



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
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## WEST HILLS NEIGHBORHOOD COUNCIL

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

Wednesday, September 20, 2023 @ 7:30 p.m.

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 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 August Minutes
- 2) Comments from the Chair
- 3) Public Comment
- 4) Discussion and Possible Action on Including a Suggestion Box at Platt Village
- 5) Discussion and Possible Action on having an Electronic Meeting Option (this item will be postponed and depend on the passage of SB411 and the implementation thereof)
- 6) Discussion and Possible Action on Converting to a Digital Meeting Calendar
- 7) Discussion and Possible Action on a New Email System
- 8) Instagram update
- 9) Other Social Media Update
- 10) Discussion and Possible Action on Zoom Meeting Component for Committee Meetings
- 11) Discussion on a Spending Request in the Amount of \$75 for a Conference Table Microphone
- 12) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 13) Discussion of Future Spending Requests for Promotional Items not to Exceed \$1500  
*Here are the options and the quote for the bottles.*  
*Item 4440 16 oz water bottles - Qty - 250 - \$ 2.25 each and Qty - 500 - \$ 2.10 each*  
*Item 4450 24 oz Water bottles - Qty - 250 - \$ 2.35 each and Qty - 500 - \$ 2.18 each*  
*Item 4433 24 oz water bottles - Qty - 250 - \$ 2.35 each and Qty - 500 - \$ 2.18 each*  
*Set up fee \$ 60.00*
- 14) Discussion and Possible Action on Committee Web Pages

#### Adjournment

***The next meeting of this committee will be held on October 18, 2023, 7:30 PM, Chaminade***

**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 Traduccion:** 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

Wednesday, August 16, 2023  
Webinar and Telephonic Meeting  
Revised September 13, 2023

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: Ian Afazeli, Faye Barta, Penelope Newmark, Steve Randall, and Brad Vanderhoof  
Other Board members present: Glenn Jennings, Saif Mogri, and Joan Trent

Chair Brad Vanderhoof called the meeting to order at 7:32 PM. A quorum was established.

Numbers refer to agenda items.

- 1) Approval of March Minutes: The minutes were approved.
- 2) Comments from the Chair: None
- 3) Public Comment: Jeff Satcher spoke about the need for Zoom or teleconferencing at all public meetings. He also said the WHNC should have four to six bulletin boards for public posting of agendas instead of just one.
- 4) Discussion and Possible Action on Including a Suggestion Box at Platt Village: Steve will forward the information he researched.
- 5) Discussion and Possible Action on having an Electronic Meeting Option (this item will be postponed and depend on the passage of SB411 and the implementation thereof): Postponed.
- 6) Discussion and Possible Action on Converting to a Digital Meeting Calendar: Postponed.
- 7) Discussion and Possible Action on a New Email System: Postponed.
- 8) Instagram update: None
- 9) Other Social Media Update: None
- 10) Discussion and Possible Action on Zoom Meeting Component for Committee Meetings: Postponed.
- 11) Discussion on a Spending Request in the Amount of \$75 for a Conference Table Microphone (no action will be considered on this item as an internal laptop microphone gave acceptable results in a preliminary test): No action but item postponed for possible later consideration.
- 12) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs: None
- 13) Discussion of Future Spending Requests for Promotional Items (this item is for planning – no action will be considered as the WHNC Budget has not been finalized): Postponed
- 14) Discussion and Possible Action on Committee Web Pages: No action taken.

Chair Brad adjourned the meeting at 8:35 PM.

The next meeting of this committee is October 18, 2023.



SOUTH WINDSOR  
LACROSSE