

CITY OF LOS ANGELES

**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)

**AGENDA**

**WHWCNC  
Governance Committee**

***SPECIAL MEETING***

**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](mailto: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:

Roll Call:

**President – Jon Mann**

**Vice President – Karen DiBiase**

**Treasurer – Heath Kline**

Secretary - Joyce Fletcher  
Parliamentarian – August Steurer

**Public Announcements:**

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) 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)

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.

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.

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.

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

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.

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
- b) Funding for social media publicist
- c) Funding for an AI assistant
- d) Purchase of business cards

### **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.
- b) Review Grasshopper to expand functionality and usability.
- c) Review the WHWCNC website Calendar Page.

### **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.

**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 Social Media Policy.

**Roll Call Vote**

### **Adjournment of Meeting.**

\*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)
- 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](mailto: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](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).