



Officers:
 Josh Sautter - President
 Roy Nwaiser - Vice President
 LeeVante Haywood - Secretary
 Laure Stevens - Treasurer
 Glenn Bailey - Sergeant-at-Arms

4924 Paso Robles Avenue • Encino • CA • 91316 (747) 284-0450

**NOTICE AND AGENDA
 ENCINO NEIGHBORHOOD COUNCIL
 GENERAL BOARD MEETING**

WEDNESDAY, SEPTEMBER 25, 2024 @ 7:00 PM

*** IN PERSON ***

Meet and Greet @ 6:30PM

MINUTES

Location: Encino Community Center

4935 Balboa Blvd. Encino, CA 91316

and via Zoom:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87533764334>

Webinar ID: 875 3376 4334

Zoom Meetings Are Recorded

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Joshua Sautter ✗ Area 1 Rep	LeeVante Haywood ✗ Area 2 Rep	Vacant Area 3 Rep	Robert Wenger ✗ Area 4 Rep	Diane Rosen ✗ Area 5 Rep
Laure Stevens ✗ Area 6 Rep	Andrew Zucker Area 7 Rep	Heather Michaels At-Large Rep	Lissa Morrow ✗ At-Large Rep	Vacant Apt/Condo Rep
Daniel Kashani Business Rep	Kelvin Tolbert ✗ Business Rep	Geraldine Hernandez-Abisror ✗ Education Rep	TBD Encino Chamber Rep	Laurie Kelson ✗ EPOA Rep
Athena Novak ✗ HOME Rep	Glenn Bailey ✗ Park/Advocate Environment Rep	Matthew May ✗ PLU Rep	Roy Nwaiser ✗ Public Safety Rep	Anni Keusseyan ✗ Religious Rep
Vacant Volunteer Rep	Max Furberg ✗ Youth Rep			

Encino Neighborhood Council Alternates

Dana Frances Caruso Area 1 Alt	Vacant Area 2 Alt	Vacant Area 3 Alt	James Wenger ✗ Area 4 Alt	Vacant Area 5 Alt
Vacant Area 6 Alt	Vacant Area 7 Alt	Vacant At-Large Alt 1	Vacant At-Large Alt 2	Vacant Apt/Condo Alt
Vacant Business Alt 1	Vacant Business Alt 2	Vacant Education Alt	Vacant Encino Chamber Alt	Vacant EPOA Alt
TBD HOME Alt	Vacant Park/Advocate Environment Alt	Vacant PLU Alt	Vacant Public Safety Alt	Vacant Religious Alt
Vacant Volunteer Alt				

1. Call to Order. Start recording. Roll call. determination of quorum.

2. Reports from Public Officials/Departments/Community Agencies, not limited to:

- LAPD, Senior Lead Officer: **Pravind Walia**, 34024@lapd.online (818) 374-7634
- Councilmember Nithya Raman: **Ricky Angel**, ricky.angel@lacity.org
- Assemblymember Gabriel: **Ryan Valencia**, ryan.valencia@asm.ca.gov
- Department of Neighborhood Empowerment: **Vincent Autiero** vincent.autiero@lacity.org
- NC Budget Advocates: **Glenn Bailey** www.BudgetAdvocates.org

3. General Public Comment on Non-Agenda Items – Public comments on non-agenda items within the ENC’s subject matter jurisdiction is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion.

4. Consideration of any applications received for open positions Area 2 Alt., Area 3 Alt., Area 4 Alt., Area 5 Alt., Area 6 Alt., Area 7 Alt., At-Large Alt. (2), Apartment/Condo Alt., Business Alt. (2), Education Alt. , Park/Environment Alt., Planning and Land Use Alt., Public Safety Alt., Religious Alt., Volunteer Alt.

5. Seating of Alternates: The chair will appoint eligible Alternates with affirmation of the board. Discussion and Possible Action. Per the ENC Bylaws (Article V, Section 1D.1): “If at any Board meeting, a Representative who is absent either (a) has no designated Alternate or (b) has an Alternate who is also absent, then the president or presiding officer may, with the approval of a majority of the members entitled to vote at the meeting, designate an existing Alternate for any other Representative to serve and vote during the meeting in place of the absent Representative. In such an instance, the seat of any absent Representative temporarily becomes an At-Large Seat. **The appointed Alternate must be in good standing with all required training to be eligible.**”

6. Officer’s Report:

- A. President’s Report
- B. Vice-President's Report
- C. Treasurer's Report

1. **Motion to approve the August Monthly Expenditure Report:** **MER** MER Approved 15 Yes 0 No

D. Secretary’s Report

1. **Motion to approve the August Minutes** Minutes Approved

E. Sergeant-at-Arms Report - Board and Committee member [required trainings](#) update

Reported on board member trainings

7. New Business Funding:

- A. MOTION:** The ENC Financial Committee recommends that the ENC Board approve the Neighborhood Purpose Grant application from the LAUSD Elementary Magnet Academy for Enriched Sciences PTA in Encino in the amount of \$5000 to fund a free family STEM night event hosted by <https://impossiblescience.com>. The event will be free and open to the public. Application: [HERE](#) Motion Passes 12 Yes/ 2 No/ 2 Abstain
NOTE: Subsequent to the Committee's consideration, the applicant submitted a revised NPG Application in the amount of \$4,000
ENC Finance Committee Vote: September 16, 2024 - Passes 4 Yes / 2 No.
- B.** Neighborhood Purposes Grant request from She Is Hope LA. Grant Application: [HERE](#)
Website here: <https://www.sheishopela.org/>.
MOTION: The ENC Finance Committee recommends that the ENC Board approve the Neighborhood Purpose Grant Application for \$2,000 which will provide personal hygiene kits to single mothers in need.
ENC Finance Committee Vote: September 16, 2024 - Motion Passes Yes 6 / 0 No
Motion Passes 15 Yes/ 1 Abstain
- C. MOTION:** The ENC Finance Committee recommends that the ENC Board authorize an expenditure of up to \$2,500 to pay for an arborist to perform needed pruning and maintenance of the Oak trees and other trees on the median at the intersection of Louise Ave. south of Ventura Blvd. Funds to be transferred to LA City Urban Forestry Division, (A Division within Streets LA, City of LA), to perform the work. CD4 has pledged on a 50/50 basis additional \$2,500 to complete the work. Motion Passes 16 Yes/ 0 No
ENC Finance Committee Vote: September 16, 2024 - Motion Passes Yes 6 / 0 No
Information: The Louise Avenue median's landmark Oak tree came down in a storm in 1990. [Info](#).
- D. Approval of a Monthly Recurring Charge for Google Data Storage:** The ENC is required to approve a recurring monthly charge of \$2.99 for Google data storage. Discussion and possible **MOTION:** The ENC finance committee recommends that the ENC General Board approves the \$2.99 monthly recurring Google Data Storage Charge.
Motion Passes 14 Yes/ 0 No
- E. MOTION:** Encino Finance Committee recommends to the ENC Board approve changing the google data storage account to a free account and to approve up to \$50 for purchase of a hard drive for document storage. Motion Passes 14 Yes/ 0 No
ENC Finance Committee Vote: September 16, 2024 - Motion Passes Yes 5 / 0 No / 1 Absent
- F. Hire Aaron DeVandry of Concept To Web as Social Media Administrator for 3 months -** Fees are \$100 per month to handle ENC social media posts to facebook, Instagram, X, ENC website, and Nextdoor, website posts and various outreach email blasts for committee meetings and events. Aaron will monitor various posts from government organizations and offices and post information pertinent to the ENC community outreach. More info about Aaron's work [Here](#)
Discussion and possible MOTION: The ENC Outreach Committee recommends that the board support hiring Aaron DeVandry of Concept to Web as Social Media Administrator at a rate of \$100 per month for three months starting October 1, 2024. ENC Outreach Committee meeting vote on September 11, 2024 - Varant/Laure (6-0)
Motion Passes 13 Yes/ 0 No

**G. Appearing at the Encino Community Center Haunted House, October 26, 2024
12:00-4:00PM.**

The ENC Outreach Committee passed a motion to recommend that the board support an expenditure of up to \$1,000 on September 11, 2024 - Josh/Laure (5 yes, 0 no, 1 abstain).

Discussion and Possible MOTION: The ENC Outreach Committee recommends that the board support an expenditure of up to \$1,000 to appear at the Encino Community Center Haunted House.

Motion Passes 14 Yes/ 0 No

8. New Business:

A. Appoint Kristin Moss as Director of Marketing of ENC for Three Months- Discuss Kristin Moss' proposed role and responsibilities as Director of Marketing. **Discussion and possible MOTION:** The ENC Outreach Committee recommends that the board support Appointing Kristin Moss as the Director of Marketing for ENC for three months. ENC Outreach Committee meeting vote on September 11, 2024 - Varant/Laure (5-0).

Motion Passes

B. Consideration of limited amendment to Article X Section 4 of our Neighborhood Council Bylaws - to change the ENC stakeholder verification method from Documentation to Self Affirmation for the upcoming 2025 Neighborhood Council vote-by-mail elections. [Application Here](#). - **Second Reading; two-thirds vote required. Discussion and Possible Action.**

Motion Passes 11 Yes/ 3 No/ 2 Abstain

C. SoCal Gas Royal Hills and Sepulveda Project – SoCal Gas is planning an enhancement project at Sepulveda and Royal Hills Drive later this year, which impacts a major route for morning commuters between 7-10 AM. There is a request for the project's hours to be adjusted, specifically not starting before 10 AM, to minimize disruption during peak traffic hours for residents in the area. **Discussion and Possible Action.**

Discussed possible alternative dates and substance of presentation

9. Board Members comment on non-agenda items.

10. Adjournment 10:16PM

Available ENC Representative Positions:

- **Open Board positions in the Encino Neighborhood Council. Open Positions Include: Area 2 Alt , Area 3 Alt , Area 5 Alt., Area 6 Alt., Area 7 Alt., At-Large Alt. (2), Apartment/Condo Alt , Business Rep Alt (2), Education Alt , Park/Environment Alt., Planning and Land Use Alt., Public Safety Rep Alt , Religious Alt , Volunteer Alt .**

Next meeting: Wednesday, October 23, 2024 @ 7pm TBD

Announcements: Please see the Encino NC website for announcements of other events and to join our mailing list. [Here](#)

2025 Election Timeline and Election Handbook – The 2025 ENC elections are around the corner, please review the election handbook and timeline to become familiar with all things election. Encino is in Region 3.

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

IN CONFORMITY WITH SECTION 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – 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 subject matter 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 one (1) minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee. Consent items which have been unanimously approved by a public committee meeting are exempted unless pulled from the consent section by a Board member.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass display case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, 91316 and digitally at www.encinonc.org. You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System: [Early Notification System \(ENS\)](#)

THE AMERICAN 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, assisted 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 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.encinonc.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 Josh Sautter, Board President, at (747) 282-0450 or email via president@encinonc.org.

RECONSIDERATION AND GRIEVANCE PROCESS – For information on the ENC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.encinonc.org/page/viewPage/bylaws>

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

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 a Josh Sautter, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.

SB 411 Updates:

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.

(C) 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.

(D) 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.

(E) (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 (D), to 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.