

**Neighborhood Council
Governing Board**

President: Dena Weiss
Vice President: Elie El Habr
Treasurer: Heath Kline
Secretary: Karen DiBiase
Parliamentarian: Don Patterson



200 N. Spring Street
Los Angeles, CA 9001
Email: NCsupport@lacity.org
Website: www.empowerla.org

MINUTES
**WHWCNC Governance
Committee
Meeting**
Regular Meeting
By Zoom

**Tuesday, June 17, 2025
6:30 PM**

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:
<https://us02web.zoom.us/j/84574801809>
Or Dial (669) 900-6833 to Join the Meeting
Then Enter This Webinar ID: 84574801809 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 84574801809 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] Governance Committee [GOVCOM]** meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, to address the **GOVCOM** on any agenda item before the **GOVCOM** 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 **GOVCOM**'s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the **GOVCOM** 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 **GOVCOM** meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the **GOVCOM**.

SB 411 Updates:

In the event of a disruption that prevents the **GOVCOM** 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 **GOVCOM** control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the **GOVCOM** 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 **GOVCOM** from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The **GOVCOM** shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the **GOVCOM** 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 **GOVCOM**, that 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 **GOVCOM** 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 h to provide public comment until that timed public comment period has elapsed.

(ii) If the **GOVCOM** 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 **GOVCOM** 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.

AGENDA

Call to Order: *Dena Weiss, 6:33pm*

Roll Call: *Karen DiBiase*

President – Dena Weiss

Vice President – Elie El Habr

Treasurer – Heath Kline

Secretary -Karen DiBiase

Parliamentarian – Don Patterson

Quorum at time of meeting called to order: 5

Present: Dena Weiss, Elie El Habr, Heath Kline, Karen DiBiase, Don Patterson

Absent: None

Public Announcements:

Office of Councilmember Bob Blumenfield – if available, *none*

Office of Local and State Officials – if available, *none*

Other Local Agencies – if available, *none*

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

General Public Comment is limited to (1) minutes per speaker and 10 minutes total.

There was 1 speaker for public comments: Lionel Mares

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

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: April 15, 2025 - Regular Committee Meeting

See supporting documents.

Motion: Dena Weiss, Second: Heath Kline

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

- YES: Dena Weiss, Elie El Habr, Heath Kline, Karen DiBiase, Don Patterson
- NO:
- ABSTAIN:

B. Approval of Minutes: April, 28 2025 - Special Committee Meeting

See supporting documents.

Motion: Dena Weiss, Second: Elie El Habr

Roll Call Vote

PASS Yes: 4 No: 0 Abstain: 1 Total: 5

- YES: Dena Weiss, Elie El Habr, Heath Kline, Karen DiBiase
- NO:
- ABSTAIN: Don Patterson

2. Items for Discussion and Possible Action:

Item One: Appointment of Megan Jacoby as Co-Chair for Public Safety and Transportation Committee.

Discussion and possible action:

WHWCNC Bylaws Section VII Section 3 states:

B. Committee Chairperson: With the concurrence of the other Officers of the Neighborhood Council, the President and Vice President shall designate a Board member or Alternate Representative to serve as a Chairperson for each Neighborhood Council committee, and ad hoc committee.

Both the President and Vice President have designated Megan Jacoby as Co-Chair with Julie Waltrip for the Public Safety and Transportation Committee. Officer concurrence is requested to make this decision Bylaw compliant.

Motion: Dena Weiss, Second: Don Patterson

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

- YES: Dena Weiss, Elie El Habr, Heath Kline, Karen DiBiase, Don Patterson
- NO:
- ABSTAIN:

Item Two: Appointment of Juliet Schwartz as Chair for the Homeless and Social Justice Advocacy Committee.

Discussion and possible action:

WHWCNC Bylaws Section VII Section 3 states:

B. Committee Chairperson: With the concurrence of the other Officers of the Neighborhood Council, the President and Vice President shall designate a Board member or Alternate Representative to serve as a Chairperson for each Neighborhood Council committee, and ad hoc committee.

Both the President and Vice President have designated Juliet Schwartz as Chair for the Homeless and Social Justice Advocacy Committee. Officer concurrence is requested to make this decision Bylaw compliant.

Motion: Dena Weiss, Second: Elie El Habr

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

- YES: Dena Weiss, Elie El Habr, Heath Kline, Karen DiBiase, Don Patterson
- NO:
- ABSTAIN:

Item Three: Appointment of August Steurer as Chair for the Outreach Committee.

Discussion and possible action:

WHWCNC Bylaws Section VII Section 3 states:

B. Committee Chairperson: With the concurrence of the other Officers of the Neighborhood Council, the President and Vice President shall designate a Board member or Alternate Representative to serve as a Chairperson for each Neighborhood Council committee, and ad hoc committee.

Both the President and Vice President have designated August Steurer as Chair for the Outreach Committee. Officer concurrence is requested to make this decision Bylaw compliant.

Motion: Dena Weiss, Second: Elie El Habr

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

- YES: Dena Weiss, Elie El Habr, Heath Kline, Karen DiBiase, Don Patterson
- NO:
- ABSTAIN:

Item Four: Review of Qualifications of August Steurer to apply for the Area 3 Alternate position once he leaves the Board as its At Large representative on July 1, 2025.

Discussion and possible action:

Review of qualifications for August Steurer to apply for the Area 3 Alternate position, once he leaves the Board as its At Large representative on July 1, 2025.

Supporting documents will be emailed as they contain private information.

Motion: Dena Weiss, Second: Heath Kline

Substitute Motion: Don Patterson, Second: Karen DiBiase

Substitute Motion: Motion to table Item#4 until after discussion of Item#5, then go back to Item#4

Roll Call Vote on Substitute Motion

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

- YES: Dena Weiss, Elie El Habr, Heath Kline, Karen DiBiase, Don Patterson
- NO:
- ABSTAIN:

Original Motion: Dena Weiss, Second: Karen DiBiase

NOTE: Vote taken after Item#5 was discussed

Roll Call Vote on Original Motion

PASS Yes: 4 No: 1 Abstain: 0 Total: 5

- YES: Dena Weiss, Elie El Habr, Heath Kline, Don Patterson
- NO: Karen DiBiase
- ABSTAIN:

Item Five: Discussion Regarding Smooth Transition of Responsibilities to New Board.

Discussion and possible action:

For full transparency, the Officers will discuss the July transition to the new Board and Officers.

Per Discussion by Officers:

- 1) Prabhjot Chamber-DONE Rep will run the meeting in Dena Weiss's absence
- 2) Dena and Don are not available to attend the Board meeting on July 9th
- 3) Elie, Heath and Karen will be available to attend the Board meeting on July 9th
- 4) New WHWCNC board to be sworn-in by Bob Blumenfield-CD3, or his Rep, and seated
- 5) Officer Elections will be held on July 9th

- 6) The next WHWCNC Board meeting is in person on July 9th
- 7) Suggest we have a retreat immediately for training/etc. The retreat should be held on a Saturday, and should be separate from the Board meeting. All Board members should receive a notebook with the current Bylaws, Standing Rules, Code of Conduct, etc.
- 8) It is up to the new officers to decide on committees, committee members and committee chairs.

Adjournment of Meeting: 7:30pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular **GOVCOM** meeting will be held on **July 15, 2025**, by **Zoom**, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date, time, venue and method of the next **GOVCOM** meeting.

Meeting dates for the 2025-2026 year: **GOVCOM** meetings are held on the third Tuesday 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.