



CITY OF
LOS ANGELES
CALIFORNIA



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

WEST HILLS NEIGHBORHOOD COUNCIL

**JOINT BOARD AND GOVERNMENT RELATIONS COMMITTEE MEETING AGENDA
MONDAY, OCTOBER 16, 2023 7:30PM**

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.

1. Call to Order / Establish a Quorum

- | | |
|--|---|
| <input type="checkbox"/> Joanne Yvanek-Garb, Chair | <input type="checkbox"/> Clarice Chavira, Chair |
| <input type="checkbox"/> Aida Abkarians | <input type="checkbox"/> Saif Mogri |
| <input type="checkbox"/> Steve Randall | <input type="checkbox"/> Joan Trent |
| <input type="checkbox"/> Faye Barta | <input type="checkbox"/> Mark Neudorff |
| <input type="checkbox"/> Myrl Schreiber | <input type="checkbox"/> Brad Vanderhoof, Secretary |

2. Comments from the Co-Chairs: Joanne Yvanek-Garb and Clarice Chavira, Co-Chairs

3. General Public Comment

4. Approve August 29, 2023 Meeting Minutes

5. Discussion and Possible Action, regarding Senate Bill 411 - If the City Council has not already done so, that the WHNC request that Councilmember John Lee make a motion to approve the use of teleconferencing pursuant to the provisions of Senate Bill 411, California Government Code Section 54953.8. [Proposed website submission to Councilman John Lee attached].

6. Discussion and Possible Action, including a Community Impact Statement, regarding Senate Bill 411 - If the City Council has not already done so, that the WHNC request that the Council approve the use of teleconferencing pursuant to the provisions of Senate Bill 411, California Government Code Section 54953.8. [Proposed submission attached].

7. Discussion and Possible Action, including a Community Impact Statement, to the Board of Neighborhood Commissioners (BONC) regarding the proposed revisions to the Code of Conduct.

8. Discussion and Possible Action, including a Community Impact Statement, to BONC to postpone the vote scheduled for Tuesday November 7, 2023 @ 6pm on the proposed Neighborhood Council Code of Conduct, to allow Neighborhood Councils a minimum comment period of not less than TBD days. [Proposed submission attached].

9. Discussion and Possible Action on WHNC’s continued membership/delegate appointment in/to the following alliances:

Neighborhood Council Sustainability Alliance https://www.ncsa.la/about_members

Valley Alliance of Neighborhood Councils <https://vanc34.org/34-valley-ncs>

Los Angeles Neighborhood Council Coalition <http://www.lancc.org/>

Other Coalitions/Alliances to be determined

10. Schedule next meeting and meeting adjournment.

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 GOVERNMENT RELATIONS COMMITTEE/BOARD
MEETING MINUTES
Telephonic and Online
August 29, 2023
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 Government Relations Committee meeting, not to include abstentions. There shall be no proxy voting.

Attendance: Aida Abkarians, Clarice Chavira, Saif Mogri, Mark Neudorff, Steve Randall, Myrl Schreiberman, Joan Trent, and Brad Vanderhoof

Committee Members Absent: Faye Barta, and Joanne Yvanek-Garb

1. Call to Order / Establish a Quorum: Co-chair Clarice Chavira called the meeting to order at 7:30 PM. A quorum was established.
2. Comments from the Co-Chairs: None
3. General Public Comment: None
4. Committee Operating Rules: Brad will update the Operating Rules.
5. Status of Senate Bill 411: The bill was referred back to the State Senate for a concurrence vote.
6. Community Impact Statement, Council File 23-0799, City Council Meetings / Van Nuys City Hall / Resume Pre-Pandemic Regular Schedule: Saif moved to prepare a CIS in support. Aida seconded.
Aida Abkarians – Yes, Faye Barta – Absent, Clarice Chavira – Yes, Saif Mogri – Yes,
Mark Neudorff – Yes, Steve Randall – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes,
Brad Vanderhoof – Yes, Joanne Yvanek-Garb – Absent
Yes – 8, No – 0, Abstain – 0, Absent – 2, Ineligible – 0, Recused – 0
The CIS is approved and will be sent to the WHNC Board.
7. Community Impact Statement, Council File 23-0846 Cashless Retail Business Ban:
Clarice moved to prepare a CIS in opposition. Myrl seconded.
Aida Abkarians – Yes, Faye Barta – Absent, Clarice Chavira – Yes, Saif Mogri – Yes,
Mark Neudorff – Yes, Steve Randall – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes,
Brad Vanderhoof – Yes, Joanne Yvanek-Garb – Absent
Yes – 8, No – 0, Abstain – 0, Absent – 2, Ineligible – 0, Recused – 0
The CIS is approved and will be sent to the WHNC Board
8. Future Agenda Items: Mark asked if the WHNC can publish what items the City Council is considering.

Co-chair Clarice Chavira adjourned the meeting at 8:35 PM.

The next meeting of this committee is October 16, 2023 at Chaminade High School.

Government Relations October 16, 2023

Agenda Item #5

City Hall Office:
200 N. Spring St., Room 405
Los Angeles, CA 90012
Phone: (213) 473-7012
Fax: (213) 473-6925

Community Service Center:
9207 Oakdale Ave., Suite 200
Chatsworth, CA 91311
Phone: (818) 882-1212
Fax: (818) 701-5254

Email:
Councilmember.Lee@lacity.org

First Name
Char

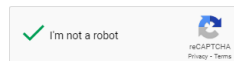
Last Name
Rothstein

Phone Number

* Email *
Charlene.Rothstein@westhillsnc.org

*Your question or message *
On November 2, 2023, the West Hills Neighborhood Council approved the use of teleconferencing pursuant to California Government Code Section 54953.8. Please make a motion for the City Council to adopt a resolution authorizing Neighborhood Councils to use teleconferencing as described in the aforementioned Section 54953.8. Virtual meetings allow greater access to neighborhood councils which creates greater equity in the process. In-person meetings may jeopardize the health and safety of vulnerable citizens.
Vote: ___ Yes ___ No ___ Abstain ___ Ineligible ___ Recused

CAPTCHA *



Submit



City Hall Office
200 N. Spring St., Room 405
Los Angeles, CA 90012
Phone: (213) 473-7012

Community Service Center
9207 Oakdale Ave., Suite 200
Chatsworth, CA 91311
Phone: (818) 882-1212

On November 2, 2023, the West Hills Neighborhood Council approved the use of teleconferencing pursuant to California Government Code Section 54953.8. Please make a motion for the City Council to adopt a resolution authorizing Neighborhood Councils to use teleconferencing as described in the aforementioned Section 54953.8. Virtual meetings allow greater access to neighborhood councils which creates greater equity in the process. In-person meetings may jeopardize the health and safety of vulnerable citizens.

Vote: ___ Yes ___ No ___ Abstain ___ Ineligible ___ Recused

Government Relations October 16, 2023

Agenda Item #6

Community Impact Statement

NEIGHBORHOOD COUNCILS EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

Contact Info (All fields in this section are required. * indicates a required field.)

Neighborhood Council: (11) West Hills
Name: Clarice Chavira
Email: Clarice.Chavira@westhillsnc.org
Date of NC Board Action *: 2023-11-02 (yyyy-MM-dd)
The Board approved this CIS by a vote of*: Yea Nay Abstain Ineligible Recusal
Type of NC Board Action *: For

Impact Information

Update to a Previous Submittal?: No
Directed To*: [X] City Council and Committees (Select at least one committee to send the statement to.)
Council File Number: (00-#### or 00-####-####, if known or applicable)
Agenda Date: YYYY-MM-DD (yyyy-MM-dd, if known or applicable)
Item Number: (if known or applicable)

Brief Summary: (Limited to 2000 characters or approximately 300 words).
On November 2, 2023, the West Hills Neighborhood Council approved the use of teleconferencing pursuant to California Government Code Section 54953.8. Please make a motion for the City Council to adopt a resolution authorizing Neighborhood Councils to use teleconferencing as described in the aforementioned Section 54953.8. Virtual meetings allow greater access to neighborhood councils which creates greater equity in the process. In-person meetings may jeopardize the health and safety of vulnerable citizens. | 1488 characters count

Attachments
Note: Only pdf documents with filenames up to 100 characters (including the extension: .pdf) will be accepted.
Click here or drag a file into this box

Submit Reset

On November 2, 2023, the West Hills Neighborhood Council approved the use of teleconferencing pursuant to California Government Code Section 54953.8. Please make a motion for the City Council to adopt a resolution authorizing Neighborhood Councils to use teleconferencing as described in the aforementioned Section 54953.8. Virtual meetings allow greater access to neighborhood councils which creates greater equity in the process. In-person meetings may jeopardize the health and safety of vulnerable citizens.

Government Relations October 16, 2023
Agenda Item #7

PROPOSED NEIGHBORHOOD COUNCIL BOARD MEMBER
CODE OF CONDUCT POLICY
2021-1
(August 10, 2023)

;

WHEREAS, on March 30, 2022, Mayor Eric Garcetti issued Executive Directive No. 34 implementing the city-wide Workplace Equity Policy and the Workplace Equity Complaint Procedure:

WHEREAS, the Workplace Equity Policy protects volunteers, including Neighborhood Council board members from harassment, sexual harassment, hazing, bullying, and inequitable conduct, as defined in the Workplace Equity Policy;

WHEREAS, the Board of Neighborhood Commissioners (the Commission) recognizes the need to apply the Workplace Equity Policy definitions to Neighborhood Councils;

WHEREAS, the Commission adopted a Code of Conduct Policy in 2016 and an amended Code of Conduct Policy in 2018, to govern the conduct of Neighborhood Council members;

WHEREAS, the Commission expects Board Members and Committee Members, including stakeholders serving on committees to conduct themselves in a manner in keeping with the Commission's Code of Conduct and with regard for the rights and welfare of others in the system;

WHEREAS, Certified Neighborhood Councils are encouraged to be independent in accordance with the Los Angeles City Charter and Administrative Code and have the tools to address violations of this Code of Conduct;

WHEREAS, Section 902 (b) of Article IX of the City Charter provides that the Commission "shall be responsible for policy setting and policy oversight and the promulgation of rules and regulations but not be responsible for day to-day management;

NOW, THEREFORE, BE IT RESOLVED that the Commission amends the Code of Conduct policy to conform to the City Workplace Equity Policy.

NOW, THEREFORE, IT IS FURTHER RESOLVED that the Commission amends the Code of Conduct POLICY NUMBER: 2014 2(2) to say:

POLICY NUMBER: 2021-(1)

1. Neighborhood Council Board Members and Committee Members are required to acknowledge this policy (Exhibit "A") in the manner established by the Department of Neighborhood Empowerment (Department). Neighborhood Council Board Members and Committee Members shall acknowledge this policy every two years.
2. The Neighborhood Council Boards shall be responsible for informing Stakeholder Committee Members of their obligation to acknowledge this policy as a condition of committee service. The Neighborhood Council shall retain a copy of the Stakeholder Committee Member's acknowledgment.
3. Neighborhood Council Boards shall be responsible for informing appointed board members of their responsibility to acknowledge the Code of Conduct. Newly elected, selected, appointed, or re-elected Neighborhood Council board members and committee members shall have a grace period of 30 days from the date the board member or committee member begins assuming their duties to comply with this policy as indicated in item #1.
4. When a Neighborhood Council Board Member fails or refuses to comply with item #1, above, the Department shall have the authority to suspend the Board Member from their Neighborhood Council. Said Board Member shall not be eligible to act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council.
 - a. The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical mailing address.
 - b. The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member.
 - c. The Neighborhood Council shall retain its authority to remove Committee Members for failure to adhere to this policy.
5. If within 30 days the Board Member complies with item # 1 above, the Board Member shall be reinstated.
6. If after 30 days of being suspended the Neighborhood Council Board Member does not comply with the provisions of item #1 above, they shall be removed as a Neighborhood Council Board Member by the following procedures:
 - a. Prior to any Board Member being removed pursuant to this policy they shall have the right to present to the Department evidence that he, she, or they have complied with this policy. The Department shall be the sole and final decision maker of whether the matter should proceed before the Commission.
 - b. If the Department determines that the Board Member has not complied with item # 1 above, the Department shall recommend to the Commission that the Board Member be removed, and their Board position be declared vacant pursuant to Los Angeles Administrative Code Section 22.810.1(e)(3).

- c. If the Board member is removed by the Commission, the Department will notify the individual of their removal by sending a letter to their last known email address and/or mailing address.
 - d. The Department will also notify the Board by email and/or First-Class U.S. mail regarding the removal of the Board Member and that the Board Member's seat or position shall be considered vacant.
7. In the case of a Stakeholder Committee Member, who after 30 days has not complied with item #1 above, the Neighborhood Council Board shall remove the Committee Member pursuant to their bylaws.
8. If the Department is notified that a Board Member or Committee Member has committed an act of violence in violation of the Code of Conduct, the Department shall immediately suspend the Board or Committee Member and refer the matter to the appropriate city agency.
- a. The Department will notify the Board Member or Committee Member of their suspension by sending a letter to their last known email address and/or mailing address.
 - b. The Department will also notify the Board by email and/or First-Class U.S. mail regarding the suspension of the Board or Committee Member, and that the Board Member's position shall not be deemed vacant during the suspension period.
 - c. For the duration of the suspension period, said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council Board or Committee and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council Board or Committee.
 - d. The Neighborhood Council shall retain its authority to remove Board and Committee Members for failure to adhere to these provisions.
9. The Department may petition the Commission to remove a Board Member or Members for a violation of this Policy pursuant to the process for Declaring a Board Vacancy in Los Angeles Administrative Code 22.810.1(e)(3).

ATTACHMENT A

1. Neighborhood Council Board Members and Committee Members shall conduct themselves in a professional and civil manner.
2. This Policy applies to all Neighborhood Council Board or Committee meetings, Neighborhood Council events; events where the Neighborhood Council is a sponsor or participant; any event where a Board or committee member is acting, purports to be acting or appears to be acting in their official capacity as a Board or Committee Member; or when interacting with City employees, contractors, Neighborhood Council Board Members, Committee Members, and other volunteers.
3. This Policy also prohibits Neighborhood Council Board or Committee members who is acting, purports to be acting or appears to be acting in their official capacity as a Board or Committee Member from using any technology, communication system, or equipment, regardless of whether City-issued, personal, or otherwise, whether used online or offline, to deliver, display, store, forward, publish, circulate, or solicit material in violation of this Policy. The technology, communication systems, or equipment referenced in this subsection may include, but are not limited to, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, or other communication devices.
4. If necessary, it is expected that the Neighborhood Council shall use this policy to either Censure or Remove a Board member who violates this Policy in accordance with BONC Policy numbers 2020-3 and 2020-4 and will proceed to remove an offending Stakeholder Committee member in accordance with its bylaws.
5. This Policy prohibits harassment or discrimination on the basis of any Protected Category, or sexual harassment, other inappropriate conduct based on a Protected Category or protected activity. These activities interfere with the Policy's goals of maintaining diverse, equitable, inclusive, and productive Neighborhood Councils Protected Categories under this Policy include those set forth in Section 3.1 of the City Workplace Equity Policy.

This Policy also includes protections for individuals perceived as being a member of one of the Protected Categories and individuals associated with members of the Protected Categories.

6. Neighborhood Council Board and Committee members shall not engage in harassment. For the purposes of this Policy, harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more persons (by any individual, including both Board and Committee members) because of their actual or perceived Protected Categories.

Harassment can include, but is not limited to, one or more instances of conduct as set forth in Section 3.2.2 of the City Workplace Equity Policy.

7. Neighborhood Council Board and Committee members shall not engage in sexual harassment. For the purposes of this Policy, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (by any individual, including both Board and Committee members.)

Sexual harassment may include, but is not limited to, one or more instances of conduct as set forth in Section 3.2.3 of the City Workplace Equity Policy.

8. This Policy prohibits inequitable conduct.

Inequitable Conduct is any inappropriate conduct based on a Protected Category or protected activity. Inequitable Conduct includes any instance of unwelcome conduct directed at one or more persons, that is committed by any Neighborhood Council Board or Committee member, because of the person's actual or perceived Protected Category(ies) or protected activity(ies). Similarly unwelcome conduct that is sexual in nature may also violate this Policy.

Inequitable Conduct may be similar in nature to conduct defined as discrimination, harassment, and sexual harassment under this Policy, although to be considered Inequitable Conduct, it will be lesser in severity. It may include but is not limited to verbal or behavioral conduct that communicates hostile, derogatory or negative attitudes toward a person or persons because of their protective class or perceived protective class.

9. Certain behaviors, including hazing, abusive conduct, bullying, and other types of discourteous and unprofessional conduct interfere with the Commission's goals of fostering a civil, safe, professional, and productive environment for Neighborhood Councils. This Policy prohibits such conduct, and the Commission expects that Neighborhood Councils will respond promptly and effectively to reports of potential Policy violations. This includes action to stop, prevent and correct any conduct that violates this Policy.
 - a. Abusive Conduct is verbal, physical, electronic, or other behavior by a Neighborhood Council Board or Committee member, directed at one or more persons that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.
 - b. Bullying is verbal, physical, electronic, or other behavior directed at one or more persons within a peer group that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.

Bullying may constitute a violation of this Policy where it interferes with the performance of a Board or Committee member or creates an environment unfavorable to the goals of the Neighborhood Council system in promoting a safe and secure environment for all Board and Committee Members and members of the public.

Abusive conduct and bullying consist of a broad range of behaviors, which may be subtle or overt. In most circumstances, abusive conduct or bullying consists of repeated or multiple incidents, over a period of time. The determination of whether a particular act constitutes abusive conduct or bullying will depend on the circumstances and context in which that act occurs.

Abusive Conduct and/or Bullying can include one or more instances of conduct as set forth in Section 4.2.2 of the City Workplace Equity Policy.

By signing this document, I acknowledge that I have received a copy of this Code of Conduct and understand that I must abide by it.

I also understand that if I am found to have violated the Code of Conduct, I may be subject to censure and/or removal by my Neighborhood Council Board, or by action of the Department or the Commission.

Any Neighborhood Council bylaws in conflict with this Code of Conduct are hereby superseded.

NEIGHBORHOOD COUNCIL

BOARD OR COMMITTEE POSITION

SIGNED

DATE

NAME PRINTED

Government Relations October 16, 2023

Agenda Item #8

Community Impact Statement
NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

Contact Info (All fields in this section are required. * indicates a required field.)

Neighborhood Council: (11) West Hills
Name: Clarice Chavira
Email: Clarice.Chavira@westhillscnc.org
Date of NC Board Action *: 2023-11-02 (yyyy-MM-dd)
The Board approved this CIS by a vote of *: Yea Nay Abstain Ineligible Recusal
Type of NC Board Action *: Against Unless Amended

Impact Information

Update to a Previous Submittal?: No
Directed To *: Board of Neighborhood Commissioners (Select at least one committee to send the statement to.)
Council File Number: (66-### or ##-####-####, if known or applicable)
Agenda Date: 2023-11-07 (yyyy-MM-dd, if known or applicable)
Item Number: (if known or applicable)
Brief Summary: (Limited to 2000 characters or approximately 300 words).

That the Board of Neighborhood Commissioners postpone the vote on the proposed Neighborhood Council Code of Conduct scheduled for Tuesday November 7, 2023 @ 6pm, to allow Neighborhood Councils a minimum comment period of not less than 60/90/120 days.

1750 characters count

Attachments
Note: Only pdf documents with filenames up to 100 characters (including the extension .pdf) will be accepted.
Click here or drag a file into this box

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That the Board of Neighborhood Commissioners postpone the vote scheduled for Tuesday November 7, 2023 @ 6pm on the proposed Neighborhood Council Code of Conduct, to allow Neighborhood Councils a minimum comment period of not less than 60/90/120 days. BONC's ad hoc committee proposed revisions on October 16, 2023 and the West Hills Neighborhood Council meets on November 2, 2023, thus insufficient time for the West Hills Neighborhood Council to review and consider the final revisions.