



# Encino Neighborhood Council

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

Roy Nwaiser - President  
Josh Sautter - Vice President  
Jennifer Luce - Secretary  
Pilar DeFreest - Treasurer  
Kelvin Tolbert - Sergeant-at-Arms

## ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE SPECIAL MEETING **Minutes**

**Tuesday September 16, 2025 (after) 7:10 PM**

Encino Community Center  
4935 Balboa Blvd, Encino, CA 91316

Public Comment: No Public Comments on Non-Agenda Items is required for special meetings. 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:** Roy Nwaiser (Chair), Josh Sautter, Pilar DeFreest, Jennifer Luce, Kelvin Tolbert

### 1. Call to Order / Roll call / Determination of quorum **8:16pm**

Encino NC	Executive Board								
P=Present / A=Absent									
NAME / SEAT / TITLE	8/19/2025	9/16/2025	10/21/2025	11/18/2025					
Roy Nwaiser, Home Owner's Representative, President	P	P							
Josh Sautter, Area 1 Representative, Vice President	P	A							
Pilar DeFreest, Renter's Representative, Treasurer	P	P							
Jennifer Luce, Community Interest Representative, Secretary	P	P							

Kelvin Tolbert, Planning & Land Use, Seargent at Arms	P	P		
--	---	---	--	--

## 2. Comments from chair

**There was communication about this prior to the meeting that possibly violated the Brown Act**

3. **Motion:** ENC formally nullifies the previously-approved, invalid social media standard operating procedures (SOP) which is overridden by the BONC-approved "Board of Neighborhood Commissioners' Digital Communications Policy for the Neighborhood Councils."

This BONC policy is the official digital communication policy for all neighborhood councils. It states: *"This policy applies to all certified neighborhood councils and governs the use, management, design, development and maintenance of Digital Communications accounts, platforms, and tools utilized by neighborhood councils."*

Hierarchy of BONC policy vs NC policy:

### **BONC Policies Override NC Policies**

BONC is the governing body that sets citywide policy standards for all 99 Neighborhood Councils.

These policies are binding on NCs — meaning:

- **Any NC policy or action that contradicts an existing BONC policy is invalid and unenforceable, even if approved by a vote of the NC board.**

Examples of BONC policies:

- **Digital Communications Policy**
- Code of Conduct Policy
- Uniform Bylaws Template
- Board Member Removal Policy

**These apply uniformly across all NCs, and NCs cannot “opt out” or override them through local votes.**

### **Public Comment: Reading of the ENC SOP.**

Discussion: There needs to be defined responsibilities and rules in writing for who has access to the ENC website, as access has been too unrestricted.

Amended motion: ENC formally adopts the BONC digital communications policy as our official communications policy and ENC will adopt formalized roles and responsibilities.

Motion: Roy Nwaisser, 2nd Pilar DeFreest, Vote 4 YES/1 ABSENT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Roy Nwaiser, President	Homeowner's Org Representative	Y					
Josh Sautter, Vice President	Area 1 Representative						A
Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Representative	Y					
Kelvin Tolbert, Sergeant at Arms	Planning & Land Use	Y					

4. **Motion:** In accordance with the roles identified by the BONC Digital Communications Policy for the Neighborhood Councils, the ENC will have an Account Administrator which will be the ENC President and a Content Creator which will be the Outreach Chair.

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Roy Nwaiser, President	Homeowner's Org Representative						
Josh Sautter, Vice President	Area 1 Representative						
Pilar DeFreest, Treasurer	Renter's Representative						
Jennifer Luce, Secretary	Community Interest Representative						
Kelvin Tolbert, Sergeant at Arms	Planning & Land Use						

5. **Motion:** Reaffirm committee Chairs' authority to establish their committee's operating procedures & processes, on matters which do not fall under Encino Neighborhood Council subject-matter jurisdiction.

**Motion:** Roy Nwaiser, 2nd Pilar DeFreest Vote 4 YES/1 ABSENT

**Public comment:** If a committee is presenting something to the public, flyer or announcement of any kind, it requires a vote.

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Roy Nwaiser, President	Homeowner's Org Representative	Y					

<b>Josh Sautter, Vice President</b>	Area 1 Representative						<b>A</b>
<b>Pilar DeFreest, Treasurer</b>	Renter's Representative	Y					
<b>Jennifer Luce, Secretary</b>	Community Interest Representative	Y					
<b>Kelvin Tolbert, Sergeant at Arms</b>	Planning & Land Use	Y					

## 6. Adjourn 9:10

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.

**Out of an abundance of caution due to the possible attendance and participation of a majority of Encino Neighborhood Council Board Members at this Committee meeting, this meeting is noticed as a Joint Meeting of the Committee and the Board, in adherence with the State's Brown Act. No action will be taken on behalf of the Board at this meeting of the Committee. Only Committee Members are allowed to vote.**

**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 Roy Nwaissar, 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](https://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 Roy Nwaisser, 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.

**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.