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

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA

Wednesday, October 18, 2023 at 7:30 PM

**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 of the West Hills Neighborhood Council Communications and Outreach Committee will be conducted online via Zoom Webinar, telephonically and in person. 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/82691735640>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **826 9173 5640**, then press #.
- **To attend in person**, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

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 September Minutes
 - 2) Comments from the Chair
 - 3) Public Comment
 - 4) Discussion and Possible Action on a Spending Request for a Suggestion Box not to exceed \$40.
 - 5) Discussion and Possible Action on Spending Requests for Promotional Items not to Exceed \$1500; Items to be considered are water bottles, mugs, bags, pens, etc.
 - 6) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
 - 7) Discussion and Possible Action on a Request to the Board to Vote for the WHNC to allow Meetings in accordance with SB411 (supermajority 2/3rds required by Board). This item dependant on status of SB411 and City Council action.
 - 8) Discussion and Possible Action on Converting to a Digital Meeting Calendar
 - 9) Discussion and Possible Action on a New Email System
 - 10) Outreach Requests from Committee Chairs
 - 11) Instagram update
 - 12) Social Media Update
- Adjournment

The next meeting of this committee will be held on November 15, 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.

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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



WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Tuesday, September 26, 2023

Chaminade High School

Revised September 26, 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: Faye Barta, Penelope Newmark, Steve Randall, Myrl Schreiberman, and Brad Vanderhoof
Other Board members present: Clarice Chavira, Glenn Jennings, Carolyn Greenwood, and Saif Mogri

Chair Brad Vanderhoof called the meeting to order at 6:07 PM. A quorum was established.

Numbers refer to agenda items.

1. Approval of August Minutes; approved
2. Comments from the Chair; None
3. Public Comment; None
4. Spending Request in the Amount of \$100 for a Conference Table Microphone;
Ian Afazeli – Absent, Faye Barta – Yes, Mark Neudorff – Absent, Penelope Newmark – Yes, Alejandro Phillips – Absent,
Steve Randall – Yes, Myrl Schreiberman – Yes, Ryan Taylor – Absent, Brad Vanderhoof – Yes
Yes – 5, No – 0, Abstain – 0, Absent – 4, Recusal -- 0
The spending request is approved and will be sent to the WHNC Board..
5. Spending Requests for Promotional Items not to Exceed \$1500; Items to be considered are water bottles, mugs, bags, bag clips, pens.
Brad suggested several items and invited ideas. Myrl expressed opposition to plastic water bottles. Penelope suggested a combination pocket light with alarm.. Clarice asked if something useful like a USB drive would be possible. Myrl suggested a small first aid kit.
Approval of \$825 for 500 bag clips. Brad and Saif will obtain more quotes. To be continued...
Ian Afazeli – Absent, Faye Barta – Yes, Mark Neudorff – Absent, Penelope Newmark – Yes, Alejandro Phillips – Absent,
Steve Randall – Yes, Myrl Schreiberman – Yes, Ryan Taylor – Absent, Brad Vanderhoof – Yes
Yes – 5, No – 0, Abstain – 0, Absent – 4, Recusal -- 0
The spending request is approved and will be sent to the WHNC Board..
6. Communication and Outreach Efforts Requested by Committee Chairs; None

Chair Brad adjourned the meeting at 6:30 PM.

The next meeting of this committee is October 18, 2023 at 7:30 PM. Chaminade High School.

Communications and Outreach – October 18, 2023 – Agenda Item 4.

Kyodoled Suggestion Box with Lock Wall
Mounted, Mail Box, Key Drop Box Cards,
Safe Lock Box, Ballot Box, Donation Box, 3W
x 10H x 12L Inch White

[Visit the KYODOLED Store](#)

4.8 *4.8 out of 5 stars* 690 ratings

| [10 answered questions](#)

\$26.99

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FREE Returns

Color: White

Material: Metal

Item Dimensions LxWxH: 12 x 3 x 10 inches

Brand: KYODOLED

https://www.amazon.com/Kyodoled-Suggestion-Mounted-Ballot-Donation/dp/B07WY4PSH1/ref=asc_df_B07WY4PSH1?tag=bingshoppinga-20&linkCode=df0&hvadid=80127002066372&hvnetw=o&hvqmt=e&hvbmt=be&hvd ev=c&hvlocint=&hvlocphy=&hvtargid=pla-4583726549686508&psc=1



Communications and Outreach – October 18, 2023 – Agenda Item 5.

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

Attached is the quote for the bags

Drawstring backpacks - Qty - 250 - \$ 2.250 each and QTY - 500 - \$ 2.10 each Set up fee \$ 50.00

Grocery Tote bags 3407- Qty - 500 - \$ 1.90 each and Qty - 1000 - \$ 1.75 each Set up fee \$ 50.00

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