



**Encino
Neighborhood Council**

4924 Paso Robles Ave. • Encino • CA • 91316 • (747) 282-0450

Officers:
Josh Sautter - President
Roy Nwaissner - Vice President
Geraldine Hernandez-Abisror - Secretary
Laure Stevens - Treasurer
Glenn Bailey - Sergeant-at-Arms

ENCINO NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING

Wednesday July 23, 2025 @7:00 PM

MINUTES

Encino Community Center

4935 Balboa Blvd, Encino, CA 91316

1. CALL TO ORDER / INTRODUCTION

7:05PM

2. Roll Call

Josh Sautter - Present

Roy Nwaissner - Present

Laure Stevens - Present

Glenn Bailey - Present

Adam Wright - Present

Shaindi Schwebel - Present

Joanna C. Power - Present

Diane Rosen - Present

Laure Stevens - Present

Jennifer Novian - Present

Heather Michaels - Present

Kristin Moss - Present

Anita Kamjoo - Present

Varant Majarian - Present

Victoria Biddle - Present

Pilar Defreest - Present

Glenn Bailey - Present

Kelvin Tolbert - Present

Jennifer Luce - Present

Tess Gurlanick- Not Present

Rachel Perry - At Large Alternate - Present / Seated when Diane Rosen left meeting

3. Swearing-in of newly elected board members

Neighborhood Council Board Oath:

i. I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood, and praise it and promote it. I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.

4. Selection of Officers to serve on the Encino Neighborhood Council.

- a. President - **Roy Nwaisser Elected Vote: 17 Yes / 1 Absent**
- b. Vice President - **Josh Sautter Elected Vote: 17 Yes / 1 Absent**
- c. Secretary - **Jennifer Luce Elected Vote: 14 Yes / 1 Absent / 4 Votes for Shaindi Shwebel**
- d. Treasurer - **Pilar DeFreest Elected Vote: 17 Yes / 1 Absent**
- e. Sergeant-At-Arms - **Kelvin Tolbert Elected Vote: 17 Yes / 1 Absent**

5. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction.

6. Discussion and possible action to appoint board members to serve as funding officers. For information on the Neighborhood Council Funding Program, please visit: <https://clerk.lacity.gov/clerk-services/nc-funding>

- a. Discussion and possible action to appoint 2nd Signer
 - i. Verified Funding Program documents have been correctly and completely filled out before submitted for processing.
 - ii. Acts as the second signer as required on Funding Program documents.
- b. Discussion and possible action to appoint Alternate signer
 - i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign board-approved funding documents to be submitted to the NC Funding Program.
- c. Discussion and possible action to appoint Bank cardholder
 - i. Maintains secure custody of the NC's bank card.
 - ii. Ensures the card is used for payment transactions as approved by the board only.
 - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
 - iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
 - v. Must not accept cash refund. All refunds must be made as a credit return.
 - vi. Notifies the Funding Program immediately of lost or stolen cards.
 - 1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.
 - 2. A new card can be ordered upon notification.
 - 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
 - vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.
 - 1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
 - viii. Can only serve as a cardholder for one NC at a time.
 - ix. Is the only board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.
- d. Discussion and possible action to appoint 2nd bank cardholder
 - i. In the absence or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for board-approved funding purchases.

Motion: 6.a. The ENC approves Laure Stevens As 2nd Signer - and Josh Sautter as Alt Signer. **VOTE 16 Yes / 0 NO / 1 absent / 1 Ineligible**

Motion: 6.b. The ENC approves Josh Sautter as Alt. Signer **VOTE 16 Yes / 0 NO / 1 Absent / 1 Ineligible**

Motion: 6.a. The ENC approves Pilar DeFreest as Bank Card Holder **VOTE 16 Yes / 0 NO / 1 Absent / 1 Ineligible**

Motion: 6.d The ENC approves Kristin Moss as second Bank Card Holder **VOTE 16 Yes / 0 NO / 1 Absent / 1 Ineligible**

7. Discussion and possible action to appoint up to 5 board members as Community Impact Statement (CIS) filers. The filers must be board members. The filers are responsible for filing the CIS's into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information, please click here:

<https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>

Approved CIS Filers: Roy Nwaisser, Josh Sautter, Kelvin Tolbert, Pilar DeFreest, Shaindi Schwebel

VOTE 17 Yes / 0 NO / 2 Absent

9. Discussion and possible action to appoint board members and/or stakeholders to serve as representatives to various Neighborhood Council alliances and coalitions. For the list, please see below and click here for more information: (<https://empowerla.org/alliances/>)

a. Budget Representative – Meets 1st Monday & 3rd Saturday

Glenn Bailey, Roy Nwaisser

b. LADWP Advocacy and Oversight – Meets 1st Saturday

Shaindi Schwebel

c. Los Angeles Neighborhood Council Coalition (LANCC) Meets 1st Saturday

Heather Michaels, Roy Nwaisser

d. Neighborhood Council Emergency Preparedness Alliance (NCEPA) Meets 4th Saturday

Joanna C Power

e. Neighborhood Council Sustainability Alliance (NCSA) Meets 2nd Sunday

Glenn Bailey, Shaindi Schwebel

f. Plan Check NC – Meets 2nd Saturday

Kelvin Tolbert, Victoria Biddle

g. Valley Alliance of Neighborhood Councils (VANC) Meets 2nd Thursday

Glenn Bailey, Heather Michaels

VOTE 17 Yes / 0 NO / 2 Absent

10. Discussion and possible action to appoint board members and stakeholders to serve as liaisons to certain city departments and programs. City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with NCs and stakeholders. Your willingness to be that contact person will help your NC improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions are the following:

a. Aging Liaison: Anita Kamjoo

b. Animal Services Liaison: Heather Michaels

c. Emergency Preparedness Liaison: Roy Nwaisser

d. Film: Adam Wright

e. Homelessness Liaison: Josh Sautter, Jennifer Luce, Rachel Perry

f. Public Works: Shaindi Schwebel

g. Resilience Liaison: Jennifer Novian

VOTE 17 Yes / 0 NO / 2 Absent

11. Government Reports from various government agencies and elected offices.

Report from Officer Walia

Report from Ricky Angel - CD4

Report from Henry Stern's Office

12. Discussion and possible action to approve the [June 2025 Monthly Expenditure Report \(MER\)](#).

VOTE 16 Yes / 0 NO / 1 Absent / 1 Ineligible

13. Discussion and possible action to approve May 28 2025 and June 25 2025 board meeting minutes.

Tabled

14. New Business – Funding

- A. Motion: ENC will host a town hall about encampments in the Sepulveda Basin and wildfire. Representatives from key organizations will be invited to participate. Public Safety Committee recommends funding up to \$250 for food & drink and up to \$100 for promotion including social media boosts and facility fee.

VOTE 16 Yes / 0 NO / 2 Absent / 1 Ineligible

- B. Motion: Discussion and possible action on the recommendation from the Outreach Committee that the Encino Neighborhood Council support the Harvest Moon Movie Night event on Saturday, September 27th, at Genesta Park, featuring a screening of *E.T.*, and approve the expenditure of up to \$7,000 for event-related costs. **VOTE 16 Yes / 0 NO / 2 Absent / 1 Ineligible**

15. New Business - Consent Calendar: Items 15A thru 15C all passed with unanimous consent, following discussion by committee members and the public. Public comment was taken on all of the following consent items in committee. Unless a board member pulls an item, items 15A through 15CD will be deemed approved unanimously by the Encino Neighborhood Council. If an item is pulled, the remaining consent items will pass by consent and the pulled items will be discussed in the order on the agenda. **VOTE 17 Yes / 0 NO / 2 Absent**

- A. Motion: The Encino Neighborhood Council formally requests that the City of Los Angeles, in coordination with all relevant agencies, enforce [LAMC Sec. 63.44 \(Regulations Affecting Park and Recreation Areas\)](#) to the fullest extent – including, but not limited to, the eviction of unhoused occupants and their encampments. We also request for vegetation and combustible material to be cleared in compliance with all local and state fire codes. The Public Safety Committee recommends sending a letter to the City, elected representatives and all relevant agencies advising them of our demands for action within the Sepulveda Basin with respect to unhoused occupants and mitigating fire risk.
- B. Motion: Due to growing community concerns about the Oak Tree Inn transitional housing facility, the Encino Neighborhood Council opposes it unless the “[Community Conditions and Requirements](#)” proposed by the Encino Property Owners Association are accepted by Hope The Mission and Village Family Services, and they enter into a privately enforceable agreement.
- C. Motion: ENC Public Safety Committee recommends submitting a CIS supporting [CF 25-0748](#). This is a motion for the City to draft a Freedom of Information Act (FOIA) request to seek records that provide transparency into federal immigration enforcement activity within the City as of January 1, 2025.

16. New Business

- A. **Motion:** Discussion and possible action on whether the Encino Neighborhood Council would like to partner with Council District 4 on an upcoming “Know Your Rights” training, presented in collaboration with Public Counsel and the Reseda Neighborhood Council. The training, which will address the recent ICE raids impacting communities in the Valley—including a recent raid at the Auto Spa at White Oak and Ventura—will be held via Zoom on July 31st at 6:00 p.m. If approved, the Encino Neighborhood Council’s logo would be included on promotional materials for the event. **VOTE 17 Yes / 0 NO / 2 Absent**

16. Adjournment

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 Pat Bates, 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 Pat Bates, 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.