



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

MEETING MINUTES 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

Call to Order: 7:06PM

ENC Executive Board							
P/PRESENT A/ABSENT							
NAME/SEAT/TITLE							
	8/19/25	9/16/25	10/7/25	11/18/25	1/22/26	2/17/26	3/28/26
Josh Sautter, Area 1 Representative, Vice President	P	A	P	A	A	A	P
Roy Nwaiser, Homeowner Representative, President	P	P	P	P	P	P	P
Pilar DeFreest, Renter's Representative, Treasurer	P	P	P	P	P	P	P
Jennifer Luce, Community Interest Rep, Secretary	P	P	P	P	P	P	A
Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	P	P	P	P	P	P

2. Comments from chair

3. Reports from Public Officials/Departments/Community Agencies

4. Public Comment on Non-Agenda Items (limited to 10 minutes)

None

5. Discussion and possible motion: Consider options for making ENC Board meetings shorter.

Discussion: The Executive Committee discussed the following options to reduce the overall length of Board meetings:

- Reduce first speaking opportunity for each agenda item from two minutes to one minute. - **RECOMMENDED**
- Set a maximum time allotment for each agenda item, based on the nature of the item, with the allotted duration clearly noted on the agenda. - **RECOMMENDED**
- Establish limits for the number of times a Board member can speak on agenda items during a meeting.
- Establish limit for the total amount of time a Board member can speak on agenda items.
- Split public official reports and ENC liaison reports to a separate monthly meeting.
- Provide City Officials with up to 2 minutes of speaking time. If Board Members or stakeholders have additional questions, they will be directed to contact the City Official by email and copy the ENC President and/or Vice President. City Official email addresses are listed on all agendas. - **RECOMMENDED**

6. Discussion and possible motion: Consider subscribing to Zoom meeting management apps.

Motion: The Executive Committee recommends subscribing to a customized Zoom Meeting Management App for \$36/year that will provide the ENC features including but not limited to: Timer on Screen, Attendance Tracking, Time Tracking of Speakers

Motion: Roy Nwaiser, 2nd Kelvin Tolbert

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaiser, 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	Y					

7. Discussion and possible motion: In light of recent events and new Brown Act rules, discuss monitoring/enforcement and meeting format.

Discussion: DONE has provided the following guidance for 2026 Brown Act–compliant remote meetings.

- Board Members are expected to keep their cameras on for the duration of the meeting to support transparency and maintain public confidence.
- Turning off the camera may be treated as non-compliant with Brown Act transparency requirements, unless there is a brief, clearly communicated technical issue.

- All Zoom meetings of the Encino Neighborhood Council shall be conducted with the same professionalism expected in an in-person or workplace setting, including maintaining visibility, proper identification, and appropriate decorum.
- If a Board Member experiences technical issues, they must promptly notify the Vice President. For any votes taken while the Board Member is offline or not visible due to technical issues, the Board Member will be considered “Absent.”

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.

Motion: The Executive Committee recommends 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 board 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.

Motion: Roy Nwaiser, 2nd Pilar DeFreest

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaiser, 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	Y					

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

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Motion: Roy Nwaiser, 2nd Kelvin Tolbert

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaiser, 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	Y					

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.

Motion: The Executive Committee recommends forwarding this Neighborhood Purposes Grant (NPG) to the General Board for discussion, pending requested receipt of invoices from the Los Angeles Youth Orchestra that provide documentation supporting the funding request.

Motion: Josh Sautter, 2nd Pilar DeFreest

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

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.

Discussion: This could have adverse consequences, and it was felt that everyone is doing their best to stay as long as they can. No motion was made.

12. **Discussion:** CIS backlog

Discussion: Progress is being made and those that are complete will be uploaded to the City website. The outstanding CIS's will be addressed in the coming weeks to complete.

13. **Announcements:**

Committee member announcements about items not related to ENC business.

Pilar announced the following funding timelines set by City Funding to prepare for Fiscal Year end processing:

- May 20th, 2026 - Final date to submit an Event Approval Request using current Fiscal Year funds
- June 1st, 2026 - Final date to submit a check payment request through the NC Funding System portal (including Neighborhood Purposes Grants - NPGs)

- June 20th, 2026 - Final date to make purchases with the NC bank card*

14. Adjourn: 8:18PM

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