



Encino Neighborhood Council

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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 October 7, 2025 @7:00 PM

Please click the link below to join the webinar:

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

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Webinar ID: 871 7215 3317

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SB 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 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 7:02pm

ENC Executive Board			
P/PRESENT A/ABSENT			
NAME/SEAT/TITLE			
	8/19/25	9/16/25	10/7/21
Josh Sautter, Area 1 Representative, Vice President	P	A	P
Roy Nwaisser, Homeowner Representative, President	P	P	P
Pilar DeFreest, Renter's Representative, Treasurer	P	P	P
Jennifer Luce, Community Interest Rep, Secretary	P	P	P
Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	P	P

2. Comments from chair

Executive Board should set a good example for new board members by taking care to follow rules & protocols in meetings.

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.

The Board needs to be inclusive regarding input about future meeting logistics.

Request to bring up to Bylaws Committee to have a new standing rule to bring meeting logistics, whether in person or zoom meetings are held, to a board vote.

5. Discussion and possible motion: Format of next ENC Board meeting

Suggestion that the next Board meeting be conducted via Zoom by Roy Nwaisser, in light of Robert's Rules not being observed at previous in person meetings. Zoom meetings can provide some semblance of control.

Question of accommodating people with disabilities was raised and it was stated that the discussion about future meeting format will be an ongoing discussion.

6. Discussion and motion: Approve [ENC Digital Roles & Responsibilities](#).

Per ENC Board motion, document was reviewed by the Outreach Committee and approved with one revision: Change the assignment of Account Admin 2 to “Nominated by the Outreach Committee & Approved by the Board.”

Motion: To pass the Digital Roles & Responsibilities exactly as it passed in the Outreach committee, with Outreach nominating Admin 2 to then be approved by the Board

Motion: Josh Sautter 2nd Kelvin Tolbert VOTE: 3 YES/2 NO

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaisser, President	Home Owner Representative		N				
Pilar DeFreest, Treasurer	Renter's Representative		N				
Jennifer Luce, Secretary	Community Interest Rep	Y					
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use	Y					

7. Discussion and possible motion: Amend ENC Standing Rules Article V, Section 11 to say - “The Encino Neighborhood Council’s digital platforms—its website and social media channels—are governed by a framework designed to ensure transparency, accessibility, and compliance with city and state regulations. This framework is defined in the ENC Digital Roles & Responsibilities Attachment A.” and include ENC Digital Roles & Responsibilities as Attachment A.

Amended Motion: Executive Board recommends to the General Board to amend ENC Standing Rules Article V, Section 11 to say - “The Encino Neighborhood Council’s digital platforms—its website and social media channels—are governed by a framework designed to ensure transparency, accessibility, and compliance with city and state regulations. This framework is defined in the ENC Digital Roles & Responsibilities Attachment A.” and include ENC Digital Roles & Responsibilities as Attachment A.

Motion: Roy Nwaisser, 2nd Pilar DeFreest VOTE: 5 YES/0 NO

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaisser, President	Home Owner Representative	Y					
Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Rep	Y					
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use	Y					

8. **Discussion and possible motion:** Amend ENC Standing Rules with Section 3.D.I.ii – “A committee may not schedule a committee meeting if the previous committee meeting’s minutes have not been posted.”

This gives teeth to our existing standing rule policy which says committee minutes **must** be filed within seven days.

Amended motion: Amend ENC Standing Rules Article VII, Section 3.D.I.ii. – “A committee may not schedule a committee meeting if the previous committee meeting’s minutes have not been posted.”

Motion: Roy Nwaisser 2nd Pilar DeFreest VOTE: 2 YES/1 NO/2 ABSTAIN

Discussed looking at this further in future meetings, with possible considerations to extenuating circumstances.

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative		N				
Roy Nwaisser, President	Home Owner Representative	Y					
Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Rep			A			
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use			A			

9. **Discussion and possible motion:** Amend ENC Standing Rules with Section 3.D.I.iii – “In order to ensure transparency and document Board actions, motions passed by a committee will not be considered by the Board unless the committee vote is documented in the committee’s minutes.”

Amended Motion: Amend ENC Standing Rules under Article VII, Section 3.D.I.iii – “In order to ensure transparency and document Board actions, motions passed by a committee will not be considered by the Board unless the committee vote is documented in the committee’s minutes, along with the individual votes of each committee member listed by name.”

Motion: Jennifer Luce 2nd Roy Nwaisser VOTE 5 YES/0 NO

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaisser, President	Home Owner Representative	Y					
Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Rep	Y					
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use	Y					

10. Discussion and possible motion: What to do about Board members who are in significant violation of ENC's Code of Civility (Article XIV of our [standing rules](#)) and the official [Neighborhood Council Code of Conduct](#). The NC Code of Conduct states: "The Neighborhood Council shall retain its authority to remove Board and Committee Members for failure to adhere to these provisions" and "it is expected that the Neighborhood Council shall use this policy to either [Censure](#) or [Remove](#) a Board member who violates this Policy."

Discussion to follow BONC policy regarding the issue of any Board member not following the Code of Conduct. Any Board member not following the Code of Conduct by way of the BONC policy should go through the formal process of censure. This will be further discussed at future meeting.

11. Discussion and possible motion: Consider setting policy to limit NPG requests to \$2,500 in light of reduced budget.

Motion: Roy Nwaisser, No Second

12. Announcements:

Committee member announcements about items not related to ENC business.

13. Adjourn 9:08 pm

Next Executive Committee Meeting 11/18/25.

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 Nwaissier, 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 Nwaissier, 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.