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

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NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
EXECUTIVE COMMITTEE MEETING
TUESDAY SEPTEMBER 17, 2024 @7 PM

Please click the link below to join the webinar:

Join Zoom Meeting

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

[Meeting ID: 871 7215 3317](#)

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IN CONFORMITY WITH THE OCTOBER 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 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 minute 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.

Voting Committee Members: *Josh Sautter, President, *Roy Nwaisser, V.P., *Laure Stevens, Treasurer, *Glenn Bailey, SAA, *LeeVante Haywood, Secretary

***Indicates ENC Board Member or Alternate; no more than five (5) ENC Board Members and/or Alternates may be seated at one time during any ENC Committee Meeting**

1. Record meeting. Call to Order. Roll call. Determination of quorum. Comments from chair.

2. Public Comment on Non-Agenda Items: Public comments on non-agenda items are limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair’s discretion. For those calling in, press *9 on your phone to raise your hand to speak. For those using Zoom Webinar, use the “raise your hand” feature to speak.

3. Reports from Public Officials/Departments/Community Agencies

4. New Business – Motion, Discussion, and Voting may be taken on all Items:

A. Agenda Protocol - A discussion on establishing a clear protocol for posting agendas both online and on the Encino Neighborhood Council website to ensure timely and consistent communication. The committee will review current practices, ensure all members are aware of the proper procedure, and potentially create a new protocol to prevent meetings from being canceled due to agenda-related issues. This will include setting clear deadlines and responsibilities for agenda preparation and posting. **Discussion and Possible Action.**

B. Video Participation During Meetings - Discussion on enforcing the requirement for all members to have their video on during Encino Neighborhood Council meetings. This will ensure active participation and accountability. The committee will address any concerns or exceptions and establish guidelines for consistent video presence throughout the meetings. **Discussion and possible action.**

C. Hybrid Meetings and Equipment Review - Discussion on the possibility of holding hybrid meetings for the Encino Neighborhood Council. Prior to making a decision, the committee will review the available equipment to assess what is required for implementation. Additionally, the status of the equipment storage will be addressed, including whether the cage in the office has a separate lock and if the key is included on the council’s keychain. **DISCUSSION AND POSSIBLE ACTION.**

D. A motion to make a limited amendment to Article X Section 4 of our Neighborhood Council Bylaws - The motion would be to change the ENC stakeholder verification method from documentation to self affirmation for the upcoming 2025 Neighborhood Council vote-by-mail elections. **Discussion and possible action.**

5. Review ENC Regular Board Meeting Agenda.

A. Appoint Kristin Moss as Encino Neighborhood Council Director of Marketing - Discuss Kristin Moss' proposed role and responsibilities as Director of Marketing and Communications. Kristin Moss is a long-time resident of Amestoy Estates, where she has lived for 10 years and developed a deep passion for the Encino community. As a mom of three, she previously supported the neighborhood through her children's attendance at Encino Charter Elementary and now seeks new ways to enhance the area. With over 20 years of experience as a marketing executive, she has led creative and social teams at Disney, Riot Games, HBO Max, and Amazon Prime Video. She will have something for us to look at by Monday or Tuesday. **Discussion and Possible Action.**

B. Discussion and possible action to hire Aaron Devandry for a trial period of up to 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](#)

C. Appearing at the Encino Community Center Haunted House - The ENC Outreach Committee passed a motion to recommend that the board support an expenditure of up to \$1,000.

6. Committee Member Comment on Items not on this Agenda

7. Adjournment.

8. Next ENC Executive Committee Meeting: October 21, 2024 7pm

Announcements:

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 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

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 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/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. 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.