



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 Friday April 17, 2026 @6:00 PM Minutes

**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. 6:04 PM

ENC Executive Board								
P/PRESENT A/ABSENT								
NAME/SEAT/TITLE								
* Special Meeting	8/19/25	9/16/25	10/7/25	11/18/25	1/22/26	2/17/26	3/18/26	4/17/26*
Josh Sautter, Area 1 Representative, Vice President	P	A	P	A	A	A	P	A
Roy Nwaiser, Homeowner Representative, President	P	P	P	P	P	P	P	P
Pilar DeFreest, Renter's Representative, Treasurer	P	P	P	P	P	P	P	P
Jennifer Luce, Community Interest Rep, Secretary	P	P	P	P	P	P	A	P
Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	P	P	P	P	P	P	P

2. **Comments from chair** May 11 is scheduled for a Listening session with Mayor Bass, which will be a Special Executive meeting held over zoom.

Discussion about shortening time on reports from Public Officials to make meetings more streamlined or not having official reports in person.

Discussion about starting meetings earlier at 6:30 as opposed to 7:00 pm

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

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.

Encino NC is doing a great job!

Request for funding for One Generation to be on next Agenda

5. **Council File 26-0489:** ENC Executive Committee recommends submitting a CIS in support of LANCC recommendations that are included in the charter commission recommendations in CF 26-0489.

- NCs CIS shall be in a separate queue from public comment
- NCs may deliver to any governmental agency a statement past in a Brown Acted public meeting at which there is a quorum. The City shall create/require language to indicate the NC is speaking for itself and not the City
- NCs may include consent calendars on their agendas
- When selecting a new DONE GM, provide NCs the opportunity to submit questions to ask GM candidates during the employment interview
- Increase the number of BONC commissioners from seven to nine with the two additional being at-large and appointed by NCs
- NCs shall submit their budget request at the same time as departments. BONC president shall be a single point-of-contact and shall organize the requests into a single request for Mayor's consideration
- Require City Council, City Council committees, and city commissioners make provision for NCs to comment via telephone or telephonic conferencing at all meetings of these bodies
- Capitalize Neighborhood Councils throughout the Charter

Motion: ENC Executive Committee recommends submitting a CIS in support of LANCC recommendations that are included in the charter commission recommendations in [Council File 26-0489](#).

Motion: Roy Nwaiser/2nd Pilar Defreest.

VOTE: 4 YES/0 NO/1 ABSENT

		YE S	N O	ABSTAI N	INELIGIBL E	RECUS E	ABSEN T
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
Roy Nwaiser, 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					

6. **Council File 26-0600:** ENC Executive Committee recommends submitting a CIS for CF 26-0600 recommending City Council restore Neighborhood Council funding to \$40,000 and guaranteeing full funding for 2027 Neighborhood Council elections.

Amend motion to state: ENC Executive Committee recommends submitting a CIS for CF 26-0600 recommending City Council restore Neighborhood Council funding to \$50,000 and guaranteeing full funding for 2027 Neighborhood Council elections.

Motion: Kelvin Tolbert/2nd Pilar Defreest

Vote: 4 YES/0 NO/1 ABSENT

		YE S	N O	ABSTAI N	INELIGIBL E	RECUS E	ABSEN T
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
Roy Nwaiser, 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					

Motion: ENC Executive Committee recommends submitting a CIS for CF 26-0600 recommending City Council restore Neighborhood Council funding to \$50,000 and guaranteeing full funding for

2027 Neighborhood Council elections.

Motion: Roy Nwaiser/2nd Pilar Defreest

VOTE: 4 YES/0 NO/1 ABSENT

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

7. **Motion:** ENC approves \$100 for renewal of Canva license.

MOTION: Roy Nwaiser/2nd Pilar Defreest

VOTE: 4 YES/0 NO/1 ABSENT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
Roy Nwaiser, 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:** What to do about liaisons who are not going to their meetings.

All liaisons will be reminded of their roles to participate in their corresponding meetings, and to report back important information to the council.

9. **Discussion and possible motion:** New standing rule for Standardized Referral and Review of NPG Applications.

Motion: The process to approve ENC NPGs shall follow the following format:

All Neighborhood Purpose Grant (NPG) applications submitted to the Encino Neighborhood Council shall be processed according to the following mandatory workflow to ensure fiscal

oversight and appropriate subject-matter review:

1) Initial Fiscal Review: Every NPG application must first be submitted to the Treasurer to confirm funding availability within the current fiscal year's budget and to ensure the application is administratively complete. Treasurer will ask applicant to make any necessary corrections before referral to committee.

2) Primary Committee Referral: Once verified for funding, the Treasurer shall refer the application to the standing committee whose primary focus most naturally aligns with the request (e.g., school-related grants to the Education Committee; community-outreach projects to the Outreach Committee). Treasurer will inform committee of available funding and any application concerns that could cause City to deny funding.

3) General Referral: In instances where an application falls outside the specific scope of a subject-matter committee, or if the relevant committee is inactive, the Treasurer shall forward the application to the Executive Committee. Treasurer will inform committee of available funding and any application concerns that could cause City to deny funding.

4) Committee Action and Recommendation: The receiving committee shall agendize the application, provide an opportunity for public comment, and vote on whether to recommend the grant to the full Board.

Discussion: To add section 2.5 to allow for approval from the Finance Committee for approval of NPGs. If a special meeting needs to be called for time sensitive issues, it will be scheduled.

Motion: The process to approve ENC NPGs shall follow the following format:

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2.5) Technical Review & Board Vote: If approved on its merits by the initial committee review, the NPG will go to the Finance Committee for a purely technical review, and then will be agendized for the Board.

3) **General Referral:** In instances where an application falls outside the specific scope of a subject-matter committee, or if the relevant committee is inactive, the Treasurer shall forward the application to the Executive Committee. Treasurer will inform committee of available funding and any application concerns that could cause City to deny funding.

4) **Committee Action and Recommendation:** The receiving committee shall agendize the application, provide an opportunity for public comment, and vote on whether to recommend the grant to the full Board.

Motion: Roy Nwaisser/2nd Kelvin Tolbert

VOTE: 4 YES/0 NO/1 ABSENT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
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: New ENC standing rule for event budget approval:

Any ENC event that requires an Event Request Form to be filed with the City Clerk must have the itemized budget approved by the Board before being submitted to the City Clerk.

Motion: Roy Nwaisser/2nd Pilar Defreest

VOTE: 4 YES/0 NO/1 ABSENT

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

11. Discussion: CIS backlog update

Moving forward CIS assignments will be given out at General Board meetings. Every CIS is expected to be submitted in a timely manner.

12. Announcements:

Committee member announcements about items not related to ENC business.

13. Adjourn. 6:55 pm

Next Executive Committee Meeting 5/19/26

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