

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board
Officers:**

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



200 N. Spring Street Los
Angeles, CA 90012

WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

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

AGENDA

Governance Committee Meeting

**West Valley Warner Center Chamber of Commerce,
in the Conference Room
6351 Owensmouth Ave, Suite #101A, Woodland Hills, CA, 91367
November 18, 2025
6:30 p.m.- 9:30 p.m.
IN PERSON MEETING**

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.

***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 (2) minutes 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.

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 minutes each)

Office of Local and State Officials – if available

(2 minutes each)

Other Local Agencies – if available

(2 minutes each)

General Public Comment, by the Public, on **Non-Agenda Items:**

General Public Comment is limited to two (2) minutes per speaker and 10 minutes total.

1. Organization, Operation, Policies, & Procedures & Reports:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board. There will be ONE opportunity to speak only. 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 21, 2025 Governance Committee Meeting

Discussion and possible action:

(5 minutes)

Roll Call Vote

2. Items for Discussion and Possible Action:

Item (1) Review of Qualifications for Michelle Delgado to move to a vacant board seat

Discussion and possible action:

(5 minutes)

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

Roll Call Vote

Item (2) Discussion to remove Paul Scola from the WHWCNC Board as Residential Rep-Area 4

Discussion and possible action: (5 minutes)

Motion to remove Paul Scola from the WHWCNC Board as the Residential Rep-Area 4, due to being absent for the Aug-Sept-Oct-Nov Board meetings and lack of participation at board activities.

Roll Call Vote

Item (3) Discussion to have Aaron DeVandry help with the new WHWCNC Technical Committee, as an outsourced IT position.

Discussion and possible action: (10 minutes)

Motion to hire Aaron DeVandry to help with NC web system improvements, AI, Chatbot, and any other IT issues that need to be addressed. He was highly recommended by Corrine Ho (Canoga Park NC-Treasurer) and has helped with at least 9 other Neighborhood Councils with their IT needs. His pricing is very fir, starting at \$100/month and goes up based on the needs of the NC.

Roll Call Vote

Item (4) Discussion to have Diana Rain help with WHWCNC branding.

Discussion and possible action: (10 minutes)

Motion to hire Diana Rain to help with branding for the WHWCNC and the Outreach Committee.

Roll Call Vote

Item (5) Discussion and update on the planning of the WHWCNC Retreat.

Discussion only: (10 minutes)

Update on the WHWCNC Retreat, and how to best use the funds allocated on the budget to make the Retreat successful.

Item (6) Discussion on procedures that should be followed for board meetings.

Discussion only: (10 minutes)

Discussion on what we can do to help make our monthly board meeting run efficiently. Board members and Stakeholders *must* follow the Code of Conduct and be respectful to all attendees of the meeting.

If committees are planning to have a funding request, it is suggested that they consult the Treasurer in advance on what forms and paperwork is required by the City Clerk. It is the committee's responsibility for final review prior to submitting to the Board for approval.

Item (7) Discussion on Holiday activity we can do in Woodland Hills.

Discussion and possible action: (10 minutes)

Discussion on Holiday activity to help make Woodland Hills festive (ie: putting temporary solar lights on trees along Ventura Blvd).

Roll Call Vote

Item (8) Discussion on adding template(s) on our NC Website to help committees write agendas.

Discussion only: (5 minutes)

Discussion on adding an on-line template on our NC Website for committees to access when writing agendas, links to EmpowerLA for training, NPG forms, etc.

Item (9) Discussion on updating the email signup from recent community events (Heath Kline).

Discussion only: (5 minutes)

Discussion on the status of adding Stakeholder emails on Constant Contact, received during the various recent community engagement events. Discuss ways to modernize and streamline the sign-up process.

Item (10) Update on the election records received from the City Clerk (Heath Kline).

Discussion only: (5 minutes)

What records did we get from the City Clerk and what information do they contain?

**Item (11) Heath Kline:
Update Report & RESOLUTION AND COMMUNITY IMPACT STATEMENTCF 25-XXX &
California Senate Bill 707 Section 54953.8.4**

The Governance Committee of the WHWCNC recommend that the full NC Board **(a.)** adopt this Resolution and Community Impact Statement electing to conduct board and committee meetings in hybrid-virtual or fully virtual format as authorized by California Senate Bill 707 Section 54953.8.4 and Council File 25-XXX; and **(b.)** authorize the Board President to complete the Attestation Statement, notify the City Council and Department of Neighborhood Empowerment, and implement this resolution.

GOVCOM Roll Call Vote:

ATTESTATION STATEMENT

I, Jon Mann, declare that I am the President of the Woodland Hills-Warner Center Neighborhood Council and that on [DATE], 2025, at a Brown Act noticed public meeting held by this NC with a quorum present, and that by a vote of ___ (number) yes, ___ (number) no, and ___ (number) abstentions, this Neighborhood Council adopted the following resolution:

Whereas, this resolution is the official statement adopted by this Neighborhood Council. The Woodland Hills-Warner Center NC satisfies the majority board vote requirement of Government Code Section 54953.8.4 (enacted by SB 707) and elects to use teleconferencing for board and/or committee meetings for all the reasons set forth below in our adopted Community Impact Statement [CIS] Resolution:

WHWCNC CIS & RESOLUTION

Background and Authority

Whereas, California Senate Bill 707 (effective January 1, 2026) enacted Government Code Section 54953.8.4, providing teleconferencing authority for Los Angeles neighborhood councils through January 1, 2030; and,

Whereas, Section 54953.8.4 applies exclusively to neighborhood councils in cities over 3,000,000 population (only Los Angeles), recognizing LA's unique 99-council volunteer governance system; and,

Whereas, the Los Angeles City Council authorized this use through Council File 25-XXX, and Section 54953.8.4 requires this Board to elect this authority by majority vote with justification to the City Council; and,

Board Member Losses and Recruitment Challenges

Whereas, in 2024-2025, this Neighborhood Council lost dedicated board members who resigned due to inability to participate remotely, including nursing mothers, caregivers for ailing parents, working professionals with required travel to Sacramento and Washington D.C., and parents unable to secure evening childcare; and,

Whereas, board vacancies are increasingly difficult to fill when candidates learn in-person attendance is mandatory regardless of work, family, health, or disability circumstances; and,

Facility and Geographic Challenges

Whereas, available public facilities (libraries, fire stations) have limited availability and lack adequate parking; private facilities cost \$200-500 per meeting and are poorly equipped for hybrid meetings; and,

Whereas, Los Angeles covers 503 square miles with board members facing 1-2 hour commutes, making in-person-only attendance impractical for working people, those with caregiving duties, disabilities, or health conditions; and,

Key Provisions of Section 54953.8.4

Whereas, Section 54953.8.4 recognizes Neighborhood Council volunteer board members require flexibility to balance civic service with employment, family, caregiving, and health needs; and,

Whereas, unlike other Brown Act provisions, Section 54953.8.4 requires no minimum in-person

quorum, no geographic restrictions on remote participation, no "just cause" justifications, and no frequency limitations; and,

Whereas, this flexibility prevents board resignations, enables diverse recruitment, and ensures accessibility for working families, caregivers, people with disabilities, and those with demanding work schedules; and,

Resolution

Now, therefore, be it resolved that the Woodland Hills-Warner Center Neighborhood Council elects to use teleconferencing pursuant to Government Code Section 54953.8.4 for board and committee meetings.

JUSTIFICATION FOR ELECTION TO USE SECTION 54953.8.4

- 1. Volunteer Service Reality:** Board members are unpaid volunteers balancing civic service with employment, caregiving, parenting, and health needs. Remote flexibility is essential.
- 2. Documented Losses:** Recent resignations of nursing mothers, caregivers, and professionals with travel obligations harm community representation and institutional knowledge.
- 3. Geographic Challenges:** Los Angeles' 503 square miles creates 1-2 hour commutes, effectively excluding working people from in-person-only meetings.
- 4. Accessibility:** Remote participation enables service by people with disabilities, health conditions, caregiving duties, and challenging work schedules.
- 5. Facility Limitations:** Public facilities have limited availability and inadequate equipment; private facilities cost \$200-500 per meeting.
- 6. Enhanced Participation:** Virtual meetings increase transparency and accessibility, serving the Brown Act's core purpose.
- 7. Legislative Intent:** Section 54953.8.4 was enacted specifically for LA neighborhood councils to address these challenges.

POSITIVE IMPACTS ON OUR COMMUNITY

CONCLUSION

Electing to use teleconferencing under Government Code Section 54953.8.4 addresses documented board member losses, accommodates real-life circumstances of volunteer leaders, and ensures that all community members can contribute to our shared community regardless of work schedules, family responsibilities, health needs, or life circumstances.

NOTIFICATION TO CITY COUNCIL

Pursuant to Government Code Section 54953.8.4(a)(1)(B), the Woodland Hills-Warner Center Neighborhood Council hereby notifies the Los Angeles City Council of our election to use teleconferencing pursuant to Section 54953.8.4, with the justification set forth above.

Submitted to:

Los Angeles City Council
Department of Neighborhood Empowerment & BONC
Council District 3 (Councilmember Bob Blumenfield)
Los Angeles City Attorney NCAD
Adopted this ___ day of _____, 2025
By the Woodland Hills-Warner Center Neighborhood Council

Roll Call Vote

Adjournment of Meeting.

The next meeting will be on **December 16, 2025**. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2025-2026 year: Full Board meetings are held the second Wednesday 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 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.
- 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 Dena Weiss al d.weiss@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.