Neighborhood Council
Governing Board
Officers:
President: Jon Mann
Vice President: Karen DiBiase
Treasurer: Heath Kline
Secretary: Joyce Fletcher
Parliamentarian: August Steurer

WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

NEIGHBORHOOD
COUNCILS

200 N. Spring Street Los
Angeles, CA 90012

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

AGENDA
Special Governance Committee Meeting
West Valley Warner Center Chamber of Commerce,
in the Conference Room
6351 Owensmouth Ave, Suite #101A, Woodland Hills, CA, 91367
March 1, 2026
9:00 a.m.- 11:30 a.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.

<div align="center">**AGENDA**</div>

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.

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: January 20, 2026 Special 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 appointment of new board member

   Discussion and possible action: (10 minutes)

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

   Roll Call Vote

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

Discussion and possible action: (10 minutes)

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

Roll Call Vote

Item (3) Review of Qualifications for board member to move seats

Discussion and possible action: (5 minutes)

Review of qualifications for Michelle Delgado to be moved to a vacant board seat in Area 2. Support documents will be reviewed at the meeting.

Roll Call Vote

Item (4) Discussion on Website Services

Discussion and possible action: (10 minutes)

tem (26-xxxx) — Motion to Authorize Website Software Licensing

Discussion and possible action:

Motion to authorize expenditures of up to $560 for website software licensing to support the website redesign, DIVI 5 implementation, meeting document management system, and The Events Calendar integration, itemized as follows:

Software / Service	Cost	Type	Purpose
1. ACF Pro	$49/yr	Annual	Custom data fields for committee pages, board directory, and structured meeting document organization
Enables volunteer-friendly structured data entry for all committee pages, member directories, meeting schedules, and agenda metadata. Free version is insufficient for the repeater fields and options pages required.			
2. Pee-Aye Creative DIVI Events Calendar	$54/yr	Annual	Native DIVI 5 modules for The Events Calendar — event feeds, carousels, calendar views, and styled meeting pages

Replaces custom-coded TEC display with volunteer-manageable DIVI 5 modules. Modules to be used: Event Feed, Carousel, Calendar, and Event Page. Ticket module not needed. Confirmed compatible with DIVI 5 (February 2026 release).			
3. Premio Folders	$39	One-time	Folder-based organization of the WordPress Media Library
Selected over Real Media Library due to security concerns: Real Media Library exposes a REST API that was blocked by Wordfence during site operations and caused media library instability. Real Media Library has also been removed from the site. Premio Folders uses standard WordPress hooks without REST API exposure. One-time lifetime license.			
4. FS Poster	$65/yr	Annual	Automatic social media posting to Facebook, Instagram, Threads, TikTok, and Bluesky
Publishes meeting notices and event announcements automatically when content is published to the website, reducing volunteer workload for manual cross-posting.			
5. AI Engine	$59/yr	Annual	AI-assisted content generation within WordPress
Enables AI-assisted drafting of meeting descriptions, announcements, and social media posts for committee chairs and the Web Administrator, reducing writing time for recurring content.			
6. Claude API Usage	≤$120/yr	Usage-based	AI service usage (est. $10/month) required for AI Engine plugin
Token-based pricing; actual cost will vary with usage. $10/month is a conservative estimate for a council with monthly meeting cycles.			
7. Real 3D FlipBook	$69	One-time	PDF-optimized flipbook display for newsletters and formal council documents
EmbedPress Pro (already subscribed) handles general media embeds well, but renders PDFs as flat scrollable viewers. Real 3D FlipBook provides a page-turning experience specifically optimized for multi-page PDFs such as newsletters and annual reports, improving stakeholder engagement with Council publications. One-time lifetime license.			
Itemized Total (Year 1):	$455	One-time: $108 | Annual recurring thereafter: ≤$347/yr	
Motion Authorization Amount:	$560	Includes $105 contingency for unexpected licensing needs or tier adjustments	

Roll Call Vote

Item (26-xxx) — Motion to Authorize Hosting Migration and Domain Strategy

Discussion and possible action:

Motion to authorize the Web Administrator to migrate whcouncil.org to a higher-performance hosting provider and to adopt the domain strategy described below.

Background — Why Migrate Hosting

The council's current Bluehost shared hosting plan has created significant performance issues with DIVI 5's page builder due to shared CPU limitations. Volunteer administrators experience slow load times and timeouts when editing pages, which increases the barrier to maintaining the site. A performance-grade hosting plan will reduce maintenance friction and improve public page load speeds.

Cost context: Bluehost's 3-year renewal is $971 total ($323/year) — for less storage and lower performance than the recommended Hosting.com MAX plan at approximately $340/year. The annual cost difference between staying on Bluehost and migrating to Hosting.com MAX is approximately $17/year, with substantially better performance and more storage in favor of the new host.

Hosting Options Evaluated

Option	Year 1	Annual Cost	Email Included	Notes
Bluehost Shared (current)	Paid	$323/yr*	Yes (cPanel)	CPU limits; DIVI 5 performance issues
* Bluehost 3-year renewal: $971 total ($323/yr) — for less storage and lower performance than Hosting.com MAX.				
SiteGround Managed WP	~$60–$120	~$180–$240	Limited	Managed WP, good support
Cloudways VPS	~$120	~$120	No — needs add-on	High performance; email via MXroute (~$20/yr)
Hosting.com MAX	~$110	~$340/yr	Yes	**More storage & better performance than Bluehost renewal at comparable annual cost**

Recommended Option: Hosting.com MAX Plan

The Hosting.com MAX plan provides the performance and feature set appropriate for the council's needs:

- Estimated Year 1 cost: ~$110 (introductory pricing)
- Renewal rate: ~$340/year
- Email hosting included (critical for preserving council email infrastructure during migration)
- Domain registration/management available through the same provider
- High-performance hosting suitable for DIVI 5 page builder operations

Domain Strategy

The board is asked to choose from the following options for the whwcnc.org domain:

Option A — Register whwcnc.org (Recommended):

Register whwcnc.org as a short-form alias that redirects to whcouncil.org. "WHWCNC" is the council's official abbreviation used in all City communications, DONE filings, and public records. A .org domain reinforces the council's nonprofit/civic character. Estimated cost: ~$15–20/year at registration, ~$15–22/year on renewal (separate from hosting plan). This is

modest enough to treat as a routine operating cost.

Option B — Do not register whwcnc.org:
Continue using whcouncil.org as the sole domain. Simpler, lower cost. Risk: whwcnc.org remains available for third parties to register.

Domain decisions are presented for board determination. The Web Administrator recommends Option A as a low-cost protective registration.

WP-Optimize Caching Plugin

WP-Optimize is currently installed for caching and performance optimization on the Bluehost shared hosting plan. Upon migration to Hosting.com MAX (or any managed WordPress host), the hosting provider's built-in caching will likely supersede WP-Optimize. The Web Administrator will evaluate upon migration and deactivate WP-Optimize if the host's native caching is sufficient, reducing plugin overhead.

Item (5) 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 (6) Discussion on Charter Reform

Discussion only: (5 minutes)

Item (7) Discussion on Awareness on funding requirements

Discussion only: (5 minutes)
Review current funding requirements and discuss what is given as instructions to board members.

Item (8) Discussion on committees and member applications

Discussion and possible action: (5 minutes)

Motion to discuss status of current committees, addition of three new stakeholders and past board members.

Roll Call Vote

Item (9) Discussion on future agenda topics

Discussion only: (5 minutes)

Adjournment of Meeting.

The next meeting will be on **March 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
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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.
- 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.