



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### REVISED SPECIAL BOARD MEETING AGENDA

**Thursday, June 12, 2025, 2025 @ 7:00 p.m.**

**de Toledo High School, 22622 Vanowen Street, West Hills 91307**

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 Board Regular Meeting will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: <https://us02web.zoom.us/j/86151176250>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8615 117 6250**, then press #.
- **To attend in person**, please attend de Toldeo High School location at 22662 Vanowen Street, West Hills 91307

This meeting is open to the public. Doors open at 6:30 p.m. 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.

<p><b><u>Opening Business</u></b></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approval to allow Board Member(s) to attend the June 12, 2025 WHNC Special Board Meeting virtually under the provisions of AB2449</p> <p>Approve Meeting Minutes of May 1, 2025 and Special Meeting Minutes of May 7, 2025</p> <p>Senior Lead Officer Report</p> <p>Treasurer's Report</p> <p>Controller's Report</p> <p>Comments From the Co-Chair(s)</p> <p>Board Vacancy Announcement(s)</p>	<p><b>7:00 P.M.</b></p>	<p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Co-Chair:</b> Dr. Faye Barta</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>SLO Dinse</b></p> <p><b>Treasurer:</b> Mrs. Carolyn Greenwood</p> <p><b>Controller:</b> Mr. Saif Mogri</p> <p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Dr. Faye Barta Mrs. Charlene Rothstein</p>
<p><b><u>Announcements</u></b></p> <p>Office of Assemblyman Jesse Gabriel</p> <p>Council District 12</p> <p>Department of Neighborhood Empowerment</p> <p>Los Angeles County Supervisor District 3</p> <p>Budget Advocates</p>		<p>Mr. Jack Trent-Dorfman, Field Representative</p> <p>Ms. Solen Ronarch, Field Representative</p> <p>Mr. Ron Rubine, Senior Advisor</p> <p>Ms. Prabhjot Chamber</p> <p>Mr. Daniell Vicente, Field Representative</p> <p>Mr. Glenn Bailey</p>

<p><b><u>Public Comment</u></b></p> <p>Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting's agenda.</p> <p><b>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*</b></p>		<p><b>Co-Chair:</b> Dr. Faye Barta</p>
<p><b><u>Council Announcement</u></b></p> <p>Committee &amp; Liaison Reports</p>		
<p><b><u>New Business</u></b></p> <p><b>25-0039</b> - Discussion and possible action regarding approval of the WHNC's April 2025 Monthly Expenditure Report (MER) <b>(3 Minutes Max)</b></p> <p><b>25-0040</b> - Discussion and possible action on a Beautification Clean-up on July 12, 2025, from 8:00 AM to 11:00 AM located on Medical Center Drive, West Hills <b>(5 Minutes Max)</b></p> <p><b>25-0041</b> - Discussion and possible action to include Board Member Chris Pike as an authorized person on WHNC Social Media Accounts <b>(5 Minutes Max)</b></p>		<p>Mrs. Carolyn Greenwood, Co-Chair Budget Committee</p> <p>Mr. Saif Mogri, Co-Chair Budget Committee</p> <p>Dr. Faye Barta, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Beautification Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Communications &amp; Outreach Committee</p> <p>Ms. Penny Newmark, Co-Chair Communications &amp; Outreach Committee</p>
<p><b><u>Adjournment</u></b></p>		

**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 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, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**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](mailto: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

### BOARD MEETING MINUTES

de Toledo High School

May 1, 2025

Revised May 2, 2025

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, Brenda Citrom, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Jonathan Marvisi, Saif Mogri, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Stacy Unholz (AB2449) (left 8:45 PM), Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Carolyn Greenwood, Ellen Silvers, Cole Smith, and Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:16 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Vice President Faye Barta led the Pledge of Allegiance.

Approve Meeting Minutes of April 3, 2025: The Meeting Minutes of April 3, 2025 were approved.

Treasurer's Report: Controller Saif Mogri gave the report.

**25-0026 - Approval of the WHNC's March 2025 Monthly Expenditure Report (MER):**

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0

The MER is approved.

**Controller's Report:** Controller Saif Mogri gave the report.

The April report includes two delinquent payments to AppleOne and The Web Corner. As of April 30, the WHNC balance is \$19,948.47.

This aligns with the City Clerk Dashboard.

**Comments from the Co-Chair(s): President Rothstein announced the following events:**

May 4, Day of Service  
May 10, Valley Block Fest  
May 26, Memorial Day Parade  
May 7, WHNC Candidate Forum

The WHNC June Board meeting will be rescheduled to June 12 due to Commencement exercises at de Toledo High School.

**Announcements:**

Ron Rubine, Senior Advisor, Council District 12, introduced Jose Mendez, Homelessness Coordinator for Council District 12. Mr. Mendez spoke and said he transferred from CD14, which includes Skid Row, MacArthur Park, and other marginalized neighborhoods. He has extensive experience with the homelessness crisis. He has cleared five encampments in the last month with empathy and a focus on solutions. Jose has restarted the Care+ outreach program and undertakes three efforts per week. 311 calls are referred directly to Jose. LA.Hop.org.

Prabhjot Chamber, Neighborhood Empowerment Advocate (NEA), Department of Neighborhood Empowerment (DONE), discussed the proposed City Budget. NC allocation if cut from \$32K to \$25K and unspent funds from this year will rollover. The Council File for comment is CF 25-0600. The Board of Neighborhood Commissioners (BONC) is holding a South Valley TowFn Hall meeting at 10 AM on May 31, at the Encino Community Center. Budget Day is an all-day event at City Hall on June 21.

Daniel Vicente, West Valley and Mountain Communities, Supervisorial District 3, discussed Day of Service and Block Fest. The Beach Bus is back! Special permission from CalTrans to travel from Warner Center through closed Topanga Canyon. LAGOBUS.com

**Public Comment:** Chris Rowe expressed a concern new Board members are not aware of the Santa Susana Field Laboratory (SSFL) controversy and environmental implications. Lionel Mares spoke about the LA City budget deficit, pending layoffs, and the effect on city services.

Approval to allow Board Member(s) to attend the May 1, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no objections to Stacy Unholz attending remotely.

**Board Vacancy Announcement(s):** There are two vacancies with terms ending in 2027

**New Business:**

**25-0027** - Beautification Cleanup on May 17, 2025, from 8:00 AM to 11:00 AM located on March Avenue at the Perimeter of Orcutt Ranch Horticulture Center, West Hills:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The Cleanup Event is approved.

**25-0028** – Spending Request for \$2,715 on a Candidate Information Flyer for the WHNC 2025 Election:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The Spending Request is approved.

**25-0029** - Spending Request from the Communication & Outreach Committee in the Amount of \$500 for Fire Hydrant Painting:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The Spending Request is approved.

**25-0030** - Neighborhood Purpose Grant ("NPG") to Capistrano Avenue Elementary School in the amount of \$1,000

**25-0031** – Neighborhood Purpose Grant ("NPG") to Hamlin Charter Academy in the amount of \$1,000

**25-0032** - Neighborhood Purpose Grant ("NPG") to Pomelo Community Charter School in the amount of \$1,000

**25-0033** - Neighborhood Purpose Grant ("NPG") to Welby Way Charter School in the amount of \$1,000

**Roll call vote on Items 25-0030-0033**

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The four (4) education NPGs are approved.

**25-0034** - Neighborhood Purpose Grant ("NPG") to Pastor April in the amount of \$1,000:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The NPG is approved.

**25-0035** - Candidate Information Forum at a Special Meeting of the WHNC Board at de Toledo, on May 7, 2025, at 7:00 PM. \*Board Member attendance will be mandatory and absences will count\*

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof – Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The Candidate Forum Special Board meeting is approved.

**25-0036** - Community Impact Statement ("CIS") on City Council File NO. 21-1087 about Illegal Grow Houses:

This is a CIS in support of the Council File

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The CIS is approved.

**25-0037** - Community Impact Statement ("CIS) in support of City Council File No 25-0002-S13 regarding the extension of allowing teleconference as well as in person meeting to January 1, 2030. M. Fong bill:

**Saif Mogri said the Government Relations Committee voted to ask that the State Bill be amended to exclude the reference to and limitation of AB2449 regarding attendance virtually.**

**Taken as an amendment:**

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The amendment as a correction is approved.

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Yes
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 12, No – 0, Abstain -- 0, Absent – 4, Ineligible – 5, Recusal – 0  
The CIS is approved.

Stacy Unholz left the meeting at 8:45 PM.

**25-0038** - Community Impact Statement (“CIS”) in support of City Council File No. 25-0002-S14 regarding allowing remote teleconference for all types of community meetings:

Aida Abkarians - Yes	Faye Barta - Yes	Brenda Citrom – Ineligible
Carolyn Greenwood - Absent	Jessica Irias – Ineligible	Glenn Jennings - Yes
Kim Koerber - Yes	Vinura Kotuwelle – Yes	Jonathan Marvisi - Yes
Saif Mogri - Yes	Penelope Newmark - Ineligible	Chris Pike – Yes
Bill Rose - Yes	Char Rothstein - Ineligible	Ellen Silvers – Absent
Cole Smith – Absent	Joan Trent – Ineligible	Stacy Unholz – Absent
Brad Vanderhoof - Yes	Joanne Yvanek-Garb - Yes	Zhelbert Zohrabian - Absent

Yes – 11, No – 0, Abstain -- 0, Absent – 5, Ineligible – 5, Recusal – 0  
The CIS is approved.

The next Board meeting is scheduled for June 12, 2025.

President Char Rothstein adjourned the meeting at 8:50 PM.





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## WEST HILLS NEIGHBORHOOD COUNCIL

### SPECIAL BOARD MEETING MINUTES

de Toledo High School

May 7, 2025

Revised May 8, 2025

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:** Faye Barta, Brenda Citrom, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Saif Mogri, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Stacy Unholz, Brad Vanderhoof, Joanne Yvanek-Garb, and Zhelbert Zohrabian

**ABSENT:** Aida Abkarians, Carolyn Greenwood, Jessica Irias, Jonathan Marvisi, Ellen Silvers, and Cole Smith

President Char Rothstein called the meeting to order at 7:15 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Candidate Forum: moderator - Prabhjot Chamber, Neighborhood Empowerment Advocate

**Candidates participating in person:**

Saif Mogri, Sara Kamkarian, Stephen Prakash, Kim Koerber, Glenn Jennings, Vinura Kotuwelle, Bill Rose, Brenda Citrom, Brian B. Murray, Brad Vanderhoof, Joan Trent, Joanne Yvanek-Garb and Nick Eskandari

**Candidates participating online:**

Sheba Daniel, Peyman Raoofi (left 8:30 PM)

**Candidates absent:**

Carolyn Greenwood, Jessica Irias,

The candidates gave two-minute opening statements in the order they appear on the ballot.

The moderator asked questions and each candidate was given one minute to answer in random order.

Public Comment: None

The next Board meeting is scheduled for June 12, 2025.

President Char Rothstein adjourned the meeting at 9:00 PM.

**Agenda Item 25-0037 - Discussion and possible action regarding approval of the WHNC's April 2025 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: April 2025**

**Budget Fiscal Year: 2024-2025**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23424.67	\$3852.28	\$19572.39	\$7893.07	\$1000.00	\$10679.32

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$2971.22	\$13322.39	\$2907.60	\$7429.32
Outreach		\$881.06		\$298.72	
Elections		\$0.00		\$2686.75	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$6250.00	\$0.00	\$6250.00	\$2000.00	\$4250.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$18167.81	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	04/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	04/22/2025	WHNC Board Email Service	General Operations Expenditure	Office	\$71.76
3	KRISTAL GRAPHICS	04/23/2025	Promotional Items for WHNC	General Operations Expenditure	Outreach	\$631.06
4	Alejandra Rodriguez	03/25/2025	WHNC-2425-002 Valentine Dance Payment for Decorations	General Operations Expenditure	Outreach	\$250.00
5	APPLEONE EMPLOYMENT SERVICES	04/08/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
6	APPLEONE EMPLOYMENT SERVICES	04/23/2025	Executive Assistant	General Operations Expenditure	Office	\$1370.66
<b>Subtotal:</b>						<b>\$3852.28</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Penelope Newmark	03/13/2025	WHNC 2425-002 Valentine Dance Event - Reimbursement to Penny Newmark for purchase of cakes for the event	General Operations Expenditure	Outreach	\$104.98
2	THE WEB CORNER, INC.	04/23/2025	Email to WHNC stakeholders	General Operations Expenditure	Office	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	05/12/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
4	S & M Ltd DBA Kristal Graphics	05/16/2025	Mailing of WHNC Election Brochures	General Operations Expenditure	Elections	\$1106.35
5	S & M Ltd DBA Kristal Graphics	05/16/2025	WHNC Election Brochures	General Operations Expenditure	Elections	\$1580.40
6	City of Los Angeles - Department of Neighborhood Empowerment	05/19/2025	2025-2026 Zoom License Reimbursement	General Operations Expenditure	Outreach	\$193.74
7	HAMLIN CHARTER	05/28/2025	NPG for Hamlin Charter Elementary	Neighborhood Purpose Grants		\$1000.00
8	APPLEONE EMPLOYMENT SERVICES	06/02/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
9	WELBY WAY ELEMENTARY	06/02/2025	NPG to Welby Way Elementary	Neighborhood Purpose Grants		\$1000.00
	<b>Subtotal:</b> Outstanding					<b>\$7893.07</b>

**WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT 05/30/25**

[illegible]

**WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT 05/30/25**

[illegible]

**Agenda Item 25-0039 - Discussion and possible action regarding approval of the WHNC's April 2025 Monthly Expenditure Report (MER)**

# Monthly Expenditure Report



**Reporting Month: April 2025**

**Budget Fiscal Year: 2024-2025**

**NC Name: West Hills Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23424.67	\$3852.28	\$19572.39	\$7893.07	\$1000.00	\$10679.32

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35342.48	\$2971.22	\$13322.39	\$2907.60	\$7429.32
Outreach		\$881.06		\$298.72	
Elections		\$0.00		\$2686.75	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$6250.00	\$0.00	\$6250.00	\$2000.00	\$4250.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$18167.81	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	04/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	04/22/2025	WHNC Board Email Service	General Operations Expenditure	Office	\$71.76
3	KRISTAL GRAPHICS	04/23/2025	Promotional Items for WHNC	General Operations Expenditure	Outreach	\$631.06
4	Alejandra Rodriguez	03/25/2025	WHNC-2425-002 Valentine Dance Payment for Decorations	General Operations Expenditure	Outreach	\$250.00
5	APPLEONE EMPLOYMENT SERVICES	04/08/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
6	APPLEONE EMPLOYMENT SERVICES	04/23/2025	Executive Assistant	General Operations Expenditure	Office	\$1370.66
<b>Subtotal:</b>						<b>\$3852.28</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Penelope Newmark	03/13/2025	WHNC 2425-002 Valentine Dance Event - Reimbursement to Penny Newmark for purchase of cakes for the event	General Operations Expenditure	Outreach	\$104.98
2	THE WEB CORNER, INC.	04/23/2025	Email to WHNC stakeholders	General Operations Expenditure	Office	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	05/12/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
4	S & M Ltd DBA Kristal Graphics	05/16/2025	Mailing of WHNC Election Brochures	General Operations Expenditure	Elections	\$1106.35
5	S & M Ltd DBA Kristal Graphics	05/16/2025	WHNC Election Brochures	General Operations Expenditure	Elections	\$1580.40
6	City of Los Angeles - Department of Neighborhood Empowerment	05/19/2025	2025-2026 Zoom License Reimbursement	General Operations Expenditure	Outreach	\$193.74
7	HAMLIN CHARTER	05/28/2025	NPG for Hamlin Charter Elementary	Neighborhood Purpose Grants		\$1000.00
8	APPLEONE EMPLOYMENT SERVICES	06/02/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$1378.80
9	WELBY WAY ELEMENTARY	06/02/2025	NPG to Welby Way Elementary	Neighborhood Purpose Grants		\$1000.00
	<b>Subtotal:</b> Outstanding					<b>\$7893.07</b>



## 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) • [www.Clerk.LACity.org](http://www.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.**

Neighborhood Council: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

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

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

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

### **Event Information**

Event Title and Description: Community Cleanup – Medical Center Drive

Date: 7/12/2025 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 25 Event Budget: \$ 00

Venue Name: WHNC Beautification Committee July 2025 Clean-Up

Venue Address: Medical Center Drive

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

**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 aboardmember
- ☐ 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 - <http://bsspermits.lacity.org/spevents/>
- 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 2nd 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: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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 \_\_\_\_\_