

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
January 20, 2026
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: November 18, 2025 Governance Committee Meeting

Discussion and possible action:

(5 minutes)

Roll Call Vote

2. Items for Discussion and Possible Action:

Item (1) Review Qualifications for Youth Board Member Duncan Lawrie:

Discussion and possible action:

Review of the qualifications for Duncan Lawrie to be appointed to a vacant youth member board seat.
Supporting Documents will be reviewed at the meeting.

(5 minutes)

Roll Call Vote

Item (2) Motion to Update Email Accounts and Forwards:

Discussion and possible action:

Motion to Ensure list contains all current board members and names spelled correctly. (10 minutes)

Item (3) Review of Bylaws for possible changes and updates:

Discussion and possible action:

(25 minutes)

Motion to review bylaws for possible changes and updates. City filing deadline is April 01, 2026.
Governance committee to review at January and February to be voted no later than March Board Meeting.

Roll Call Vote

Item (4) Motion to add President and Secretary as additional CIS Filers:

Discussion and possible action:

(5 minutes)

Motion to add president and secretary as additional CIS filers for Community Impact Statements. Discussion if it should be all officers or to additional members.

Roll Call Vote

Item (5) Motion to draft letter to Board Members concerning attendance:

Discussion and possible action:

Motion to draft letter to board members concerning attendance. Section 7 of our Bylaws addresses attendance and absences. (15 minutes)

Roll Call Vote

Adjournment of Meeting.

The next meeting will be on **February 17, 2026**. 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.