



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE ONLINE & TELEPHONIC MEETING AGENDA

Wednesday, July 16, 2025 at 7:30 PM

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Communications and Outreach Committee meeting will be conducted virtually and telephonically. 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/87609435304>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **876 0943 5304**, then press #.

This meeting is open to the public. 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 June 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 WHNC Yard Signs (general promotion and cleanup recognition)
- 6) Discussion and Possible Action on an Updated WHNC Brochure
- 7) Social Media Report
- 8) Discussion on Outreach Planning for 2025
- 9) Suggestions of Agenda Items for the Next Meeting

Adjournment

The next meeting of this committee is scheduled for August 20, 2025, 7:30 PM at Chaminade.

SB 411 Updates -If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations.

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.

The eligible 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. 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 the 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.(i) An eligible legislative body that provides a timed 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 subparagraph, provide public comment until that timed public comment period has elapsed.(ii) An eligible legislative body that does not provide a timed 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 subparagraph (D), or otherwise be recognized for the purpose of providing public comment.(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

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 DRAFT COMMITTEE MEETING MINUTES

June 18, 2025
Telephonic and Online

Attendees: Faye Barta, Saif Mogri, Co-Chair Penny Newmark, Chris Pike

Absent: Glenn Jennings, Co-Chair Brad Vanderhoof

Other Board Members in Attendance: Brenda Citrom, Kim Koerber

Co-Chair Penny Newmark called the meeting to order at 7:35 pm. A quorum was established.

Numbers refer to agenda items:

- 1) Possible Action to Allow Committee Members to Attend this Meeting Virtually under Provisions of AB2449.
- 2) May 21, 2025 Meeting Minutes: Approved.
- 3) Comments from the Chair: Co-Chair Penny Newmark reminded everyone about the Saturday, July 21 tabling for the "Summer Solstice" at Chatsworth Nature Preserve and the Saturday, June 28 tabling for the Valley Blockfest. The deadline was missed for NC approval for the Canva Pro license for the upcoming fiscal year. We can agendaize this item once the renewal period opens again. Proposed tabling at the Warner Center July 4th Fireworks Extravaganza event was postponed to the next budget year.
- 4) Public Comment: None
- 5) Communication and Outreach Efforts: Faye Barta mentioned that the Beautification Committee is one of the committees with participating community volunteers who help every month and that results in good visibility for WHNC.
- 6) WHNC Yard Signs: Chris Pike displayed onscreen the most recent yard sign files (Community Yards sign & Beautification Recognition sign) during the meeting. There were discussions and agreed upon changes for the copy and font. Signs will be 24"x19". Quantities: Beautification sign-5; Community Recognition sign-50. Chris sent final corrected print files to Saif for quotes. Discussions included that the cost for the signs will be in next year's 2025-2026 budget. Budget Committee meets June 24.
- 7) WHNC Tri-Fold Brochure: The most recent brochure draft was displayed onscreen. Layout, images and copy changes were discussed and agreed to and the revised brochure will be on the July 16 Communications/Outreach Committee meeting Agenda. Chris will be out-of-town on vacation for this meeting.
- 8) Social Media Report: Chris mentioned that the meeting posting on Instagram did not allow access to the Zoom phone number. He will see how this can be modified.
- 9) WHNC Email Service Provider: No discussions.
- 10) Outreach Planning: No suggestions.
- 11) Agenda Items for Next Meeting: See Item #7.

Co-Chair Penny adjourned the meeting at 9:30 pm.

The next Communications/Outreach Committee meeting is on July 16, 2025 at 7:30 pm and will be conducted virtually.