



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

200 N. Spring St.
Los Angeles, CA 90012
Email: ncsupport@lacity.org
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**SPECIAL WHWCNC
Virtual Governance
Committee Meeting
Via Zoom**

AGENDA
Saturday, October 4, 2025
12:00 pm – 3:00 pm

Join Zoom Meeting
<https://us02web.zoom.us/j/84907561344>

Meeting ID: **849 0756 1344**

One tap mobile
+16694449171,,84907561344# US
+16699006833,,84907561344# US (San Jose)

Join instructions
https://us02web.zoom.us/join/84907561344/invitations?signature=23uZgFEH8en_thxuk4BelLSdQ74hkSwNIRKkUXogkIk

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 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 **849 0756 1344**, 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 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 public member may become the subject of a future **WHWCNC** Board or **GOVCOM** meeting. Public comment is limited to 2 minutes 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 **WHIP** 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 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

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: Aug 28, 2025 Special Committee Meeting

Discussion and possible action:

(5 minutes)

Roll Call Vote

2. Items for Discussion and Possible Action:

Item (1) Review of Qualifications for appointment of new board members.

Discussion and possible action:

(15 minutes)

Review of qualifications for Janyce Pink, Donerick Rainey and Harris Cohn to be appointed to a vacant board seat. Support documents will be reviewed at the meeting.

Roll Call Votes

Item (2) Review of Qualifications for re-appointment of board member to new area.

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 (3) Discussion of hiring company to help with outreach.

Discussion and possible action

(10 minutes)

Discussion of qualifications desired for an outside company to help with website updates, social media postings and AI implementation to help with tracking stakeholder requests.

Roll Call Vote

Item (4) Review of standing rule #18.

Discussion and possible action

(5 minutes)

Revise rule to require board members to email President and VP if they are unable to attend a meeting.

Roll Call Vote

Item (5): Implementation of WHWCNC Committees, Committee Members & Chairs for the new FY.

Discussion and possible action:

(30 minutes)

Review & reconstitution-appointment of current and new committees pursuant to the WHWCNC By-laws and Standing Rules. Preparation of new committee rosters [see below].

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 committees' compositions at the beginning of each fiscal year. The Board, by a majority vote of board members present and voting may 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 [see below].

A. Committee: Term of Office: Each committee member of a standing committee and/or ad hoc committee shall continue until a successor is appointed by the President and Vice President or until the standing committee, or ad hoc committee is terminated.
WHWCNC - Bylaws Approved 3/13/2024 / DONE Approved 04/29/2024

A committee member shall be removed by the President and Vice President with concurrence of the other Officers from a specific committee, or ad hoc committee by committee member resignation or for non-compliance of rules and regulations as defined in the Bylaws, Standing Rules and all other rules and regulations of the WHWCNC, City and EmpowerLA.

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

Committee Standing Rules:

(SR - 8) All Committees shall have: 1. monthly meetings; 2. an Agenda (properly posted prior to each meeting with copies provided at each meeting); 3. minutes (taken and approved); 4. requests from stakeholder claims (as necessary); and 5. provide recommendations to the Board (as necessary).

(SR - 9) Committees shall consist of Board Representatives, not to exceed five (5), and Alternate(s) and Stakeholder(s) who have submitted an application, not to exceed eleven (11). Changes to these numbers may be made with Council approval. No actions of a Committee may supersede the actions of a regular Board Meeting.

(SR - 10) Persons placed on a Committee have a responsibility to attend each meeting and to advise its Chair in advance if they are unable to attend. A Committee member who has missed two (2) consecutive meetings, without having been excused by the Committee Chair, may be removed from the Committee (at the discretion of its Chair.)

Discussion and Possible Action

5 minutes

Item 6) Governance Recommendation to the Board on approving meeting schedule and types (in person, hybrid-Zoom, remote-Zoom)

Discussion and Possible Action

10 minutes

Roll Call Vote

Item (7) Review of minutes from last Governance Meeting for updates & Officers activity update.

Discussion and Possible Action

10 minutes

Review what solutions have been made or brought forward to any requests/action items from 8.28.25 and prior GOVCOM meetings:

- Retreat update; date; location, agenda, refreshments & costs
- Completion of the prior year's review and any other items needed by DONE
- Board Member training update
- Obtaining election results from City Clerk
- Funding- Duplicate Zoom Billing – Are both Zoom licenses available and working for use by committee chairs?
- Responding to and tracking stakeholder requests & comments
- Managing Meeting Disruptions.
- Updating stationary, agenda templates, business cards, website
- PMB key xfer
- StorQuest lock swap for 3 keys - who
- Website posting problems with agendas & supporting docs
- Training & documentation from Hybrid Meeting Ad hoc on equipment purchased
- Items from the floor

Roll Call Vote(s)

Roll Call Vote(s)

Item (8) Discussion about Goals

Discussion:

What goals do we each have for the NC? (15 minutes)

Item (9) Discussion about Spending

Discussion and Possible Action

10 minutes

Report and discussion on how we want to spend available funds, new spending items, identify offsetting items that can be cut to meet our reduced budget. (15 minutes)

Roll Call Vote

Item (10) Future agenda topics & officer tasks

Discussion

Adjournment of Meeting:

The next **GOVCOM** meeting will be held on **September 16, 2025**, via 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 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 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 window of Fire Station 84 located at 21050 Burbank Blvd., Woodland Hills.**

- *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

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