



**MINUTES - EXECUTIVE COMMITTEE MEETING - WHWCNC**  
**Wednesday, September 30, 2020 - 6:30 p.m.**  
**VIRTUAL MEETING BY TELECONFERENCE**

**VIRTUAL MEETING TELECONFERENCING and PHONE NUMBER FOR PUBLIC PARTICIPATION**

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Woodland Hills-Warner Center Neighborhood Council meetings will be conducted entirely telephonically.

**Every person wishing to address the Neighborhood Council must dial +1 669 900 6833, and enter Webinar ID # 927 8660 9331 and then press # to join the meeting. The public is requested to dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item.**

**GENERAL PUBLIC COMMENT ON NON AGENDA ITEMS**

**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, assistive listening devices and 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 you wish to attend by contacting the Department of Neighborhood Empowerment by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551.

**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 on our website at : [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) 639-9444 or email: [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org)

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. 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 is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

**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 Joyce Fletcher de la Mesa Directiva, al [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org) o por correo electrónico avisar al Concejo Vecinal.

**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 §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

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

- [www.whcouncil.org](http://www.whcouncil.org) and go to the calendar page and click on the date, board meeting and agenda
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

## AGENDA

Call to Order - 6:30 by Joyce Fletcher

Roll Call - Officers: Joyce Fletcher, President - Sheppard Kaufman, Vice President - Paul Lawler, Treasurer - Komalpreet Kaur Batth, Secretary - Don Patterson, Parliamentarian

*Present: Joyce Fletcher, Sheppard Kaufman, Paul Lawler, Don Patterson*

*Absent: Komalpreet Batth*

Public Announcements by City Officials : (2) minutes per speaker - **none**

Public Comment Period (on items not on the agenda): (2) minutes per speaker:

*Chris Rowe - spoke on items not on the agenda and also items on the agenda*

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### Items for discussion and possible action:

1. Approval of Committee members - Sheppard Kaufman

*Sheppard Kaufman: Motion to approve committee members: Second Paul Lawler*

*Roll Call Vote: Yes - Sheppard Kaufman, Don Patterson, Paul Lawler, Joyce Fletcher*

*No 0 Abstain 0*

2. Discussion about Board member and stakeholder questions and concerns - Joyce Fletcher

Resolved by Officers

Resolved by Committee Chairs

Resolved by WHWCNC Grievance process Bylaw (Article XI)

(See attached Bylaws)

Resolved by EmpowerLA, NC Grievance Portal

(Link to Empower NC Grievance Portal)

<https://lacity.quickbase.com/db/bki8tm99k>

*Joyce will write an email for board distribution related to the above and bring back to the committee for review*

3. Reading of the Bylaws with new amendments added by Empower LA - Don Patterson

Various sections may be discussed as needed

(see attached Bylaws)

*Discussion only*

4. Possible approval of Sub-Committee Formation - General NC outreach - Joyce Fletcher

*Joyce Fletcher: Motion to rename the Community Outreach Committee as follows and add a sub-committee:*

1. Technology and Social Media Committee - Management of NC website, NC Zoom Meetings NC nextdoor, NC facebook page, NC twitter page, NC telephone service, NC email service, maintenance and purchase of NC outreach materials, NC storage unit, NC inventory list, NC business card purchases, NC banners and advertising, Oversees the Community Engagement Sub-Committee.

1a).Sub-committee : Community Engagement Sub-Committee - notification to stakeholders of all events and agenda items. Provides weekly factual non-biased information to stakeholders by flyers, door hangers, bi-weekly constant contact email blasts and posting NC information on NC social media platforms.

3. SR -20: The Media - President of the NC is the primary spokesperson for the NC

*Second: Paul Lawler*

*Roll Call Vote: Yes - Sheppard Kaufman, Don Patterson, Paul Lawler, Joyce Fletcher*

*No 0 Abstain 0*

5. "I represent the Stakeholders" vs "I represent the ideas and opinions of the stakeholders"

Officer support of the WHWCNC Bylaws Mission and Policies

(see attached Bylaws)

*Joyce Fletcher made a motion to hold a teleconference meeting solely for the board to discuss the mission and of the NC as defined in the Bylaws. Date to be determined. Second: Paul Lawler*

*Roll Call Vote: Yes - Sheppard Kaufman, Don Patterson, Paul Lawler, Joyce Fletcher*

*No 0 Abstain 0*

6. NC Virtual Forums and Community Projects

Virtual forums for 2020-2021 during COVID 19 safety protocols

Major NC sponsored community projects that require funding

Empower LA requirements

*Motion: Paul Lawler will draft a letter to EmpowerLA and the City Clerk requesting EmpowerLA and City Clerk to not require "Event" funding requirements and paperwork for virtual events as there is no cost, rental fees or insurance required for a virtual event.*

*Second: Sheppard Kaufman*

*Roll Call Vote: Yes - Sheppard Kaufman, Don Patterson, Paul Lawler, Joyce Fletcher*

*No 0 Abstain 0*

7. Approval of the Minutes - August 31, 2020 - submitted by Joyce Fletcher

*Second: Sheppard Kaufman*

*Roll Call Vote: Yes - Sheppard Kaufman, Don Patterson, Joyce Fletcher*

*No 0 Abstain 0 Paul Lawler has left the meeting*

8. Agenda items for the next Executive Committee Meeting and date and time (10 minutes)

*None*

**Announcements: The next Full Board Meeting will be held on October 14th, 2020 by teleconference.**

**Please visit the website calendar page at [whcouncil.org](http://whcouncil.org) for the date and time. NOTICE: the Woodland Hills-Warner Center Neighborhood Council may hold a webinar SPECIAL MEETING if needed. Please visit the website calendar page to see if there is a Special Meeting posted.**

The full Board Meeting is usually held the second Wednesday of every month at 6:30pm.

Due to COVID 19, all in person meetings have been moved to virtual teleconference.

HOWEVER, please check the [www.whcouncil.org](http://www.whcouncil.org) website calendar page for any changes that may occur.

**Adjournment of meeting: 9:00pm**

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**\*RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our Board meetings and our website at [www.whcouncil.org](http://www.whcouncil.org)