



Officers:  
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VICTORIA MILLER • Vice President  
ALEX GARAY • Secretary  
GLENN BAILEY • Treasurer  
HENRY ESHELMAN • Sergeant at Arms

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**NOTICE AND AGENDA**  
**ENCINO NEIGHBORHOOD COUNCIL**  
**EXECUTIVE COMMITTEE**  
**Tuesday, January 18, 2022 @6:30**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/87172153317>**

Meeting ID: 871 7215 3317

Or One tap mobile :

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**Zoom Webinars are recorded**

**IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION**

**Public Comment:** Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair's discretion.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

1. **Call to Order. Start recording. Roll call. determination of quorum.**
2. Approval of December 2021 Executive Committee [Minutes](#) and September 2021 [Minutes](#)
3. Reports from Public Officials/Departments/Community Agencies
4. Public Comment on Non-Agenda Items – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak.
5. Officer's Reports:
  - A. President's Report
  - B. Vice-President's Report
  - C. Secretary's Report
    1. Review of Prior General Board Meeting minutes
  - D. Treasurer's Report
    1. [December 2021 Monthly Expenditure Report \(MER\)](#), emailed to board and posted to ENC Financials webpage
    2. Neighborhood Purposes Grants – update on previous and potential NPGs
  - E. Sergeant-at-Arms Report:
    1. Anti-Bias (ABLE) training required of all Board Representatives and Alternates. Deadline was extended to January 1, 2022 so is now past due. Members who have not completed **all** of their required trainings, and keep them current, cannot vote on any NC matter per the ENC Bylaws.
    2. Planning 101 training is required of all members of the Planning and Land Use Committee. Deadline was extended to January 1, 2022. Any member who has not completed Planning 101 training may not participate in the committee until they do so.
    3. DONE issues a NC Monthly Update (formerly Monthly Profile) at the beginning of every month. It is the responsibility of every Board member to review this information upon receipt. Discussion regarding ENC distribution of the Monthly Update to all ENC Board members if needed.
    4. Discussion and possible action regarding current compliance situation

**Motion, Discussion, and Vote may be taken on all items**

6. **New and Old Business Executive Committee**
  - A. **Discussion and Possible Action:** Update on the EmpowerLA Virtual Governance Hybrid Work Group, which is scheduled to make recommendations to BONC on October 18, 2021. See BONC 10/18/2021 agenda [http://ens.lacity.org/done/agendas/doneagendas197155399\\_10182021.pdf](http://ens.lacity.org/done/agendas/doneagendas197155399_10182021.pdf)
  - B. **Discussion and Possible Action: Status of Draft [Digital Communication Policy](#), possible [Community Impact Statement \(CIS\)](#).** The draft policy - which covers use of platforms like social media, email newsletters, and websites - will have a 60-day review process, leading up to the Commission’s March 21, 2022 meeting, when they are expected to make a final decision on this policy.

- C. **Discussion and possible action:** [20-0963](#) City Clerk report, dated October 20, 2021, relative to the 2021 Neighborhood Council elections. Department of Neighborhood Empowerment report, dated January 11, 2022, relative to a Neighborhood Council 2021 Election Outreach update.
- D. **Discussion and possible action:** regarding the issue of the various seats that Encino as part of CD5 had on different entities, including the VNY CAC and PRB. Currently these seats are for people living in CD5 and appointed by that district. What happens now that we are part of CD4 and frankly CD5 really doesn't have a concern anymore (especially with the PRB)? Both of these entities actually have issues that previously included CD4, CD5, and CD2, and now that we are all part of CD4 it is possible that we will lose our place to have a position(s) on important issues involving Encino.
- E. **Discussion and possible action:** Rules for PLU committee, including but not limited to committee member *ex parte* communications with developers and other interested parties, authority of PLU Committee Chairperson, clarification of the authority of the PLU committee independent from the entire board (e.g. pre-application letters for the Ventura/Cahuenga Design Advisory Committee Chairperson (which would be the PLU Chair)), clarification of recusal rules for PLU committee Members who also represent other interested parties.
- F. **Discussion and Possible Action:** Authorize representative or alternate representative to the to the West Valley Neighborhood Alliance on Homelessness to vote on matters considered by the WVNAH in compliance with the ENC Bylaws and Standing Rules
- G. **Discussion and Possible Action:** Discuss and resolve any remaining issues on designating a Compliance Officer position and appointing an officer.
- H. **Announcement:** DONE is accepting Bylaws amendments now. The submittal deadline is April 1, 2022 (note date changed to April 1, 2022)
- I. **Applications for open positions on the Encino Neighborhood Council :Open Positions Include:** At Large Alt (1), Apartment/Condo Alt (1), Business Rep Alt (2), Education Alt (1), Public Safety Rep Alt (1), Religious Alt (1), Volunteer Alt (1), Area 2 Alt (1), Area 3 Alt (1), Youth Rep (1). Let's get these filled!

7. **Review General Board Meeting Draft Agenda**

8. **Board Member Comment on Non Agenda Items**

9. **Adjournment by \_\_\_\_\_ pm**

**Next Executive Committee meeting:** \_\_\_\_\_

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.

**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 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 on agenda items is limited to 1 minutes per speaker per item, unless adjusted by the presiding officer of the Board or Committee.

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

<https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meetings-agendas-and-documents>

**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](mailto: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: [encinonc.org](http://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 Pat Bates, Board President, at (747) 282-0450 or email via [president@encinonc.org](mailto: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/ncfiles/viewPageFile/3541>

**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)

**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 Pat Bates, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico [president@encinonc.org](mailto:president@encinonc.org) para avisar al Concejo Vecinal.