

**Committee Meeting Minutes For  
A VIRTUAL MEETING BY TELECONFERENCE ON  
Thursday, January 27, 2022, at 7:00 pm.**

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## **AGENDA**

### **1. Call to Order:**

**2. Roll Call:** Heath Kline (P), Chair; Kathleen Barth (P), John Sandy Campbell (P), Martin Lipkin(P), August Steurer (P) (P=present)

*Public attending Liz Chou, Scott Silverstein, Aaron Williams*

*Invited Guest: Jamie York, Secretary for Reseda Neighborhood Council*

### **3. Public Comments by the Public on Items NOT on the Agenda. (2 minutes each)**

*None*

### **4. Approval of Available Committee Minutes:**

*Roll Call Vote*

*None submitted*

### **Items for Discussion and Possible Action:**

*All comment is limited to 2 minutes per speaker unless adjusted by the presiding chair of the committee.*

### **5. Consideration of CIS to CF 20-0963:**

Should WHWCNC support the Reseda CIS asking for a City investigation into the spending patterns and failures of oversight by the Department of Neighborhood Empowerment on the 2021 Neighborhood Council elections and their impact on candidate recruitment and voter engagement? Should their budget be increased in the next election cycle?

*Heath Kline submitted a draft Community Impact Statement [CIS] / Letter regarding support for the CIS issued by the Reseda Neighborhood Council [RNC].*

*The specific question was if the WHWCNC should endorse the CIS created by the Reseda NC and supported by several other Neighborhood Councils, which have already filed with the City and EmpowerLA/DONE.*

*The secretary of the Reseda NC (Jamie) explained the research she had conducted and the proof she had obtained that showed possible issues of vendor fraud, misrepresentation, profiteering, lack of oversight, and misspending. Also, she interfaced with the City Controller's staff, who agreed that a lot of the billing "did not add up." They also agreed that many of the contracts were full of errors and omissions.*

*Additionally, the Reseda NC Secretary stated that much of the contracted election/voting social media was delivered after the elections had closed. In some instances, the contracted media delivered messages to toddlers or other youngsters ineligible to vote.*

*The discussion focused on the questionable use of City/Neighborhood Council funds and DONE's 2021 NC Election outreach, oversight, and spending activities. The discussion touched on the lack of proper supervision by the highest levels of DONE and EmpowerLA, the lack of marketing skills within the offices responsible for Neighborhood Council elections, and the situation where were contracting vendors at the last minute and not correctly schooling them in who they were marketing to and the delivery expectations.*

*Overall, the WHIP Committee members felt that the upper management of DONE, EmpowerLA, and the City Clerk failed to deliver what all agreed was necessary to have a successful NC elections City-wide and that significant changes and corrections need to be made to the system. The WHIP Committee members agreed that the WHWCNC should support the actions and motion filed by the Reseda NC and supported by at least six other NCs.*

*The drafted WHIP motion for a CIS passed by a vote of 5-0-0 [Ayes by Kline, Bart, Campbell, Lipkin and Steurer]:*

**CIS in support of Reseda NC's CIS and call for public explanation and accounting of DONE's 2021 NC election outreach, oversight, and spending activities.** ( Motion: Moved by August, Seconded by: Kathleen)

***COMMUNITY IMPACT STATEMENT SUBMITTED BY COMMITTEE:***

*The Woodland Hills-Warner Center Neighborhood Council [WHWCNC] echoes the concerns expressed by Reseda Neighborhood Council ([link](#)) and other NCs in the Council File regarding the spending patterns and failures of oversight by the Department of Neighborhood Empowerment [DONE] and the City Clerk's Office for the 2021 Neighborhood Council elections and their impact on candidate recruitment and voter engagement.*

*Neighborhood Councils function as the closest level of government for four million residents of Los Angeles. City agencies and departments must give NC Elections the same scrutiny and effort as other City Office elections.*

*As documented by the Reseda NC, leadership failures by the DONE permeated the 2021 election cycle. Given that the Department requested one million dollars for the upcoming election cycle, the WHWCNC agrees that DONE and the City Clerk provide further information regarding their stewardship of resources in the previous election cycle after a careful and thorough examination of public documents.*

*The WHWCNC reiterates Reseda Neighborhood Council's sentiments and similarly requests a detailed written accounting from DONE and the City Clerk's Office with backup documents of the money spent and the money remaining from the \$456,000 allocated to the Department of Neighborhood Empowerment for the 2021 election by February 28, 2022. If they cannot meet this deadline, we request a partial response by this date, including a commitment to a complete reply and a statement of when we will receive a full response.*

*WHWCNC further requests that the Board of Neighborhood Commissioners address this Community Impact Statement in writing by February 28, 2022.*

*Due to the failed outreach, lack of proper oversight, and ineffective use of public funds, the WHWCNC requests a detailed response from DONE and the City Clerk explaining all the expenditures, vendors used, vendor contracts, and proof of performance concerning the 2021 elections, including a breakout of the WHWCNC-Region 3 election activities and expenditures.*

*WHWCNC further requests that the City Clerk's Office and the City Controller's Office review whether there was adequate review of DONE payment requests and vendor proof of performance for 2021 Neighborhood Council Elections expenditures against contract or scope of work agreements before the Clerk's payment of public funds to NC election vendors.*

*The WHWNC requests that the City Council Arts, Parks, Health, Education, and Neighborhood Committee reopen this council file and put the findings from the attached Reseda Neighborhood Council report on its agenda for discussion and appropriate action.*

*Finally, the WHWCNC requests that any future NC election-related public outreach be coordinated by region-election cycle, in conjunction with the affected Neighborhood Councils, concerning planning the appropriate formats and messages for public outreach, plus choosing proper media, and qualifying the vendors for election-related services. These activities were inadequate or absent for 2021. Furthermore, the planning and subsequent contracting for election-related public outreach should start a year before elections to be conducted effectively and timely. Ideally, public participation outreach should be an ongoing, year-round activity with professionally qualified staffing to match.*

*Attached is the complete statement & report from Reseda Neighborhood Council.  
This CIS motion was brought before the WHWCNC Board at its February 9, 2022, meeting and  
passed with the following Board vote:*

*Sincerely,  
Joyce Fletcher, President  
Woodland Hills- Warner Center Neighborhood Council*

#### **6. New Business for future committee meeting agenda.**

- A. August Steurer will bring up the issue of the Planning Department's recommendations for addressing SB-9 and SB-10 for a City Council vote. J.S.Campbell stated we should consider drafting a CIS.*
- B. There was a request to bring back a discussion of the housing element.*
- C. J.S. Campbell requested the WHIP consider developing a WHIP Committee letter format and placing all WHIP Committee names on the letterhead.*

#### **7. Meeting Adjourned at 8:50 pm**

The next Committee Meeting will be held on February 10, 2022, by teleconference. Please visit the calendar page at [whcouncil.org](http://whcouncil.org) for the complete details and confirm the date and time.

Meeting dates for the 2021-2022 year: The Committee regularly holds meetings on the second and fourth Thursday of every month at 7:00 pm. Check the NC website calendar for a complete committee and board meetings list. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

\*PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, you may view non-exempt writings distributed to a majority of all of the board in advance of a meeting at our website: [www.whcouncil.org](http://www.whcouncil.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 Joyce Fletcher at (818) 340-6554 or email [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org)

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