes  
Jonathan Marvisi - Yes  
Penelope Newmark - Yes  
Bill Rose - Ineligible  
Joan Trent - Yes  
Zhelbert Zohrabian - Yes

Ian Afazeli - Absent  
Clarice Chavira - Absent  
Randhara Kotuwelle - Absent  
Saif Mogri - Yes  
Joe Ourfalian - Yes  
Char Rothstein - Yes  
Brad Vanderhoof - Yes

Faye Barta - Yes  
Carolyn Greenwood - Yes  
Vinura Kotuwelle - Yes  
Mark Neudorff - Absent  
Carolyn Poppert – Yes  
Miriam Schimmel - Yes  
Joanne Yvanek-Garb – Yes

Yes – 17 No – 0 Abstain -- 0 Absent – 4 Ineligible – 1 Recusal – 0  
The Standing Rule is approved.

**23-0094 -- CIS on Council File 22-0392 Digital Off-Site Signs / Outdoor Advertising / Transportation Communication Network Program Structures / Los Angeles County Metropolitan Transportation Authority (MTA)**

Aida Abkarians - No  
Sandi Bell - Abstain  
Glenn Jennings - Yes  
Jonathan Marvisi – Abstain  
Penelope Newmark – Yes  
Bill Rose - Ineligible  
Joan Trent - Yes  
Zhelbert Zohrabian - Abstain

Ian Afazeli - Absent  
Clarice Chavira - Absent  
Randhara Kotuwelle - Absent  
Saif Mogri - No  
Joe Ourfalian - Abstain  
Char Rothstein - Yes  
Brad Vanderhoof - Yes

Faye Barta - Yes  
Carolyn Greenwood - Abstain  
Vinura Kotuwelle - Abstain  
Mark Neudorff - Absent  
Carolyn Poppert – Yes  
Miriam Schimmel - Yes  
Joanne Yvanek-Garb – Yes

Yes – 9 No – 2 Abstain -- 6 Absent – 4 Ineligible – 1 Recusal – 0  
The CIS is approved.

President Char Rothstein adjourned the meeting at 9:15 PM.



# Monthly Expenditure Report



**Reporting Month: December 2023      Budget Fiscal Year: 2023-2024**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26754.78	\$1568.66	\$25186.12	\$2195.75	\$0.00	\$22990.37

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33261.91	\$1568.66	\$21086.12	\$1695.75	\$19390.37
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	\$3600.00	\$0.00	\$3600.00	\$500.00	\$3100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10607.13	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	12/01/2023	Monthly Maintenance for WHNC	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	12/22/2023	WHNC email service	General Operations Expenditure	Office	\$62.06
3	APPLEONE EMPLOYMENT SERVICES	12/11/2023	WHNC Executive Assistant	General Operations Expenditure	Office	\$1356.60
<b>Subtotal:</b>						<b>\$1568.66</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	HAMLIN CHARTER	10/05/2023	Proxy Payment to re-issue check from FY21-22 that was never received by Hamlin Charter. Approval of an NPG in the amount of \$500 to Hamlin Elementary for a variety of sensory items to he...	Neighborhood Purpose Grants		\$500.00
2	APPLEONE EMPLOYMENT SERVICES	01/11/2024	WHNC Executive Assistant	General Operations Expenditure	Office	\$1695.75
<b>Subtotal: Outstanding</b>						<b>\$2195.75</b>





**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 11/2/23

**Applicant's Name:** Denyse M. Holloway **Occupation:** Life Coach

**Home Address:** [REDACTED]

**Work Address (if Applicable):** \_\_\_\_\_

**Home Phone:** [REDACTED] **Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

**Stakeholder Status (Check all that apply):**  I live in West Hills,  I work in West Hills,  
 I own property in West Hills,  I have a child enrolled in a school in West Hills,  
 I belong to a religious organization in West Hills,  I belong to a community organization in  
West Hills,  OTHER: Former business owner in West Hills, (Carter Fitness)

**How did you hear about the WHNC?** I have followed the council since living in West Hills for 17 years.  
Miriam Schimmel informed me about the vacancy on the council.

**How often do you attend WHNC meetings?** I have not attended the meetings though I have  
participated in community events over the years.

**Why do you wish to participate on the WHNC Board?** \_\_\_\_\_  
As a business owner I enjoyed holding events and providing services that fostered connection and community.  
I would like to be involved on a deeper level and do my part to create a healthy, thriving community that encourages  
connectedness, action and growth.

**What are your goals for the community?** \_\_\_\_\_  
I o bring residents together, create an environment of camaraderie, and strategize to improve wellbeing of all stakeholders.

**What skills do you have that might be especially useful for the WHNC?** \_\_\_\_\_  
I have excellent written and oral communication skills, am highly organized, and comfortable with public speaking.  
As a life coach I am skilled at conflict resolution and mediation. Having taught children's art for 20 years I am also  
creative, adaptable, fun-loving, and patient. Wellness is a passion and I am devoted to helping others achieve it.

**Are you prepared to contribute at least ten (10) hours a month to community service through the council?** I look forward to becoming involved through meetings and committees, events and more. Yes!

**What areas of community service particularly interest you?** Wellness related endeavors are high on  
my list and with a background in event planning I am always excited to collaborate on community events.

**Do you have any interests that might conflict with Neighborhood Council responsibilities?**  
I do work with local schools but I am not employed by them.  
**(If you need more space, use the reverse side.)**

**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 11/1/23

**Applicant's Name:** Noe Loera **Occupation:** Security Manager

**Home Address:** [REDACTED]

**Work Address (if Applicable):** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

**Stakeholder Status (Check all that apply):** (  ) I live in West Hills, (  ) I work in West Hills,  
(  ) I own property in West Hills, (  ) I have a child enrolled in a school in West Hills,  
(  ) I belong to a religious organization in West Hills, (  ) I belong to a community organization in  
West Hills, (  ) OTHER: \_\_\_\_\_

**How did you hear about the WHNC?** Researching West Hills website

**How often do you attend WHNC meetings?** We just moved into the city. I have not.

**Why do you wish to participate on the WHNC Board?** I would love to serve my neighborhood. I can bring  
Different views and perspective to my city.

**What are your goals for the community?** For families to feel safe, be proud of their city and continue to bring  
unity to our community.

**What skills do you have that might be especially useful for the WHNC?** I am a security manager  
With relationship skills and leadership.

**Are you prepared to contribute at least ten (10) hours a month to community service through the council?** Yes.

**What areas of community service particularly interest you?** Security

**Do you have any interests that might conflict with Neighborhood Council responsibilities?**  
No.

**(If you need more space, use the reverse side.)**

**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 12/27/2023

**Applicant's Name:** Eric Turner **Occupation:** Director of Consulting Services

**Home Address:** [REDACTED]

**Work Address (if Applicable):** [REDACTED]

**Home Phone:** N/A **Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

**Stakeholder Status (Check all that apply):** (  ) I live in West Hills, (  ) I work in West Hills, (  ) I own property in West Hills, (  ) I have a child enrolled in a school in West Hills, (  ) I belong to a religious organization in West Hills, (  ) I belong to a community organization in West Hills, (  ) OTHER: \_\_\_\_\_

**How did you hear about the WHNC?** I found WHNC while searching for ways to be more involved in the community.

**How often do you attend WHNC meetings?** I have never attended due to just learning about the organization.

**Why do you wish to participate on the WHNC Board?** I recently took over my daughters parent and teach organization and enjoy making a meaningful impact. I would also like to have my, and others, voices heard at a City level.

**What are your goals for the community?** I have lived in West Hills for the last 8 years and I have seen some decline and lack of maintenance. Fallbrook plaza which I believe is a commerce hub for all of us in West Hills is in need of attention. I have personally witness various acts in the last year that I never have in my combined 8 years.

**What skills do you have that might be especially useful for the WHNC?** I sell, staff and manage multi-million dollar government projects. I have been selling into the state and local government for 14+ years and understand the politics, players, personalities, motivations etc. to get things done. Being in sales I have a personality that easily adapts to situations when it calls for mutual beneficial outcomes.

**Are you prepared to contribute at least ten (10) hours a month to community service through the council?** Yes

**What areas of community service particularly interest you?** I am interested in beautification, clean up efforts, safety items and events.

**Do you have any interests that might conflict with Neighborhood Council responsibilities?** No

**(If you need more space, use the reverse side.)**

**Agenda Item 24-0007 - Discussion and possible action to approve the Event Approval Form and budget in the amount of \$500.00 for the WHNC Special Events Committee Event to be held at El Camino Charter High School – Anderson Hall located at 5440 Valley Circle Boulevard, Woodland Hills on March 13, 2024 from 7:00 p.m. to 9:00 p.m.**



## NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



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

### West Hills Neighborhood Council

Neighborhood Council: \_\_\_\_\_

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

Main sponsor: \_\_\_\_\_

Contact Person: Miriam Schimmel

Phone: 310.933.2613 Email: miriam.schimmel@westhillsnc.org

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

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

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

### Event Information

This will be an Active Shooter Seminar provided to the community and put on by the WHNC in conjunction with a special unit of the LAPD who lectures on what to do if you are in a public place when an active shooter even occurs.

Event Title and Description: \_\_\_\_\_

Date: March 13, 2024 Time Frame: 7:00-9:00 pm Est. number of attendees: 200-300 Event Budget: \$ 500.00

Venue Name: El Camino Real Charter High School - Anderson Hall

Venue Address: 5440 Valley Circle Blvd., Woodland Hills, CA 91367

Contact Person: Dean Bennett, Administrative Director ECRCHS

Phone: 818.595.7500 Email: D.Bennett@ecrchs.net

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

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

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

**If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.**

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:**

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

**CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.**

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213) 978-3640
- Sanitation - (213) 485-3612
- Street Services – (213) 847-6000
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Documents to be submitted to NC Funding Program and filed for you records:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Miriam L. Schimmel Date: November 16, 2023  
 Print Name: Miriam Schimmel Title: West Hills Neighborhood Council Board member  
 Email: miriam.schimmel@westhillsnc.org Phone: 310.933.2613

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_



# WEST HILLS NEIGHBORHOOD COUNCIL

## Spending Request Form

**Please print legibly or type**

Date of submission:  Committee Name:

Chairperson/Stakeholder:  Date Approved by Committee:

Phone:  Email:

Event/Activity:

Total Amount Requested:  Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="Pure Life Purified Water, 16.9 Fl Oz / 500 mL, Plastic Bottled Water (8 Packs of 35 bottles @ \$5.98 each)"/>	<input type="text" value="60.00"/>
<input type="text" value="Insurance"/>	<input type="text" value="340.00"/>
<input type="text" value="individually sealed/wrapped snacks"/>	<input type="text" value="100.00"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved:  Budget Approved:  Board Approved:

**Agenda Item 24-0009 - Discussion and Possible Action to Amend WHNC Standing Rules  
Article V, Section 6:**

Article V Governing Board, Section 6: Vacancies on the Board

The Committee Chair(s) shall be appointed by the WHNC President. In selecting members for the committee, the Chair(s) shall give consideration to eligible Board members who express interest and who did not serve on the previous Vacancy Ad Hoc Committee. To be considered eligible, a Board member must be current in all required neighborhood council trainings and must currently be a member of the Board for at least ~~two (2)~~ one (1) years.