

**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  
Special Governance  
Committee Meeting**

**AGENDA**

**City of Los Angeles Fire Station #84,  
in the Community Room  
21050 Burbank Blvd., Woodland Hills, CA, 91367  
Thursday, August 28, 2025  
6:30pm – 9:00pm  
IN PERSON COMMITTEE MEETING**

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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.

**\*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.

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**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.*

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**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:** Aug 2, 2025 Special Committee Meeting

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

**Item (1) Discussion of zoom issues**

Discussion only:

(5 minutes)

There have been continued issues with committees not having access to zoom, and therefore have been required to cancel their committee meetings due to these zoom issues.

The person whose name is on the NC zoom license needs to be available to start the each meeting.

Discussion needed on the current status of using zoom for committee meetings.

**Item (2) Review of Qualifications for appointment of new board member.**

Discussion and possible action:

Review of qualifications for Susan Roberts to be appointed to a vacant board seat.

Support documents will be reviewed at the meeting.

(5 minutes)

**Roll Call Vote**

**Item (3) Discussion of regular Governance Committee meeting date**

Discussion and possible action:

(5 minutes)

The regularly scheduled Governance Committee meeting date is the 3<sup>rd</sup> Tuesday of the month. Motion to continue to hold the Governance Committee meeting on the 3<sup>rd</sup> Tuesday of the month.

Note, both Jon and Karen have signed up for CERT training from Sept 2-Oct 14, on Tuesdays. Will need a revised Governance committee meeting date instead of Sept 16<sup>th</sup>.

**Roll Call Vote**

**Item (4 Discussion of who will keep the official NC Election Records**

Discussion and possible action: (5 minutes)

Per Musa Khan at LACity.org email on 8-25-25:

*If your NC would like to receive the election records, the board must designate an individual to receive the election records on behalf of the NC. Once designated, that authorized representative can contact me at Musa.Khan@lacity.*

Note: the official election results from 2023 were sent to the Secretary.

**Roll Call Vote**

**Item (5) Selection of designating a Homelessness Liaison.**

Discussion and possible action: (5 minutes)

Per EmpowerLA email on 8-08-25:

*Please take board action to appoint or confirm your Homelessness Liaison. This individual serves as a point of contact between your council and City departments, agencies, and coalitions working on housing and homelessness. Homelessness Liaisons help represent your board’s perspective in broader policy conversations while also bring back valuable information and opportunities to your community. HLs can be either board members or stakeholders (unless your Bylaws state otherwise) and must be registered thru the form at empowerla.org.liaison-register. Full description of the roll is available on the EmpowerLA website. If your board has already appointed someone and no changes are needed, no further action is required. Questions may be directed to Prabhjot Chamber at Prabhjot.Chamber@lacity.org*

Last year, Reina Cerros-McCaughey was the WHWCNC Homelessness Liaison.

Juliet Schwarz requested on 8-12-25 via an email to Jon Mann-President and Karen DiBiase-Vice President that she be appointed as one of our NC Homelessness Liaisons.

At the board meeting on July 9, 2025, Reina Cerros-McCaughey and Melanie Kirschbaum both stated interest.

We can have two liaisons appointed.

**Roll Call Vote**

**Item (6) Discussion of retreat**

Discussion only: (10 minutes)

At the August 13<sup>th</sup> Board meeting, we voted on holding the Retreat on Sept 20<sup>th</sup>.

Is there an update of location, agenda, date, etc? Invoices for the Retreat need to be submitted in advance to the Treasurer for review, and then approved by the Board at the Sept 10<sup>th</sup> Board Meeting. The LA City Clerk must approve these invoices *prior* to expenditures for the Retreat.

**Item (7) Completion of the prior year’s review and any other items needed by EmpowerLA.**

Discussion and possible action: (5 minutes)

Review the [NC Funding Program Policies & Guidelines](#) explaining every board member's fiduciary responsibility to safeguard public funds and spend them responsibly in a transparent way without any conflicts of interest, and the additional responsibilities of the Financial Officers of the board.  
Motion to have Treasurer fill out this on-line form.

### Roll Call Vote

#### **Item (8) 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) board meetings early, could be considered an attendance absence.

NOTE: Update of Bylaws and/or Standing Rules for consequences of leaving board meetings early will be at a separate meeting.

[See attached document of Rolling 12 Month Attendance, Sept'24-Aug'25.](#)

#### **Item (9) Discussion on Managing Meeting Disruptions.**

Discussion only: (15 minutes)

Review of procedural guide for the WHWCNC regarding managing meeting disruptions, prepared by August Steurer, Parliamentarian.

Refer to current Bylaws and/or Standing Rules.

NOTE: Update of Bylaws and/or Standing Rules for consequences of continued disruption will be at a separate meeting.

[See attached document: Managing Meeting Disruptions](#)

- **Item (10) Developing a formal plan for how we are going to handle and track stakeholder requests that come to us via email, grasshopper, snail mail etc**

Discussion only: (5 minutes)

- **Item (11) We need to complete the board prior year review that was due the end of July.**
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Discussion only:

(5 minutes)

- **Item (12) We need to update the agenda stationary with the new board and officers and create biz card artwork for Jon**
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Discussion only:

(5 minutes)

**Adjournment of Meeting:**

## Adjournment of Meeting:

The next Regular **Governance Committee** meeting will be held on **Sept 16, 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**

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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](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 a Jon Mann al [j.mann@whcouncil.org](mailto:j.mann@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](https://ethics.lacity.org/lobbying). For assistance, please contact