

CITY OF LOS ANGELES
CALIFORNIA



**Neighborhood
Council Governing
Board Officers:**
President Dena Weiss
Vice President Vacant
Position
Secretary, Karen DiBiase
Treasurer Heath Kline
Parliamentarian Don
Patterson

WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

200 N. Spring Street Los
Angeles, CA 90012

Email: NCsupport@lacity.org

Special Full Board Meeting

BY ZOOM

April 2, 2025

6:30 p.m.- 09:00 p.m.

VIRTUAL BOARD MEETING

Zoom Meeting Online or By Telephone

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87089941844>

Or Dial (669) 900-6833 to Join the Meeting

Code is 87089941844 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Committee must enter the meeting via the above Zoom link or dial (669) 900-6833 and enter 87089941844 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Meeting of the Woodland Hills – Warner Center Neighborhood Council [WHWCNC] meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, 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 WHWCNC Board or Board meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

SB 411 Updates:

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the Board control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the Board from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The Board shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the Board and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the Board, which requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) If the Board provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph to provide public comment until that timed public comment period has elapsed.

(ii) If the Board does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) If the Board provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / Shelly Schwartz, Reina Cerros- McCaughey

Area 2 – Julian Tu, Masha Dowell, Elie El Habr

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss

Area 5 – Julie Waltrip, Steve Sommers

Area 6 – Heath Kline, Megan Jacoby

Area 7 – Kate Kennedy, Lillian / Joyce Fletcher, Rosaleen O’Sullivan, Juliet Schwartz

At-Large – August Steurer, Vacant Seat for Alternate

Youth Member – Vacant seat

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Public Announcements:

Office of Councilmember Bob Blumenfield – if available

(2 minutes each)

Office of Local and State Officials – if available
Other Local Agencies – if available

(2 minutes each)
(2 minutes each)

General Public Comment, by the Public, on Non-Agenda Items:

General Public Comment is limited to one (1) minute per speaker and 10 minutes total due to length of agenda.

I. Organization, Operation, Policies, & Procedures & Reports:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board. There will be ONE opportunity to speak only. Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

A. Approval of the Minutes:

1. **Approval of Minutes:** Board Meeting – March 12, 2025 (estimated time 5 minutes)

See posted support documents

Roll Call Vote

B. Officer Reports

President – Dena Weiss
Vice President – Vacant
Treasurer – Heath Kline
Secretary -Karen DiBiase
Parliamentarian – Don Patterson

(estimated time 5 minutes)

- B. Area Reports** (it is requested that each area designate one representative to report each month).

(estimated time 10 minutes)

C.

Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / Shelly Schwartz, Reina Cerros- McCaughey
Area 2 – Julian Tu, Masha Dowell, Elie El Habr
Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
Area 4 – Don Patterson, Martin Lipkin, Dena Weiss
Area 5 – Julie Waltrip, Steve Sommers
Area 6 –Heath Kline, Megan Jacoby
Area 7 – Kate Kennedy, Lillian / Joyce Fletcher, Rosaleen O’Sullivan, Juliet Schwartz
August Steurer

2. Items for Discussion and Possible Action:

Item No. 1

Dena Weiss, Chair of Governance Committee

(25-033) Motion to Approve Danny Mulvihill to apply for the Area 6 Residential position

Discussion and possible action:

(estimated time 5 minutes)

Motion to approve Danny Mulvihill to apply for the Area 6 Residential position.

Vote at Governance Committee- 4 yes, 0 no, 0 abstained- unanimous.

Roll Call Vote

Item No. 2

Dena Weiss, Chair of Governance Committee

(25-034) Motion to Approve Leslie Payne for the Area 6 Alternate position.

Discussion and possible action: (estimated time 5 minutes)

Motion to approve Leslie Payne to apply for the Area 6 Alternate position.

Vote at Governance Committee- 4 yes, 0 no, 0 abstained- unanimous.

Roll Call Vote

Item No. (3) Dena Weiss (President)

(23-035) Officer Elections for Vice President Position:

For discussion and possible action (estimated time 30 minutes)

Voting for new Vice President for remaining term. Voting is governed by the WHWCNC

Bylaws:

BYLAWS: ARTICLE VI - OFFICERS

Section 1:

The Officers of the Board (“the Officers”) shall consist of a President, a Vice-President, a Treasurer, a Secretary and a Parliamentarian. These Officers shall be elected by the Board as provided below, and all must be *elected* members of the Board. An appointed member of the board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position. The Youth member and Alternate members cannot serve as an Officer of the Board.

Per the Bylaws, see below the list of *Elected* voting board members who are eligible to be nominated for an Officer position. Appointed members, alternate members and alternate members who were elected as an alternate then later appointed to a voting board seat, are not eligible to be elected to an Officer position but are listed for reference.

At-Large

None.

Area 1

Karen DiBiase (current Secretary), Geoffrey Hobson and Shelly Schwartz.
Reina Cerros-McCaughey (alternate).

Area 2

None.

Area 3

Tracey Rosen.

Area 4

Martin Lipkin and Dena Weiss.

Area 5

Julie Waltrip.

Area 6

Heath Kline (current Treasurer).

Area 7

Joyce Fletcher.

Should no elected Board member agree to be nominated or elected for a particular position, the presiding Officer will request approval from the Board to allow an *appointed* Board member to be nominated and elected to hold the Officer position for that particular seat. Per the Bylaws, alternates cannot be elected to be an Officer, but are listed for reference.

List of Appointed Board members by Area:

At Large

August Steurer.

Area 1

None.

Area 2

Julian Tu, Masha Dowell (moved from alternate to business rep), Elie El Haber (moved from alternate to CBO rep)

Area 3

Dean Matthew, Harout Aristakessian, Jayce Baron (alternate).

Area 4

Don Patterson (current Parliamentarian).

Area 5

Steve Sommers (moved from alternate to business rep).

Area 6

Megan Jacoby (moved from alternate to business rep).

Area 7

Kate Kennedy, Rosaleen O’Sullivan, Juliet Schwartz (alternate).

Nominations for Vice President and voting.

Roll Call Vote

Item No. 4 (previously (20-030)

Karen DiBiase, Chair of Environmental and Beautification Committee

(25-036) Funding Request – Funding request to approve \$2,000 to support the Community Benefit Foundation.

For discussion and possible action

(estimated time 10 minutes)

Motion to approve an NPG for \$2,000 to support the Community Benefit Foundation. This organization supports and participates at exhibit booths at every CBF event, as well as weekly cleanup throughout the entire West San Fernando Valley. At least one Saturday a month is devoted to a beautification project in Woodland Hills. Funds to be used provide and maintain tools and supplies as needed for these SBF events.

Unanimous approval by the Environmental Committee vote on 2-11-25:
Yes: 4, No: 0, Abstain: 0, Absent: 1.

See Supporting Document.

Roll Call Vote

Item No. (5)

Jayce Baron, Chair of Homeless and Social Justice Advocacy Committee
(25 -037) (25-HSJA011) Motion to Approve LAHSA Letter for Support for Greater Los Angeles Homeless Count

For discussion and action:

(estimated time 10 minutes)

The Homeless & Social Justice Advocacy Committee requests that LAHSA conduct support a homeless recount, specifically in the Woodland Hills Community. In addition, the Letter of Support will be sent to the Homeless Deputies/Departments of all fifteen Los Angeles City Council Offices.

HSJA Committee VOTE: Yes - 7, No - 0, Absent – 1

See Supporting Documents

Roll Call Vote

Item No. (6)

Jayce Baron, Chair of Homeless and Social Justice Advocacy Committee
(25 -038) Motion to Approve \$250 for Unhoused Resource Card

The Homeless & Social Justice Advocacy Committee present design for the Unhoused Resource Card and request to approve \$250 to go to print. This will come from the Outreach budget line item.

HSJA Committee VOTE: Yes - 7, No - 0, Absent - 1

See Supporting Documents

Roll Call Vote

Item No. (7)

Dena Weiss (President)

(23-039) Report on Approval of New Post Office Box Choice- Motion to Approve Choice

For discussion and possible action

(estimated time 5 minutes)

Our old P.O. Box on Ventura Blvd. inexplicably closed down with no prior notice. The NC needs to find a new location for receipt of mail. The Governance Committee reviewed options and voted on a box at the Postal Place in Woodland Hills. A medium Box was chosen at the cost of \$296 per year, plus a \$25 after hours key cost. This will be considerably less than the \$500 we were paying for the previously NC postal Box. The Governance Committee considered other options and decided this was the most cost effective and reasonable for the Board’s coming needs.

Motion to Approve the Governance Committee’s recommendation for new post office box.

Governance Committee VOTE: Yes - 4, No - 0

See Supporting Documents

Roll Call Vote

Item No. 8

Heath Kline, Treasurer

(25-040) Motion to Inform the City Clerk of Change of Officer and to Submit an Updated Financial Officers Letter of Acknowledgement & Agreement

For discussion and possible action

(estimated time 5 minutes)

WHEREAS: With the change of NC Vice President, we must:

1. Inform the City Clerk of this change:
2. Authorize our newly elected **Vice President** to become a financial officer assuming the position of **Alternate Signer**;
3. Ensure officer complete the **Financial Officers Letter of Acknowledgement & Agreement**; and
4. Ensure officer complete the required **NC Funding Program** training with the City Clerk.

THEREFORE: The WHWCNC Board appoints:

_____, our new board Vice President, to the role of Financial Officer assuming the position of **Alternate Signor**.

This role will become effective when the required documentation is submitted to the City Clerk by the Treasurer and the necessary training has been completed by the appointee.

See **WHWCNC City Clerk Financial Officers Agreement (2-pages)** in support docs.

Roll Call Vote

Committee Reports.

(estimated time 10 minutes)

Budget Committee – Heath Kline, Chair

Arts and Culture Committee – Masha Dowell and Harout Aristakessian, Co-Chairs

Community Services Committee – Joyce Fletcher, Chair

Community Outreach Committee – Tracey Rosen, Chair

Education and Youth Committee – Julie Waltrip, Chair
Environmental & Beautification Committee – Karen DiBiase, Chair
Governance Committee – Dena Weiss, Chair
Government Relations Committee- Reina Cerros McCaughey, Chair
Homeless and Social Justice Advocacy Committee –Jayce Baron, Chair
Public Safety and Transportation –Julie Waltrip, Rosaleen O’Sullivan, Co- Chairs
PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs
WHIP Committee – August Steurer and Heath Kline, Co-Chairs
Ad Hoc Committee for Standing Rules- August Steurer and Heath Kline, Co-Chairs
Ad Hoc Committee for technology use at Virtual Meetings- Dean Matthew Chair
Ad Hoc Holiday Decorations Committee – Joyce Fletcher & Masha Dowell, Co-Chairs

Adjournment of Meeting

The next Regular Board meeting will be held in person on M a y 14, 2025 . Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2025-2026 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

*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 based on 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 the availability of services, please make your request at least 3 business days (72 hours) before 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.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

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

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Fire station 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

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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 website at www.whcouncil.org.
- **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 Dena Weiss al d.weiss@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. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.