

**Neighborhood Council
Governing Board**

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



200 N. Spring Street
Los Angeles, CA 9001

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

AGENDA

**WHWCNC
Governance Committee**

***SPECIAL MEETING
MINUTES***

**August 2, 2025
10:00AM to 2:00PM**

LOCATION

**Fire Station 84
Community Room**

21050 Burbank Blvd., Woodland Hills, CA

Parking is available in the parking lot across the street.

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) Antes del evento. Por favor contacte a Jon Mann de la Mesa Directiva, o j.mann@whcouncil.org por correo electrónico avisar al Concejo Vecinal.

PUBLIC COMMENT: 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 (2) minutes per speaker, unless adjusted by the presiding officer.

AGENDA

Call to Order: by Jon Mann at 10:14 am

Roll Call: Present – Jon Mann, Kare DiBiase, Heath Kline, Joyce Fletcher, August Steurer

Officer's Reports: None

President – Jon Mann

Vice President – Karen DiBiase

Treasurer – Heath Kline
Secretary - Joyce Fletcher
Parliamentarian – August Steurer

Public Announcements: None

Office of Councilmember Bob Blumenfield – if available (2 minute each)
Office of Local and State Officials – if available (2 minute each)
Other Local Agencies – if available (2 minute each)

General Public Comment, by the Public, on Non-Agenda Items: None

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

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: June 17, 2025 (5 minutes)

Motion to approve the minutes: Jon Mann

Second: Karen DiBiase

Vote: Yes – Jon Mann, Karen DiBiase, Heath Kline, Joyce Fletcher, August Steurer

No 0

Abstain 0

See supporting document

Roll Call Vote

Item (1) Update for WHWCNC Board Retreat

Discussion and possible action (15 minutes)

Discussion related to the planning and implementation of the Board Retreat.

The President Jon Mann has formed a Board Retreat Ad Hoc Committee.

The President had appointed the following members of the board to sit on the ad hoc committee:

Megan Jacoby, Marc Shapiro, Mary Jo Rizvi, Juliet Schwartz, Jon Mann

The committee is meeting to determine the agenda for the Board Retreat,

The committee requests funding of up to \$400 for a retreat facilitator and up to \$1,000 for food and other necessary items during the retreat. All related funding invoices are required to be presented to the Treasurer no later than the Friday prior to the August 13, 2025 Board Meeting for board approval.

Motion for the board to approve up to \$400 for a board retreat facilitator Liza Katzman:

Motion: Jon Mann

Second: Joyce Fletcher

Vote: Yes – Jon Mann, Karen DiBiase, Heath Kline, Joyce Fletcher, August Steurer

No 0

Abstain 0

Roll Call Vote

Motion for the board to approve up to \$1000 for food and other necessary items at the retreat:

Motion: Jon Mann

Second: Joyce Fletcher

Vote: Yes - Jon Mann, Karen DiBiase, Heath Kline, Joyce Fletcher, August Steurer

No 0

Abstain 0

Roll call vote

Item (2): Board attendance and leave early of WHWCNC Board Members at Board Meetings.

Discussion and possible action.

(15 minutes)

WHWCNC Bylaws Section V Section 7 states:

B. 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 know email address on record.

Discussion only. No Vote was taken.

Roll call vote

Item (3): Implementation of New WHWCNC Committees and Committee Members

Discussion and possible action:

(15 minutes)

Review of current committees and new committees.

WHWCNC Bylaws Section VII: Committees and their Duties:

Ideas for new committees can be presented by Stakeholders or Board members to the President and Vice President for consideration.

Section 3: Committee Creation and Authorization: The President and Vice President shall create standing committees and ad hoc committees and assign committee members. All members of the board must serve on and regularly attend at least one Standing Committee. Each committee may also include non-elected Stakeholders. The President and Vice President review the committee's compositions at the beginning of each fiscal year. The Board, by a majority vote of board members present and voting my authorize or terminate one (1) or more committees. A maximum of six (6) Board members may serve on a Standing Committee. Additional guidelines are outlined in the Standing Rules.

Discussion only. No vote was taken.

Roll call vote

Item (4) Review of Qualifications for appointment of a new board member

Discussion and possible action: (5 minutes)

Review of qualifications for Michelle Delgado to be appointed to a vacant board seat.
Support documents will be reviewed at the meeting

Michelle Delgado was present at the meeting and requested to be appointed as the Area 7 Alternate. Qualifying support documents were not provided to the Officers.

Motion: August Steurer made a motion to approve Michelle Delgado with qualifying documents to be provided to the Officers prior to the August 13th Board Meeting.

Second: Jon Mann

Vote: Yes - Jon Mann, Karen DiBiase, Heath Kline, Joyce Fletcher, August Steurer

No 0

Abstain 0

Roll Call Vote

Item (5) Review of Qualification for appointment of a new board member.

Discussion and possible action (5 minutes)

Review of qualifications for Magda Lacob to be appointed to a vacant board seat.
Support documents will be reviewed at the meeting.

Magda Lacob was not present at the meeting and no qualifying support documents were provided to the officers.

Roll Call Vote

Item (6) Review of the 2025/2026 WHWCNC Budget – Approved at July Board Meeting

Discussion only. (15 minutes)

Request by the President of the Board to review the 2025/2026 WHWCNC Budget in reference to how the Budget can and cannot be used for the purchase of the following items:

- a) Purchasing WHWCNC office space
A discussion was held related to Jon Mann’s request to acquire and purchase office space in Canoga Park. However, EmpowerLA and the WHWCNC Bylaws require that all meetings must be held within the boundaries of Woodland Hills. Jon Mann will discuss this with EmpowerLA and provide further updates.
- b) Funding for social media publicist
Discussion only. No vote was taken.
- c) Funding for an AI assistant
Discussion only. No vote was taken
- d) Purchase of business cards
Discussion only. No vote was taken.

Item (7) Review of WHWCNC Website and WHWCNC Grasshopper Phone Email System

Discussion only.

(15 minutes)

Request by the President of the Board to review and discuss the following:

- a) The WHWCNC website functionality and possible upgrades and updates.

Discussion only. No vote was taken.

- b) Review Grasshopper to expand functionality and usability.

Discussion only. No vote was taken.

- c) Review the WHWCNC website Calendar Page.

Discussion only. No vote was taken.

Item (8) Continuing Funding Training for Board Members

Discussion and possible action.

(15 minutes)

Motion to regularly provide equal written information to all board members so they best understand the basic requirements for funding requests, funding procedures and required support documentation. Each board member shall be sent a Funding Handbook with additional brief written comments related to:

Brief explanation of basic funding related to how NC funds can and can't be spent as outlined in the Funding Handbook.

- a. A copy of a NPG Funding Request Form and a list of required support documents.

- b. City Clerk allowed and not allowed funding requests.

- c. Brief explanation of what are WHWCNC monthly Operating Expenses. The storage unit, telephone, website etc.

- d. NC sponsored event requirements vs purchasing a booth at a community event where we are not a primary sponsor.

Discussion only. No vote was taken.

Treasurer Heath Kline will update the board members on Funding requirements.

Roll Call Vote

Item (9) Continuing General Training for Board Members

Discussion and possible action.

(5 minutes)

Motion to regularly send all board members and stakeholder committee members the Bylaws, the current Standing Rules and other necessary documents such as the Code of Conduct, Serial Communication and the Social Media Policy.

Discussion only. No vote was taken,

Secretary Joyce Fletcher will send WHWCNC documents to the board members.

Roll Call Vote

Adjournment of Meeting: by Jon Mann at 2:00pm

*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

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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 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. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.