



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

NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE SPECIAL MEETING Wednesday March 18, 2026 @7:00 PM

**Women’s Club @ Encino Community Center
4935 Balboa Blvd, Encino, CA 91316**

Public comment on agenda items will be heard when the item is up for discussion. **Public comment on agenda items is limited to ONE MINUTE (1) 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**
2. **Comments from chair**
3. **Reports from Public Officials/Departments/Community Agencies**
4. **Public Comment on Non-Agenda Items (limited to 10 minutes)**

Public comments on non-agenda items are limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair’s discretion. 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.

Councilmembers may not answer questions from the public or respond to public comment. They may only ask brief clarifying questions.

The total Comment period shall not last more than ten minutes. At the conclusion of all business, if time allows, the Chair may, at his or her discretion, open another Comment Period.

5. **Discussion and possible motion:** Consider options for making ENC Board meetings shorter.
6. **Discussion and possible motion:** Consider subscribing to Zoom meeting management apps.
7. **Discussion and possible motion:** In light of recent events and new Brown Act rules, discuss monitoring/enforcement and meeting format.
8. **Discussion and possible motion:** Amend ENC Standing Rules:

In accordance with the Department of Neighborhood Empowerment’s guidance for transparency and accountability, and to avoid Brown Act violations, whenever an Encino

Neighborhood Council member joins a meeting as an attendee, they must properly identify themselves by their name as listed on the ENC website. If attending a meeting by phone, ENC Board members must verbally identify themselves. ENC Board members may not participate in any ENC meeting or activity with an alias, pseudonym or fictitious name.

9. Motion: ENC Executive Committee recommends opposing City Clerk budget proposal to defund 2027 Neighborhood Council elections.

10. Possible Motion: Consider [NPG request](#) by the Los Angeles Youth Orchestra for \$5,000. The funds will be used for 3 rehearsals and a free concert by the Los Angeles Youth Orchestra. The funds will pay for rehearsal space, concert space, the orchestra section teachers and assistant conductor, and rental chairs.

11. Discussion and possible motion: The Encino Neighborhood Council moves to add a rule to our standing rules that establishes an attendance protocol requiring board members to be present for at least 3/4 of all board votes during each board meeting to be considered present at that meeting. Leaving after roll call shall also be considered an absence.

12. Discussion: CIS backlog

13. Announcements:

Committee member announcements about items not related to ENC business.

14. Adjourn

Next Executive Committee Meeting 4/21/26

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.

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: www.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 Jennifer Luce, Secretary, at (747) 282-0450 or email at: secretary@encinonc.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- 4933 Balboa Blvd, Encino, CA 91316

- 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/subscriptions>

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

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.encinonc.org