



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 MEETING

Minutes

Tuesday September 16, 2025 @7:00 PM

Encino Community Center
4935 Balboa Blvd, Encino, CA 91316

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.

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Voting Committee Members: Roy Nwaiser (Chair), Josh Sautter, Pilar DeFreest, Jennifer Luce, Kelvin Tolbert

1. Call to Order / Roll call / Determination of quorum **7:10 pm**

Encino NC	Executive Board									
P=Present / A=Absent										
NAME / SEAT / TITLE	8/19/2025	9/16/2025	10/21/2025	11/18/2025	12/16/2025					
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, Sergeant at Arms	P	P			

2. Comments from chair

none

3. Reports from Public Officials/Departments/Community Agencies **none**

4. Public Comment on Non-Agenda Items

Public comments on non-agenda items is limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair's discretion. **none**

5. Discussion and possible motion: Formation of standing or ad hoc Youth Committee

Motion: For the ENC to create a standing youth committee.

Motion: Roy Nwaisser Second: Kelvin Tolbert Vote 4 YES/1 ABSENT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Roy Nwaisser, 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					

6. Discussion and motion: Purchase ENC Business Cards

Note: Cards cost up to \$35 per 100 cards and up to \$50 setup charge.

Motion: The ENC to purchase business cards for executive committee members and chairs who want them at a cost of up to \$50.00/one hundred cards

Roy Nwaisser Second: Kelvin Tolbert

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Roy Nwaisser, 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					

7. **Motion to purchase ENC ID Badges:** The Encino Neighborhood Council will spend up to \$325 to purchase 18 magnetic name tags or personalized lanyards for ENC Board members to be used for identification at meetings and events. Board members will have their choice of which style they prefer.

Motion: Roy Nwaisser Second: Kelvin Tolbert, Vote 4 YES/1 ABSENT

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

8. **Motion to purchase digital voice recorder:** The Encino Neighborhood Council will spend up to \$105 to purchase a [Digital Voice Recorder with AI Transcription](#) to assist Secretary with taking minutes of in-person meetings.

Note: Current price is \$80.00 and historical price is \$89.99 (plus tax). Approving \$105 in case of price fluctuation.

Motion: Roy Nwaisser Second: Jennifer Luce

Vote 4 YES/1 ABSENT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Roy Nwaisser, 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					

9. **Motion to purchase extension cord:** The Encino Neighborhood Council will spend up to \$15 to purchase a 25-foot [extension cord](#) for PA system.

Motion: Roy Nwaisser Second: Kelvin Tolbert

Discussed increasing price and placing on Agenda for General Board meeting

Vote 4 YES/1 ABSENT

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

10. Discussion about future meetings

Executive meeting is the day before the General Board meeting in October.

Executive-10/21 and General 10/22. That does not allow enough time between meetings. We agreed to move the executive meeting scheduled on Oct 21, 2025 to Oct 7, 2025.

Discussion: Having meetings on zoom and/or hybrid.

Public Comment: The board is required to vote when and where the meetings are held once a year.

11. **Council File 20-0263-S3** - ENC Executive Committee recommends submitting a CIS opposing CF 20-0263-S3. This is a request for the city to authorize a total of \$5,904,000 to pay an outside law firm. The law firm will appeal a judgement which implements oversight on the City's compliance with its commitments to create nearly homeless shelter and housing. The City Attorney wants to avoid oversight of homeless services.

Background info here: [City Attorney Seeks \\$6 Million for Legal Bills to Defend \\$2 Billion in Untracked Homeless Funds](#)

Motion: ENC Executive Committee recommends submitting a CIS opposing CF 20-0263-S3

Motion: Roy Nwaiser, Second: Jennifer Luce 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					

12. **Discussion:** Declaration of Commitment to Representative Government

If this needs to be reconsidered, a memo needs to be sent to the secretary by Friday September 19, 5 days before General board meeting on Sept 24, 2025.

Public Comment: Supporting this position would be a violation of the city charter.

Announcements:

Roy: Please volunteer for movie night on Saturday, and if you can let Laure and Shaindi know.

Oct 1 is National coffee with a cop day that we approved funding for. It will be at 11 am at the Coffee

Committee member announcements about items not on this agenda.

13. Adjourn 8:13

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 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 Roy Nwaiser, 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 Roy Nwaisser, 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.