

**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](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**WHWCNC  
Governance Committee  
MINUTES**

**By Zoom**

**AGENDA**

**Tuesday, October 21, 2025  
6:30pm – 9:00pm**

Zoom Meeting Online or By Telephone  
Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87318675671>

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

Then Enter This Webinar ID: 873 1867 5671 and Press #

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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](http://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 839 3789 2625 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** meeting, the public will be requested to dial \*9 by phone or use the Raise Hand option on Zoom, to address the **Governance Committee** on any agenda item before the **Governance Committee** 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 **Governance Committee's** jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the **Governance Committee** 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 **Governance Committee** meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the speaker, unless adjusted by the presiding officer of the **Governance Committee**.

**SB 411 Updates:**

In the event of a disruption that prevents the **Governance Committee** 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 **Governance Committee** control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the **Governance Committee** shall take no further action on items appearing on the 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 **Governance Committee** broadcasting the meeting may be challenged pursuant to Section 54960.1.

The **Governance Committee** shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the **Governance Committee** 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 **Governance Committee**, 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 **Governance Committee** 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 (i) to provide public comment until that timed public comment period has elapsed.
- (ii) If the **Governance Committee** 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 **Governance Committee** 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: *by Jon Mann at 6:28pm*

Roll Call: *Present: Jon Mann, Karen DiBiase, Heath Kline, Joyce Fletcher, August Steurer*

- 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:**

*General Public Comment is limited to (1) minute 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:** Oct 4, 2025 Special Governance Committee Meeting (5 minutes)

*Motion to approve: Jon Mann  
Seconded by: Heath Kline  
Vote: Yes 5 No 0 Abstain 0*

**2. Items for Discussion and Possible Action:**

**Item (1) Review of Qualifications for appointment of new board member**

Discussion and possible action: (10 minutes)

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

*Discussion only.*

**Item (2) Discussion on inviting guest speakers to give 10-15 min presentation at our board meeting**

Discussion and possible action: (5 minutes)

It was mentioned by several board members that we should have guest speakers who can give a quick presentation (ie: LAUSD, CERT, Library, etc). This could be a good way to increase stakeholder interest in our NC.

*Discussion only.*

**Item (3) Review of Standing Rule #09**

Discussion and possible action: (5 minutes)

Motion to revise Standing Rule #09 to conform 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.

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

*Motion to approve: Jon Mann  
Seconded by: Karen DiBoase  
Vote: Yes 5 No 0 Abstain 0*

#### **Item (4) Discussion of Congress of Neighborhoods on September 27, 2025**

Discussion only:

(10 minutes)

The 2025 Congress of Neighborhoods was held at LA City Hall on September 27, 2025. The annual **Congress of Neighborhoods** is one of the best ways to get to know our city, how it works, gain connections and learn more about a variety of subjects. Attending this event was Jon Mann, Julian Tu, Heath Kline, Juliet Schwarz and Reina Cerros-McCaughey.

Jon/Heath: Can you please give review of the Congress of Neighborhoods to our Governance committee? Did anyone from our NC give you feed back? Was it well attended? What workshops were most important to attend, who participated from our NC and in what workshops (if known)? Are there other workshops not offered that would have been helpful (that we can suggest be added at the Congress of Neighborhoods next year)?

*Discussion only. Comments included: Very well attended with all NC's working together. More local City leaders and representatives need to attend. It's an important opportunity to meet other NC board members.*

#### **Item (5) Continued discussion on attendance at Board Meetings**

Discussion only:

(10 minutes)

Per the WHWCNC Bylaws, Section 7: Absences (page 7)

*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 their removal via email notice to the representative's last known email address on record.*

Discussion by the Governance Committee concerning Neighborhood Council Representatives who have been absent and/or who have left the board meeting(s) early. It is important to remain until the end of the board meeting in order to maintain the meeting quorum.

Example: after leaving three (3) meetings early, this could be considered one (1) attendance absence.

Update of Bylaws and/or Standing Rules for possible consequences should be discussed.

NOTE: The Bylaws do not specifically state "special" meetings do not count against you, only "regularly scheduled" NC board meetings. This should be adjusted in the Bylaws to refer to "all board meetings". We have until 3-31-26 to submit revise the Bylaws.

See attached document of the internal report of the Rolling 12 Month Attendance, Nov'24-Oct'25.

*Motion to remove board member Terry Stobie for lack of attendance and for non-compliance with EmpowerLA training requirements.*

*Motion made by: Jon Mann*

*Seconded by: Heath Kline*

*Vote: Yes 5 No 0 Abstain 0*

**Item (6) Discussion on training needed on video recording equipment for our board meetings**

Discussion only:

(5 minutes)

The recording at our previous Oct 4<sup>th</sup> Board meeting was missing sound after 40 minutes. Need to discuss what possibly caused this and how to make sure the full meeting recordings are complete. Is there training on the equipment that we can get from either Dean Mathews and/or Michelle Delgado to help run the equipment?

*Discussion only.*

**Item (7) Discussion on putting together a notebook for each board member of the Bylaws, Standing Rules, Code of Conduct, and EmpowerLA updates**

Discussion and possible action:

(5 minutes)

We should put together a notebook that contains the current Bylaws, Standing Rules, Code of Conduct and EmpowerLA manual, that can be distributed to NC board members. We have several new NC board members that could benefit from this information on how everything works.

Typically this is something passed out at a Retreat, but distributing this sooner rather than later might be beneficial to our NC board members.

*Discussion only.*

**Item (8) Discussion on future agenda topics**

*None*

(5 minutes)

**Adjournment of Meeting: at 8:27 by Jon Mann**

**Minutes: Secretary Joyce Fletcher**

The next Regular **Governance Committee** meeting will be held on **Nov 17, 2025**, by **Z o o m**, unless otherwise indicated. Please visit the calendar page at [whcouncil.org](http://whcouncil.org) for the complete details and to confirm the date, time, venue and method of the next **Governance Committee** meeting.

Meeting dates for the 2025-2026 year: **Governance Committee** 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](mailto: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](http://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](mailto:j.mann@whcouncil.org)

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

- [www.whcouncil.org](http://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](http://www.whcouncil.org)
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- 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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978- 1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).



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