



CITY OF LOS ANGELES
CALIFORNIA



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

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**WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD
COUNCIL**

Regular Governance Committee Meeting
Tuesday, May 19, 2026
6:30pm – 9:00pm
West Valley Warner Center Chamber of Commerce,
in the Conference Room
6351 Owensmouth Ave, Suite #101A, Woodland Hills, CA, 91367
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, Secretaria, por correo electrónico j.fletcher@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
Office of Local and State Officials – if available
Other Local Agencies – if available

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

General Public Comment is limited to two (2) minutes per speaker and 30 minutes total.

1. Organization, Operation, Policies & Procedures:

All comment is limited to two (2) minutes 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:** Governance Committee Meeting on Jan. 20, 2026
Governance Committee Meeting on Mar. 1, 2026
Governance Committee Meeting on Apr. 22, 2026

Discussion and possible action:

(5 minutes)

ROLL CALL VOTE

2. Items for Discussion and Possible Action:

Item (1) Karen DiBiase, Vice-President

Review of WHWCNC Bylaws as approved by EmpowerLA in 2026

Discussion only:

(5 minutes)

The WHWCNC Bylaws have been reviewed and approved by Vincent Autiero, our Neighborhood Empowerment Advocate, on May 15, 2026. He will distribute the Bylaws when they have been updated.

The 2026 Bylaws were approved with the following changes:

Article V, Section 2 (Quorum) The lowering of the quorum count to 12 members present (**Approved**)

Article VII, Section 3 (Committee) The lowering of the board committee membership to 5 (**Approved**)

Article V (Governing Board) Section 3 (Official Actions)

D. An alternate may substitute for an absent voting board member and thus participate in the board action process. (**Approved**)

E. Once a quorum is established, board members who temporarily recuse themselves or otherwise temporarily leave the room shall not change the established quorum. This section was reviewed and not approved, because a quorum must always be maintained on the board to conduct official board business. Not approved.

The following section will also be added to the 2026 bylaws by the department under the training requirements.

Article XIV Compliance-Section 2 Training

“Planning 101” Training shall be required for all appointed and confirmed members of each Neighborhood Council’s planning and land use committee, or an equivalent committee (land use committee). Any individual who does not complete the training shall not be eligible to vote on motions or recommendations on planning, zoning, or land use matters before the land use committee. If the board does not have a planning and land use committee or an equivalent committee, all board members are required to complete the Planning 101 training.

Item (2) Jon Mann, President

Motion to review qualifications for new board member

Discussion and possible action:

(10 minutes)

Review of the qualification for Sara Shiraf to be appointed to a vacant board seat. Support documents will be reviewed at the meeting.

ROLL CALL VOTE

Item (3) Jon Mann, President

Motion to hire a photographer for WHWCNC summer events

Discussion and possible action:

(5 minutes)

Discussion on hiring Riley Goldman as our photographer for \$100/month for all summer events

ROLL CALL VOTE

Item (4) Jon Mann, President

Motion to discuss the Plant-Based Treaty presentation

Discussion and possible action:

(10 minutes)

Discussion regarding the Plant-Based Treaty presentation at the WHWCNC Board meeting on April 8th.

ROLL CALL VOTE

Item (5) August Steurer, Parliamentarian

Motion to discuss update of the migration of the NC Website and emails

Discussion only:

(10 minutes)

Discussion about the status of the migration of the NC website and NC emails.

Discussion on what is needed for the website to be rebuilt to achieve more success.

Item (6) Karen DiBiase, Vice-President

Discussion and review of Jan 31, 2026 Board Retreat, and future Board Retreats

Discussion and possible action:

(15 minutes)

Discussion and review of the WHWCNC Board Retreat held on Jan. 31, 2026.

What were the strengths, weaknesses and purpose of this retreat?

Do we want to hold a retreat annually to focus on the importance of training, Code of Conduct, Ethics, Bylaws, board participation at events, etc.? Training should be given to the Board on how to access information on the EmpowerLA website and on our WHWCNC website.

ROLL CALL VOTE

Item (7) August Steurer, Parliamentarian

Discussion of Board workshops

Discussion and possible action:

(15 minutes)

Discussion for two Board workshops for June and July.

June: Explaining part 1 and budgeting for possible events.

July: Explaining new committees and how they work with/use the website.

ROLL CALL VOTE

Item (8) Karen DiBiase, Vice-President

Discussion of board dynamics and interactions

Discussion only:

(15 minutes)

Discussion of the process of running board and committee meetings for the benefit of our community.

Discussion on how to better solve dynamics and interactions between board members and stakeholders.

Discuss how to keep board members active and interested.

We need to focus on transparency of our actions and open up for better communication.

Announcements:

The next Regular Governance Committee meeting will be held on June 16, 2026.

The next Regular Full Board meeting will be held on June 10, 2026. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Board meeting dates for year 2025 -2026: Full Board meetings are held on the second Wednesday of every month at 6:30pm. Check the NC website calendar for a complete list of committee and board meetings.

Meeting dates and times are subject to change.

Adjournment of Meeting:

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 on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to 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 Neighborhood Council Office Space Address (if applicable), at our website: www.NeighborhoodCouncilWebsite.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Joyce Fletcher, Secretary, at email: J.Fletcher@WHCouncil.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- Fire House 84 Front Door located at 21050 Burbank Blvd. Woodland Hills, CA, 91367
- www.whcouncil.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

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 Section 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

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and on our website www.whcouncil.org