



CITY OF  
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CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### **JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA**

**Wednesday, May 21, 2025 at 7:30 PM  
ONLINE AND TELEPHONIC MEETING**

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) Possible Action to Allow Committee Members to Attend this Meeting Virtually under Provisions of AB2449
- 2) Approval of the February Meeting Minutes
- 3) Comments from the Chairs
- 4) Public Comment
- 5) Discussion and Possible Action to Approve Chris Pike to Post on WHNC Social Media
- 6) Discussion and Possible Action to Fund a WHNC Canva Pro License for Fiscal Year 2025-2026 through DONE - \$125 (estimated cost is \$100)  
This was due May 15.
- 7) Discussion and possible Action on a Budget Proposal for Fiscal Year 2025-2026
  - **Current Year Budget – \$2678.31**
- 8) Discussion and Possible Action on WHNC Election Promotion
- 9) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 10) Discussion and Possible Action on using QR Codes on the Website
- 11) Social Media Report
- 12) Discussion and Possible Action on Changing WHNC Email Service Provider
- 13) Discussion on Outreach Planning for 2025
- 14) Suggestions of Agenda Items for the Next Meeting

#### Adjournment

*The next meeting of this committee is scheduled for June 18, 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](mailto: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](http://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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](http://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](mailto: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](http://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](mailto:Michelle.Ritchie@westhillsnc.org)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

February 19, 2025

Telephonic and Online

*Revised April 7, 2025*

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: Faye Barta, Glenn Jennings, Saif Mogri, Penny Newmark, and Brad Vanderhoof

Other Board Members in Attendance: Brenda Citrom

Chair Penny Newmark called the meeting to order at 7:31 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) Approval of the January Meeting Minutes: Minutes approved.
- 3) Comments from the Chairs: None
- 4) Public Comment: None
- 5) Spending Request for Magnetic Clips: The quotes received by Penny and Saif were reviewed.  
Kristal Graphics, 500 pieces at \$1.15 each, plus sales tax  
Faye Barta – Yes, Glenn Jennings – Yes, Saif Mogri – Yes, Penny Newmark – Yes, Alejandro Phillips – Absent,  
Brad Vanderhoof – Yes  
Yes – 5, No – 0, Abstain – 0, Absent – 1, Recusal – 0  
Brad will prepare a Spending Request and submit to the WHNC Budget Committee.
- 6) WHNC Support for State Assembly member Jesse Gabriel's Day of Service Event:  
Prepare an Event Request Form to table at the event for presentation to the WHNC Board.  
Faye Barta – Yes, Glenn Jennings – Yes, Saif Mogri – Yes, Penny Newmark – Yes, Alejandro Phillips – Absent,  
Brad Vanderhoof – Yes  
Yes – 5, No – 0, Abstain – 0, Absent – 1, Recusal – 0  
Brad will prepare an Event Request Form and submit to the WHNC Budget Committee in case there is a request to add funds.  
The event is May 4 so there is time.
- 7) WHNC Election Promotion: The Ad Hoc Election Committee has not met. Brad will send out the DONE candidate recruitment flyer again.
- 8) Communication and Outreach Efforts Requested by Committee Chairs: None
- 9) Social Media Report: Penny said iContact has been working well, as the Valentine's Dance sold out, and the last Z&P meeting promotion resulted in a large turnout.
- 10) Notifying Stakeholders of City Council Meetings held at the Van Nuys Courthouse via social media, iContact, WHNC webpage (news feed or calendar), etc.: Brad will investigate adding to website calendar when the City Clerk ENS notification comes out. Brad will try to create a message about signing up for ENS for iContact.
- 11) Changing WHNC Email Service Provider: Saif recommended using gmail. Some committee members thought the ability to use collaborative tools in Google Docs would be advantageous.
- 12) Outreach Planning for 2025: No comments provided.
- 13) Suggestions of Agenda Items for the Next Meeting: Saif suggested discussion on how to use QR codes on the website.

Chair Brad Vanderhoof adjourned the meeting at 7:50PM.

The next meeting of this committee is April 16, 2024 at 7:30 PM, and will be conducted virtually.

