



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

4924 Paso Robles Avenue • Encino • CA • 91316 (747) 284-0450 www.encinonc.org

## NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING

**Monday, April 4th, 2022 @ 6:30pm**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87050942391>

Or One tap mobile :

US: +16699006833,,87050942391# or +13462487799,,87050942391#

Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 6833  
or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 833 548  
0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) Webinar ID:  
870 5094 2391 International numbers available: <https://us02web.zoom.us/j/87050942391>

**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.

**Voting Members:** Alex Garay\*, Mike Silva\*, Heather Michaels\*, Pat Bates\*

**Stakeholders:** Jenny Birchfield

Alternate Committee Members: Lee Blumenfeld\*, Shani Hudson

\* Indicates ENC Board Member or Alternate, no more than 5 Encino Neighborhood Council Board-Members or Alternates may be seated at a time to vote during a committee meeting

1. **Call to Order. Start recording. Roll call. determination of quorum.**
2. **Approval of March 2022 Outreach Committee Minutes – The March 2022 Outreach Committee meeting minutes may be viewed here: [March 2022 Outreach Committee Meeting Minutes](#)**
3. **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.
4. **Reports from Public Officials/Departments/Community Agencies**

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

5. **Old and New Business**
  - A. **Encino Clean Up Day(s)** – There’s a call to action in areas in Encino to have clean up days. One group is attempting to meet the 1<sup>st</sup> Sunday of each month (Area 3) and another cleans on Mulholland. In the past the ENC has sponsored and participated in a Clean Up Encino Day. With more areas looking to have clean up days, should the ENC partner with CD4 and perhaps the Chamber to coordinate & sponsor clean up days in Encino? Part of the sponsorship may be to purchase snacks and waters before the teams depart to clean the areas or as a light meal (pizza or other) when the items are returned. Discussion & possible **MOTION: The ENC’s Outreach Committee recommends that the board support having the ENC coordinate clean up day(s) in Encino at multiple locations. The Outreach Committee further recommends that the board support having the ENC sponsor either the pre-cleanup snacks, water and/or coffee or an after clean up light meal, such as pizza or similar with an expense up to \$350 or higher .**
  - B. **Trash Grabbers** – The ENC has participated and will most likely sponsor cleanup events in the community and should have an inventory of trash grabbers. Please see supporting document, [TRASH GRABBER & STANDARD GRABBER](#) for images. The standard grabber is 32” and can pick up to 5lbs. The deluxe grabbers are 36” and can lift to 10lbs. Should the Outreach Committee recommend the purchase of 20 (or more) grabbers? As an example, 20 grabbers with tax and shipping comes to \$620.93 from Uline. Please see supporting document, [TOTAL COST FOR 20 GRABBERS](#). **Discussion and possible action.**
  - C. **Gloves for Clean Up Days** – In addition to purchasing grabbers, we should consider purchasing gloves for clean up days. The gloves will become part of the ENC’s inventory and will be marked with ENC on them. When items

are handed out at events (grabbers/gloves) we will request all items returned. Gloves will be washed immediately after they are returned. Please see supporting document, [GLOVES](#) for an image of the gloves and [TOTAL COST](#) for the total cost to purchase them. Each pack contains 12 pairs of gloves. Please see [GLOVE BREAKDOWN](#) for a breakdown of the costs. Discussion and possible **MOTION: The ENC’s Outreach Committee recommends that the board support the purchase of gloves, from Uline, for Encino Clean Up Day(s) and requests up to \$150 for the purchase of the gloves.**

**D. Popup Retractable ENC Banners** – The ENC currently has two (2) retractable standing banners. The information on them is out of date and it may benefit the ENC to purchase new banners with updated information. These banners are used at all events, functions, sponsored events, and others. Our current banners were purchased a long while back and no information on where they were purchased from, or where the artwork is located. Vista Print, who prints the ENC’s business cards makes these banners. The cost for 2 ENC logoed banners, with tax and shipping comes to \$376.77. Please see supporting document [BANNER COST](#) for details. A new banner would need to be designed. Please see supporting document [POSSIBLE BANNER](#) for a possible design as well as supporting document [CURRENT BANNER](#) for an image of our current banner. **Possible MOTION: The ENC’s Outreach Committee recommends that the board support the purchase of two (2) retractable standing banners, measuring 33.7” x 81.34,” from Vista Print and approve a cost of, up to \$475.**

**E. Digital Communications Policy** – The proposed Digital Communications Policy was not approved by the Board of Neighborhood Commissioners (BONC). Some NCs have their own policies regarding communications. Should the Outreach Committee draft a general policy of “Do’s & Don’ts” to present to the board as a recommendation? The policy should be more of an umbrella policy with tighter language and recourse if not followed in the Bylaws or Standing Rules. **Discussion and possible action.**

**6. Board Member Comment on Non-Agenda Items**

**7. Adjournment: \_\_\_\_\_ pm**

- Next Outreach Committee Meeting: April 4<sup>th</sup>, 2022 (Location TBD).
- Future Outreach Projects/Events: New handouts for events, in-person meeting items & 2023 NC elections.

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>

**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.

**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)