



CITY OF
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CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA

Wednesday, February 21 at 7:30 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. Drive 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.

This meeting of the West Hills Neighborhood Council Communications and Outreach Committee will be conducted online via Zoom Webinar, telephonically and in person. All are 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 January Minutes
 - 2) Comments from the Chairs
 - 3) Public Comment
 - 4) Update on Google and Yahoo Email Issues regarding DNS Server Authentication
 - 5) Discussion and Possible Action to Authorize Penelope Newmark to Post on WHNC Social Media (if approved this matter will go to the Board)
 - 6) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
 - 7) Discussion and Possible Action on a New Email System: This item is on hold pending the DONE budget request to have LACity email addresses for all NC members.
 - 8) Social Media Update
 - 9) Discussion on Outreach Planning for 2024
- Adjournment

The next meeting of this committee is scheduled for March 20, 2024, 7:30 PM, Chaminade High School.

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 \(ENS\)](#)

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

JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

January 17, 2024

Chaminade High School, West Hills

Revised January 23, 2024

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Communications and Outreach Committee meeting, not to include abstentions. There shall be no proxy voting.

Attendees: Clarice Chavira, Penelope Newmark, Carolyn Poppert, and Brad Vanderhoof

Also Present: Jeff Sacher

Chair Brad Vanderhoof called the meeting to order at 7:30 PM. A quorum was established.

The November 2023 minutes were approved.

Numbers refer to agenda items.

2. Comments from the Chair: None

3. Public Comment: None

4. Expand the Use of the iContact Mailing List (actions must comply with the Department of Neighborhood Empowerment: Jeff Sacher asked for more community related and city government related information. He also asked a WHNC meeting calendar be sent out. Brad said he would work on sending more posts but expressed concern that too many may lead to an increase in stakeholders opting out of the list.

5. Communication and Outreach Efforts Requested by Committee Chairs: None

6. New Email System: This item is on hold pending the DONE budget request to have LACity email addresses for all NC members.

7. Social Media Update: Brad gave a brief report. WHNC Facebook has 2175 followers (70% female, 30% male). The iContact list has 3204 subscribers.

8. Outreach Planning for 2024: No new ideas brought forward.

Chair Brad adjourned the meeting at 8:25 PM.

The next meeting of this committee is February 21, 2024 at 7:30 PM. Chaminade High School.