

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board
Officers:**

President: Jon Mann
Vice President: Karen DiBiase
Treasurer: Heath Kline
Secretary: Joyce Fletcher
Parliamentarian: August Steurer



200 N. Spring Street Los
Angeles, CA 90012

WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

Email: NCsupport@lacity.org
Website: www.empowerla.org

**Corrected AGENDA
Full Board Meeting**

**City of Los Angeles Fire Station #84,
in the Community Room
21050 Burbank Blvd., Woodland Hills, CA, 91367
November 12, 2025
6:30 p.m.- 9:30 p.m.
IN PERSON BOARD MEETING**

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

***PUBLIC INPUT ON AGENDA ITEMS** – The public may 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. *Public comment is limited to (1) minute per speaker unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.*

***PUBLIC INPUT ON MATTERS NOT ON THE AGENDA** - 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.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz
Area 2 - Julian Tu, Reina Cerros-McCaughey, Jon Mann,
Susan Roberts
Area 3 – August Steurer, Dean Mathew, Harout Aristakessian
Area 4 - Paul Scola, Martin Lipkin, Mary Jo Rizvi,
Janyce Pink
Area 5 - Julie Waltrip, Megan Jacoby
Area 6 - Danny Mulvihill, Heath Kline, Leslie Payne, Terry Stobie
Area 7 - Kate Kennedy, Joyce Fletcher, Juliet Schwarz,
Michelle Delgado
At-Large - Marc Shapiro, Melanie Kirschbaum
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 (2 minutes each)
Other Local Agencies – if available (2 minutes each)

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

General Public Comment is limited to two (2) minutes per speaker and 10 minutes total.

1. 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 Minutes: Board Meeting – October 10, 2025

See posted support document (estimated time 5 minutes)

Roll Call Vote

B. Officer Reports

(estimated time 5 minutes)

President – Jon Mann
Vice President – Karen DiBiase
Treasurer – Heath Kline
Secretary – Joyce Fletcher
Parliamentarian – August Steurer

2. Items for Discussion and Possible Action and roll call votes:

Item No. 1 Heath Kline, Treasurer **(25-075 Motion to Approve the October MER**

For discussion and possible action

(estimated time 5 minutes)

Motion to approve the October 2025 Monthly Expenditure Report [MER]

Supporting Documents:

- The October MER was not available at the time of this agenda posting and will be made available to the board and public in advance of the board meeting.

Roll Call Vote

Item No. 2 Governance Committee Meeting, Jon Mann, President **(25-076) Revision to the WHWCNC Standing Rule 09 (SR-09)**

For discussion and possible action:

(estimated time 5 minutes)

Motion for the board to approve the revision of Standing Rule 09 (SR-09) to confirm to the Bylaws Article V: Governing Board, Section 2: Quorum: A quorum shall consist of thirteen (13) Board Representatives and/or Alternates present and voting.

Revision to read as follows:

(SR-09) Committees shall consist of Board Representatives, not to exceed six (6), and Stakeholder(s) who have submitted an application, not exceed a total of eleven (11) committee members. No actions of a committee may supersede the actions of a Board Meeting.

The current SR-09 reads as follows:

(SR-18) Committees shall consist of Board Representatives, not to exceed five (5), and Alternates(s) and Stakeholder(s) who have submitted an application, not exceed a total of eleven (11) committee members. Changes to these numbers may be made with Council approval. No actions of a committee may supersede the actions of a regular Board Meeting.

Voted by Governance Committee on October 21, 2025: Yes 5 No 0 Abstain 0

Roll Call Vote

Item No. 3 Governance Committee, Jon Mann, President
(25-077) Motion to appoint Harris Cohen to the currently vacant Area 6-Alternate seat on the WHWCNC

For discussion and possible action: (estimated time 5 minutes)

Motion to appoint Harris Cohen to the currently vacant Area 6-Alternate seat on the WHWCNC.

Qualification vote by Governance Committee on October 04, 2025: Yes 5 No 0 Abstain 0

Roll Call Vote

Item No. 4 Governance Committee – Jon Mann, President
(25-078) Motion to remove a board member from the WHWCNC

For Discussion and Possible Action (estimated time 5 minutes)

Motion for the board to remove Area 6 CBO Representative Terry Stobie, who was elected to the board on June 3, 2025, as Area 6 Alternate, based on the following:

- a) Mr. Stobie has not completed any of the five Trainings required by EmpowerLA.
- b) Mr. Stobie has not attended a Board Meeting since July 2025.
- c) Mr. Stobie has been notified and officially suspended by EmpowerLA from participating on the board of the WHWCNC for failing to take and sign the required EmpowerLA Code of Conduct.
- d) Mr. Stobie has not responded to efforts to contact him to discuss the above issues and concerns. Mr. Stobie has not contacted EmpowerLA nor the Officers to discuss these matters.
- e) Violation of (SR - 21) All seated Board Members must take all training(s) as required by the Department.

BYLAWS, ARTICLE V: GOVERNING BOARD

Section 7: Absences

A Neighborhood Council Representative who fails to attend three (3) regularly scheduled Neighborhood Council Board meetings in any twelve (12) month period may be removed as a Neighborhood Council Representative following attendance and participation review by the Governance Committee and a two-thirds vote of the Board present and voting. The President of the Board will notify the representative of their removal via email notice to the representative's last known email address on record.

Roll Call Vote

Item No. 5 – Treasurer Heath Kline & Juliet Schwarz
(25-079) Motion to Approve up to \$2,000 Emergency Funding for West Valley Food Pantry.

For Discussion and Possible Action

(estimated time 5 minutes)

WHEREAS, the West Valley Food Pantry (<https://www.westvalleyfoodpantry.org/>), located in Board Area 3, has served Woodland Hills and surrounding communities for 40 years, providing critical food assistance to our neighbors; and

WHEREAS, the Woodland Hills-Warner Center Neighborhood Council (WHWCNC) has a long-standing history of supporting the West Valley Food Pantry through financial contributions within the framework of City of Los Angeles regulations; and

WHEREAS, for the first time in the 60-year history of the Supplemental Nutrition Assistance Program, the federal government has interrupted SNAP funding due to the ongoing government shutdown, creating an unprecedented food security crisis affecting 42 million Americans nationwide and 5.5 million Californians; and

WHEREAS, thousands of seniors on fixed incomes, families with young children, and disabled residents within the WHWCNC boundaries who relied on SNAP benefits—averaging just \$6.20 per person per day—have lost their primary source of food assistance and now face the impossible choice between buying groceries and paying rent; and

WHEREAS, federal workers who are furloughed, terminated, or working without pay due to the government shutdown now urgently need SNAP benefits for the first time but cannot access them, creating a double crisis where they have neither income nor food assistance; and

WHEREAS, the West Valley Food Pantry is experiencing a surge in demand from our neighbors who are turning to emergency food assistance for the first time in their lives, straining the pantry's resources at the worst possible time as we approach the holiday season; and

WHEREAS, these exigent circumstances require immediate Board action, and this funding request is being brought directly to the Board, bypassing the normal committee review process for Neighborhood Purpose Grants; and

WHEREAS, the West Valley Food Pantry operates through its designated fiscal agent on file with the City Clerk, and the WHWCNC Treasurer has on file the supporting documentation establishing required non-profit status; and

WHEREAS, the WHWCNC has sufficient unencumbered funds available in its FY 2025-26 budget to provide this emergency assistance;

NOW, THEREFORE, BE IT RESOLVED that the Woodland Hills-Warner Center Neighborhood Council approves emergency funding of **\$2,000.00** to the West Valley Food Pantry through its fiscal agent on file with the City Clerk, to be processed as a Neighborhood Purpose Grant or Outreach Expense as directed by the City Clerk under the current emergency circumstances;

BE IT FURTHER RESOLVED that the WHWCNC Treasurer is authorized to reallocate sufficient funds from the Outreach budget category to the NPG budget category to fund all NPGs that the WHWCNC Board votes to approve at its November 12 meeting, and to file such revised budget allocation with the City Clerk as required;

BE IT FURTHER RESOLVED that the WHWCNC Treasurer is authorized to work with the City Clerk to process this funding expeditiously as an NPG or Outreach Expense, consistent with the processing method the City Clerk authorized in response to the January wildfire emergency, given the emergency nature of the SNAP funding crisis and the immediate needs of hungry families, seniors, and vulnerable residents in our community.

Roll Call Vote

Item No. 6 Suggestions to serve our community – Karen DiBiase, Vice President **(25-080) List of ways to serve our community during Thanksgiving, future Holidays and all year-long**

For Discussion only

(estimated time 5 minutes)

1. Donate toys for needy children for the holidays, can be dropped off in the donation box at Fire Station 84 (where we meet for our monthly meetings)
2. Donate food items for the West Valley Food Pantry, can bring those items to our board meeting to be dropped off at the Food Pantry
3. Volunteer to help serve a meal at the West Valley Food Pantry or a homeless shelter, etc.
4. Sponsor a senior for the holidays by contacting One Generation Senior Center (Volunteer@ONEgeneration.org)
5. Donate clothing and home goods to The Goodwill (various drop off locations around Woodland Hills)
6. Donate clothing and home goods to the Rescue Mission (schedule a pickup from your home)
7. Donate supplies to the AGWC Rockin' Rescue (Animal Rescue Service)
8. Recycle water-based paint and used oil at Calabasas City Hall on Nov 15, 10am-2pm
9. Attend your local Neighborhood Watch meeting
10. Volunteer for community cleanups
11. Get outside for exercise and hike in our Santa Monica Mountain trails
12. Donate blood at the American Red Cross
13. Participate as a parent-helper at your child's school's classroom/religious organization
14. AND take CERT (Community Emergency Response Team) training offered by LA City Fire Dept, so you are best able to help fire/police during local disasters and in times of crisis

Item No. 7 Community Services – Joyce Fletcher, Chair **(25-079) Motion to Approve funding to Support Fire Station 84**

For Discussion and Possible Action

(estimated time 5 minutes)

Motion to approve and reallocate funds up to \$1,000 from the 2025/2026 NC Budget (from Budget Line Item 65/Street Banners-\$5,364.63) to purchase one or more items to support the efforts of Los Angeles Fire Station 84. These items will help Fire Station 84 maintain the station, its property and provide items to help firefighters cook meals at the station. Fire Station 84 provides a free community meeting room for the WHWCNC monthly board meetings and a place for WHWCNC committees to meet.

Fire Station 84 needs the following items.

1. Hoover Commercial Vac Pro Backpack Bagged Vacuum Cleaner, with HEPA Media Filter. Lightweight with Extra Long Cord, Chiropractic Design. The Backpack vacuum cleaner allows Firefighters to easily move about all areas of the Fire Station to clean the property. Amazon. \$329.00

See attached support document with photo with specifications.

2. Commercial grade pots and pans which can be purchased from Cooks Direct .com
\$300.00

Link to website. <https://www.cooksdirect.com/correctional/>

3. The Fire Station needs tools to repair their equipment.

The tools they need can be purchased at Harbor Freight located in Woodland Hills.

\$200.00

Roll Call Vote

Area Reports:

(estimated time 10 minutes)

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz

Area 2 - Julian Tu, Reina Cerros-McCaughey, Jon Mann

Area 3 - August Steurer, Dean Mathew, Harout Aristakessian

Area 4 - Paul Scola, Martin Lipkin, Mary Jo Rizvi

Area 5 - Julie Waltrip, Megan Jacoby

Area 6 - Danny Mulvihill, Heath Kline, Leslie Payne, Terry Stobie

Area 7 - Kate Kennedy, Joyce Fletcher, Juliet Schwarz

At-Large - Marc Shapiro, Melanie Kirschbaum

Committee Reports.

(estimated time 10 minutes)

Budget Committee – Heath Kline, Chair

Arts and Culture Committee – Harout Aristakessian, Chair

Community Services Committee – Joyce Fletcher, Chair Community

Outreach Committee – August Steurer, Chair Education and Youth

Committee – Julie Waltrip, Chair

Environmental & Beautification Committee – Karen DiBiase, Chair

Governance Committee – Board Officers

Government Relations Committee- Reina Cerros-McCaughey, Chair

Homeless and Social Justice Advocacy Committee – Juliet Schwarz, Chair

Public Safety and Transportation – Julie Waltrip and Megan Jacoby, Co-Chairs

PLUM Committee – Marty Lipkin, Chair

WHIP Committee – August Steurer and Heath Kline, Co-Chairs

Retreat Ad Hoc Committee – Jon Mann and Juliet Schwarz, Co-Chairs

Adjournment of Meeting.

The next meeting will be on **December 10, 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 Jon Mann, at email address j.mann@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

- ***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.