



## AGENDA – SPECIAL MEETING OF THE WHWCNC FULL BOARD

Wednesday, April 19, 2017, 6:30 p.m.

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

Stakeholders and the public are permitted to address the Council on any item on the Agenda prior to the Board taking an action on said item. It is requested speakers complete a “Speaker Card” and hand it to the Chair. Comments from Stakeholders and the Public on Agenda items will be heard only when the respective item is being considered. Comments within the Board’s subject matter jurisdiction on other matters not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 20 minutes. Each speaker is limited to two minutes, unless waived by the presiding officer of the Council.

The opinions, positions or actions taken by the Woodland Hills-Warner Center Neighborhood Council do not represent or imply similar opinions held by the Owner, Landlord, L.A.U.S.D, or representatives of any venue hosting a meeting of the Neighborhood Council Board, or affiliated committees.

### AGENDA

Call to Order  
Pledge of Allegiance  
Roll Call

**Approval of Minutes:** Tabled to the May 12, 2017 Meeting

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### 1. Organization, Operation, Policies, & Procedures:

#### Public Announcements:

- LAPD Topanga Division
- Office of Councilman Bob Blumenfield
- Office of other Local and State Officials and Other Public Announcements and Presentations

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

#### Organization, Operation, Policies, & Procedures, Officer Reports:

President, Joyce Fletcher  
Vice-President - Dennis DiBiase  
Treasurer - Heath Kline  
Secretary - Linda Kouy-Ghadosh  
Parliamentarian - Aaron Williams

### 2. Items for Board discussion and possible action:

**Item No. (1) Don Patterson, Chair – Governance Committee  
(16-146) Bylaw Change – Youth Member**

Discussion and possible motion:

Motion to amend Attachment B of the Woodland Hills Warner Center Neighborhood Council to add the following:

**Board Position:** Youth Representative

**# of Seats:** 1

**Elected or Appointed:** Appointed

**Eligibility to run for the seat:** Stakeholders at least sixteen (16), but less than eighteen (18) years of age at the time the Stakeholder is appointed to this seat.

**Eligibility to vote for the seat:** The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.

**Item No. (2) – Peter Fletcher, Community Outreach Committee and Heath Kline, Treasurer  
(16-147) Funding Request**

Discussion and possible motion:

Motion to approve up to \$450.00 from previously approved (Line item 78 Banners) to purchase (3) new NC Banners for \$103.55 each from **Cimarron Sign Services, Inc.**, 21360 Deering Court, Canoga Park, CA 91304.  
Total cost: \$440.65.

Motion may be amended to include additional funding detail required by DONE.

**Item No. (3) – Peter Fletcher, Community Outreach Committee and Heath Kline, Treasurer  
(16-148) Funding Request**

Discussion and possible action:

Motion in accordance with directions and requirements of the DONE-EmpowerLA, approve the payment(s) of up to \$750.00 to The Warner Center News for (2) print ads (\$350.00 each) to promote the WHWCNC's outreach booth at the 2017 season of Concerts on the Green; funding for which is provided for in the previously approved (Line Item 65 Advertising WCTR News) from the WHWCNC FY 2016-2017 Budget.

Motion may be amended to include additional funding detail required by DONE.

**Item no. (4) - Shepard Kaufman, Chair – Safety Committee and Heath Kline, Treasurer  
(16-149) Funding Request – Continued from the April 12, 2017 Board Meeting**

Discussion and possible action:

Motion: The WHWCNC Public Safety Committee requests that the Board approve the expenditure of \$459.00 from the previously approved Safety Committee 2016-2017 Budget for the purchase of (25) WHWCNC Branded safety vests from HALO Branded Solutions, Style #1034-15-50043/Reflective Safety Vest for use by board members and stakeholders participating in community events such as neighborhood watch style safety walking groups, beautification cleanups, and other events where visibility is important.

(PS Committee Approved by a vote of 3 - 0)

Motion may be amended to include additional funding details required by DONE.

**Item No. (5) – Shepard Kaufman, Chair – Safety Committee and Heath Kline, Treasurer  
(16-150) Funding Request**

Discussion and possible action:

Motion for the Board to approve funds from the 2016/2017 Budget (Line 37 Office Supplies/Copying) for the purchase of the following items from Halo Branded Solutions:

1)WHWCNC Branded color stickers to be affixed to handouts provided by various City agencies, but not created by the NC, to be distributed at various NC events:  
500 stickers - \$310.00                      Style # 5695-1801 D small rectangle decal with square corners – 3inches x 2 inches

**Item No. (6) – Shepard Kaufman, Chair – Safety Committee and Heath Kline, Treasurer  
(16-151) Funding Request**

Discussion and possible action:

Motion for the Board to approve funds from the 2016/2017 Budget (Line 37 Office Supplies/Copying) for the purchase of the following items from Office Depot:

2) Reusable NC Signs with arrows and space for an “add on logo” to post outside of venues where an NC Event is taking place (i.e. Board meeting, committee meeting, NC sponsored forum, etc.)  
25 signs - \$307.75                      Item #509193    full color corrugated sign, 2 sided  
25 Wire Stands - \$123.47              Item # 915756

Motion may be amended to include additional funding details required by DONE.

**Item No. (7) – Dennis DiBiase, Chair – WHIP Committee  
(16-152) Funding Request**

Discussion and possible action:

Motion to approve \$500.00 from the previously approved WHIP Committee budget to be spent as follows:  
Approval of unspent funds from the Southwest Valley NC’s, as requested by Council District 3 Motion to City Council, for payment of outreach work into the next year pertaining to updating the Community Plans for the Southwest Valley by City Planning.

Motion may be amended to include additional funding details required by DONE.

**Item No. (8) Shepard Kaufman, Chair - Safety Committee  
(16-153) Funding reallocation request - Continued from the April 12, 2017 Board Meeting**

Discussion;

Motion: The WHWCNC Public Safety Committee requests that the Board allocate unspent left over funds from the 2016/2017 Budget for the expenditure of up to \$2,000 for the purchase of up to 20 WHWC branded Neighborhood Watch signs, that meet city guidelines, to be made available to new and existing Neighborhood watch groups that meet certain conditions to be set forth by the Board of WHWC Neighborhood Council.

THIS COST IS ABOUT \$55-65 per sign depending on final specs and shipping cost. (PS Committee Approved 3 - 0)

Motion may be amended to include additional funding details required by DONE.

**Item no. (9) – Dennis DiBiase, Chair WHIP Committee**  
**(16-154) Funding reallocation request**

Discussion:

Motion: The WHIP Committee is proposing that as the Board allocate unspent left over funds from the 2016/2017 Budget as follows:

Approval of unspent funds from the Southwest Valley NC's, as requested by Council District 3 Motion to City Council, for payment of outreach work into the next year pertaining to updating the Community Plans for the Southwest Valley by City Planning.

Motion may be amended to include additional funding details required by DONE.

**Item No. (10) - Shepard Kaufman, Chair - Safety Committee**  
**(16-155) Budget Request – Continued from the April 12, 2017 Board Meeting**

Discussion:

Motion: The WHWCNC Public Safety Committee is proposing the Board allocate unspent left over funds from the 2016/2017 Budget; for the purchase of an on vehicle magnetic mounted high intensity display billboard for use by the NC to promote Council and community events, to warn traffic about NC clean-up crews ahead, for general notification and for a pilot street safety program with the LAPD mounting the sign on the patrol cars notifying motorists of special traffic enforcement or other mutually agreed programs ahead.

Motion may be amended to include additional funding details required by DONE.

**Item No. (11) Dennis DiBiase, Chair – WHIP Committee**  
**(16-156) NC Resolution Neighborhood Council 2020 Elections**

Discussion and possible action:

Motion to approve WHIP Committee recommendation **(OPTION 2)** NC Resolution on Timing of the Neighborhood Council 2020 Elections and to submit form with Board Recommendation regarding possible member term extensions and the timing of future Board Elections created by the changes in timing of City Municipal Elections from 2019 to 2020.

**Neighborhood Council Resolution on Timing of the Neighborhood Council 2020 Elections**

The Neighborhood Council elections for 2020 are currently set to be conducted from March through June. Because the timing of the 2020 Neighborhood Council elections will conflict with the municipal elections transferring to the Los Angeles County Clerk, the Office of the City Clerk will not be able to administer the Neighborhood Council elections simultaneously. This conflict requires shifting the Neighborhood Council 2020 elections to odd number years.

The Department of Neighborhood Empowerment (EmpowerLA) and the Office of the City Clerk are requesting Neighborhood Councils in your March and April meetings to discuss and complete this resolution on which of the following options your Council recommends. Some considerations would include: board members may not want to extend terms and will resign; stakeholders may not want board member terms to be extended; budget impact on general fund could be less or more; if online voting and voter registration moves forward, there would be more or less time to build out; if EmpowerLA's recommendations in its online voting report back for Neighborhood Council systemic changes are approved, there would be more or less time to implement any changes to Neighborhood Council bylaws if applicable.

Please complete this form and submit with a Board Vote Count Form to elections@empowerla.org by May 1, 2017. The board may recommend another option in detail on the back of this form instead of the ones below.

## **The Council**

**recommends the following action for the Neighborhood Council elections timing:**

Conduct 2018 Neighborhood Council elections as scheduled. Board members elected would have 3 year terms. For boards with staggered terms, this would also require the term extension of board seats ending in 2020 by 1 year for 2021 elections at which time the entire board would be up and would have to re-stagger with 2 and 4 year terms. Other changes:

- Subdivision applications would be open again at its current scheduled October 1, 2018 and would have to go through a selection process for its permanent board. There would be another application round opening on October 1, 2020.

- Extend current board terms up in 2018 by 1 year and conduct elections in 2019. For boards with staggered terms, this would also require their terms to be  extended in 2020 by 1 year for 2021 elections OR  shortened by 1 year to 2019 at which time the entire board would be up and would have to re-stagger with 2 and 4 year terms. Other changes:

- The bylaw amendment deadline would be extended from May 1, 2017 to at least April 1, 2018.
- Subdivision applications would be reopened on October 1, 2017 instead of October 1, 2018.

Conduct 2018 Neighborhood Council elections as scheduled and then conduct elections again in 2019 with all board members up for election at which time the entire board would be up and would have to re-stagger with 2 and 4 year terms. Board members elected in 2018 would have 1 year terms and board members with staggered terms could either be  extended in 2020 by 1 year for 2021 elections OR  shortened by 1 year to 2019. Other changes:

- No election related bylaw amendments or subdivision applications from May 1, 2017 to May 1, 2020.

### **3.Funding: Budget Meeting and Budget Reallocation – Budget Meeting – 7:30 PM**

#### **Item No. (12) – Heath, Kline, Treasurer (16-157) Reallocation of the 2016/2017 WHWCNC Budget**

Discussion and possible action:

Motion for the WHWCNC Board/Budget Committee to review, reallocate funds and vote to approve reallocation of funds for the remaining funds in WHWCNC 2016/2017 Budget. A new allocated Budget will be approved by the Board at the April 19, 2017 Special Board Meeting/Budget Meeting.

#### **4. Board Member Area Reports:**

Area 1 – Dennis DiBiase, Karen DiBiase, Linda Kouy-Ghadosh, Larry Kraus

Area 2 – Diane Walton, Sean McCarthy, Raymond Cole, Brian Drapkin

Area 3 - Nancy McLean, Herbert Madsen, Martin Lipkin

Area 4 – Don Patterson, Albert Saur

Area 5 – Dorothy Keotz, Wayne Lipschitz, Richard Hollander, Mercy Alpert

Area 6 – Pat Patton, Heath Kline, Gilbert Yablon

Area 7 – Aaron Williams, Joyce Fletcher, Marie Pierre, Peter Fletcher

At Large – Sheppard Kaufman

#### **5. Committee Reports:**

Animal Services Committee–Dorothy Keotz and Linda Kouy-Ghadosh, Co-Chairs

Beautification Committee – Sean McCarthy, Chair  
Budget Committee - Heath Kline, Chair  
Community Outreach Committee – Peter Fletcher, Chair  
Community Services - Joyce Fletcher and Mercy Alpert, Co-Chairs  
Education Committee – Aaron Williams, Chair  
Environmental Committee – Karen DiBiase, Chair  
Governance Committee – Don Patterson, Chair  
Outreach Committee - Peter Fletcher, Chair  
PLUM I Committee - Karen Koe, Chair and Martin Lipkin, Vice-Chair  
Public Safety Committee – Sheppard Kaufman, Chair  
WHIP Committee – Dennis DiBiase and August Steurer, Co-Chairs  
Ad Hoc Senior Services – Linda Kouy-Ghadosh and Al Saur, Co-Chairs  
Ad-hoc Website Redesign Committee – Peter Fletcher, Chair  
Ad-hoc WHWCNC Newsletter – Dennis DiBiase, Chair  
Ad-hoc Westfield Promenade 2035 Project – Joyce Fletcher, Chair

**Agenda may be amended prior to the Board meeting to include further items:**

**Announcements:**

**The next Board meetings will be held on Wednesday, May 10, 2017 at the American Legion Hall, 5320 Fallbrook Ave, Woodland Hills, CA 91367.** Meeting dates for or the upcoming 2016/2017 year; the proposed Board meeting dates are: TBD (Date, Time, location subject to change or cancellation. Please check the [www.whcouncil.org](http://www.whcouncil.org) website)

**Adjournment of meeting:**

Disabilities Act Notification: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the bases 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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (818) 756-9628, (818) LA HELPS.

Brown Act Notification: In compliance with Government Code 54957.5, non-exempt writings that are distributed to a majority or all the board in advance of a meeting may be viewed at the [www.whcouncil.org](http://www.whcouncil.org). calendar page.

Agendas for meetings will be posted here and at specific locations 72 hours in advance of the scheduled meeting.

Meetings are subject to change and the WHWCNC website [www.whcouncil.org](http://www.whcouncil.org) should be checked frequently.

If you would like a copy of any record related to an item on the agenda, please contact: [l.kouyghadosh@whcouncil.org](mailto:l.kouyghadosh@whcouncil.org)