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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>

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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

- **Committee members with highlighted names were in attendance. Jenny B. joined the meeting at 6:45pm**

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

- **The meeting was called to order at 6:34pm**

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](#)**

- **Pat B. moved, Alex G. 2nds – the minutes were approved: 3 (Y), 0 (N), 0 (A)**

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.

- **No one from the public spoke, session closed.**

4. **Reports from Public Officials/Departments/Community Agencies**

- **No reports provided**

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 1st 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 .**

- **Alex G. introduced the item and read the motion. Michael S. 2nds.**
- **Keven M. from CD4 was in attendance stating that the Councilmember certainly supports this and wants to be involved by assisting.**
- **Pat B. commented that this also provides volunteer service hours to high school students and that there is a push for this.**

- **The item was opened for public comment.**
- **Following public comment, the item was voted on and passed: 4 (Y), 0 (N), 0 (A)**

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.**

- **Alex G. introduced the item and opened it up for committee comments.**
- **During committee comments, it was decided that if a motion were to be created, that it only include the standard grabbers rather than the deluxe.**
- **Each standard grabber costs \$20 each and can lift up to 5lbs. The cost for 30 is \$600, shipping comes to \$66.98 (at the time of this meeting, costs may increase or decrease).**
- **The following motion was introduced, MOTION: The ENC’s Outreach Committee recommends that the board approve the purchase of 30 standard grabbers, from ULINE and further requests up to \$750 to complete the purchase.**
- **Alex G. moved, Pat B. 2nds**
- **The item was opened to public comment.**
- **Following public comment, a vote took place, the item passed: 4 (Y), 0 (N), 0 (A)**

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 (3 boxes in each size; S, M, L, XL), from Uline, for Encino Clean Up Day(s) and requests up to \$150 for the purchase of the gloves.**

- **The item was introduced by Alex G. and the motion was read and moved. Pat B. 2nds**
- **The item was opened to committee member comments.**
- **Alex G. shared his screen so the gloves could be seen, as well as the cost per box. Each box contains 12 paris.**
- **It was clarified that the order will contain 3 boxes of each of the following sizes: S, M, L, XL. The total for 12 boxes of gloves, with tax and shipping is \$140.16.**
- **The item was opened to public comment.**
- **Following public comment the item was voted on and passed: 4 (Y), 0 (N), 0 (A).**

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.**

- **Alex G. introduced the item and moved the motion, Pat B. 2nds**
- **Michael S. suggested to look into flag banners in addition to these.**
- **Alex G. shared his screen so the current and proposed banners could be viewed.**
- **Following discussion, the item was opened to public comment.**
- **Following public comment, the item was voted on and passed: 4 (Y), 0 (N), 0 (A)**

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.**

- **The item was introduced and opened to committee member comments.**
- **Following discussion, it was decided that the Outreach Committee will look into putting together an internal digital communications policy that may be added to the Standing Rules.**
- **Perhaps the ENC should have it’s own Code of Conduct that includes the communications policy.**
- **Michael S. will look at the BONC Digital Communications Policy versus the City Policy.**
- **The Outreach Committee will agendize this item for continued discussions and creation of a policy for the ENC.**

6. Board Member Comment on Non-Agenda Items

- **Pat B. commented that Fire Station 83 is in need of additional attention, a ribbon cutting is being discussed and planned with the assistance from the Encino Chamber of Commerce and the CD4 office.**

7. Adjournment: _____pm

- **Meeting adjourned at 7:08pm**