



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE ONLINE & TELEPHONIC MEETING AGENDA Wednesday, December 17, 2025 at 6:00 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 November 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 an Updated WHNC Tri-Fold Brochure
\$180 Approved by Committee October 2025
- 6) Discussion and Possible Action on New Artwork for A-Frames
- 7) Social Media Report
- 8) Suggestions of Agenda Items for the Next Meeting

Adjournment

The next meeting of this committee is scheduled for January 21, 2026, 7:00 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

Wednesday, November 19, 2025
Telephonic and Online

Committee Attendees: Faye Barta, Glenn Jennings, Co-Chair Penny Newmark, Co-Chair Brad Vanderhoof

Other Board Members in Attendance: Brenda Citrom, Kim Koerber, Zhelbert Zohrabian

Co-Chair Penny Newmark called the meeting to order at 7:14 PM. A quorum was established.

Numbers refer to agenda items:

1. Approval of the October 15, 2025 Meeting Minutes: Minutes were approved.
 2. Comments from the Chairs: Brad Vanderhoof said the Platt Shopping Center remodel is completed. All Agendas must be posted for public review on the billboard located southside of the Pavilions store.
 3. Public Comment: None.
 4. Discussion on Implementing a Photo Release Policy: It was agreed to have signs posted at clean ups, special events and community tabling events. Signs to read: "Photographs from this event will be posted to social media." Glenn Jennings will make a sign for the table at this weekend's Beautification Clean Up. A sign will be posted at the February 24, 2026 Valentine's Day Sr. Dinner Dance.
 5. Discussion and Possible Action on Parameters to Acknowledge West Hills Businesses for Complimentary Services that Support WHNC Visibility Programs: Zhelbert Zohrabian presented to the committee she found a printer, Hugo's Signworks & Graphics, who will print for free new vector art on four existing West Hills street signs. She will pick up the signs this weekend. Fire Station #105 already switched out old signs for two new ones. Captain Ho will let Zhelbert know when the fire fighters will be able to replace the other four signs. Photos will be taken by Penny of the fire fighters and Hugo's Signworks & Graphics owner in front of the fire station to post on social media and our website. Increased visibility for community supporters using social media and our web site along with Certificates of Appreciation will be discussed further at the Operations Committee meeting.
 6. Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs: None.
 7. Discussion and Possible Action to Review WHNC LOGO designs for Decals: Tabled to next meeting.
 8. Discussion and Possible Action on New Artwork for A-frames: Tabled to next meeting.
 9. Discussion on Tabling Event at Fallbrook Mall: Brenda Citrom followed up with the shopping center but there has been no response. She will contact them again in January 2026.
 10. Discussion on Spending Requests/Tri-fold WHNC brochure sent to Budget Committee for approval: The DRAFT brochure will be reviewed for copy changes before the Spending Request and brochure art are sent to the Board for comments and possible action at the December 4, 2025 meeting.
 11. Social Media Report: There is no report.
 12. Discussion on Creating a List of HOA Contacts: A decision was made not to pursue this because of more important priorities. Continuous WHNC posting on social media already includes HOA's with West Hills community members.
 13. Discussion on Outreach Planning for 2025-2026: Communication/Outreach will support visibility for Valentine's Day Sr. Dinner Dance on February 14, 2026.
 14. Suggestions for Agenda items for Next Meeting: decal stickers, A-Frame signs, tabling at Fallbrook Mall
- Co-Chair Penny Newmark adjourned the meeting at 8:21 PM.

The next meeting of this committee, unless rescheduled because of the holidays, is December 17, 2025 and will be conducted virtually.