



Encino Neighborhood Council

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

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

MEETING MINUTES ENCINO NEIGHBORHOOD COUNCIL FINANCE COMMITTEE SPECIAL MEETING TUESDAY SEPTEMBER 9, 2025 @5:00 PM

Please click the link below to join the webinar:

You are invited to a Zoom webinar!

When: September 9, 2025 at 5:00 PM Pacific Time (US and Canada)

Topic: ENC Finance Meeting, Via Zoom

ZOOM MEETINGS ARE RECORDED

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/84198990643>

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Webinar ID: 841 9899 0643

Public comments 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.

Voting Committee Members:

*Pilar DeFreest (Chair, Treasurer) *Glenn Bailey, *Laure Stevens, *Diane Rosen, Geraldine Hernandez-Arbisror Alt. Community Interest board member, Varant Majarian - Stakeholder

*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. **Call to Order. Roll call. Determination of quorum.**
2. **Comments from chair.**
3. **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 hand" feature to speak.
4. **Approval** of Minutes from May 23, 2025 Meeting. – defer to next Finance committee meeting

5. **Review** current budget and spending.
6. **New Business – Motion, Discussion, and Voting may be taken on all items:**
 - A. **Discussion on reallocation of Roll-Over funds from FY 2024-2025 and distributing the funds across the following Council categories:**
 - Office/Operational Expenditures Category (General Office, Meeting Costs, Meeting Copying/Printing)
 - Outreach Expenditures Category / Advertising Materials - Swag
 - Neighborhood Purposes Grants (NPG) Expenditures Category
 - Discuss “other” possible areas for reallocation

MOTION: The ENC Finance Committee recommends to the ENC Board that they approve the reallocation of rollover funds totaling \$9746.76 to the 2025/2026 Budget allowing the new budget total of \$34,746.

Motion Made By: Laure Stevens
Seconding of Motion: Glenn Bailey

Yea – Pilar, Geri, Laure, Diane, Glenn
 Nay

- B. **Discussion and possible action:** NPG application in the amount of \$5,000 from the Friends of Los Angeles River (FoLAR) to help fund the Great LA River CleanUp to be held on ?? and restore 0.5 acres of native habitat in the Sepulveda Basin, boosting environmental health and enhancing public spaces. These initiatives foster community engagement, support public health, and promote environmental education and stewardship across diverse neighborhoods. For historical reference, in 2024 the ENC provided \$2,500 to this organization. [NPG APPLICATION HERE](#)

MOTION: The ENC Finance Committee recommends subject to event date be provided to the board approve the NPG request from FoLAR for the amount of \$2,500.
Glenn/Laure seconds

Yea – Pilar, Laure, Diane, Glenn, Geri
 Nay -

Announcements:

7. **Committee Member** announcements about items not on this agenda and requests for future agenda items
 - A. **NC Funding Program will be releasing it’s draft for review - TBD**
8. **Set date and time** of next meeting: Quarterly or as needed
9. **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.

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 Nwaissar, 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 TRADUCCION: 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 Nwaissar, 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.