



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
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**WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD
COUNCIL**

Regular Governance Committee Meeting
Tuesday, June 16, 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 May 19, 2026

Discussion and possible action: (5 minutes)

ROLL CALL VOTE

2. Items for Discussion and Possible Action:

Item (1) 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 (2) Jon Mann, President

Motion to review qualifications for new board member

Discussion and possible action: (10 minutes)

Review of the qualification for Patrick Brown 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 review qualifications for new board member

Discussion and possible action:

(10 minutes)

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

ROLL CALL VOTE

Item (4) Jon Mann, President

Motion to review qualifications for new board member

Discussion and possible action:

(10 minutes)

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

ROLL CALL VOTE

Item (5) Jon Mann, President

Motion to discuss event expectations with Riley Goldman

Discussion and possible action:

(10 minutes)

Discussion with Riley Goldman, a social media contact and photographer, to discuss event expectations with our NC.

ROLL CALL VOTE

Item (6) Jon Mann, President and August Steurer, Parliamentarian

Discussion of Spanish and Farsi agenda translations

Discussion and possible action:

(10 minutes)

Discussion update of adding Spanish and Farsi translations to our agenda.

ROLL CALL VOTE

Item (7) Heath Kline, Treasurer

Discussion of update and completion of the WHWCNC FS26-27 Administrative Packet

Discussion and possible action:

(20 minutes)

Update and Completion of the WH-WCNC FY26-27 Administrative Packet for board approval at the July 8th full board meeting. Will also address our website and do a physical inventory of the NC assets.



Since this is a non-election year, unless any of us have plans to bow out of our current roles, we can use the pages from last year to identify the funding officers.

We will need to update that our website and emails have new hosting locations-vendors, and of course I need to draft a proposed budget for the \$25K in funding we will receive in the new FY. As per usual we will allocate our rollover funds when we receive them in August or September, when they are awarded.

Every year we are also supposed to do a physical inventory of the NC assets. It has been several years since we last submitted this inventory, and while the City Clerk/DONE has asked other NCs to turn in their inventory, they have never asked us to do so, I think we should be proactive and do it this year, and identify the eWaste obsolete not working equipment we have, and have the city come pick it up or give us permission to take the stuff to a certified recycler.

ROLL CALL VOTE

Item (8) August Steurer, Parliamentarian **Motion to discuss current updates of NC website**

Discussion only:

(10 minutes)

Continued discussion on what is needed for the website to be rebuilt to achieve more success.
Discuss issues with the WHCouncil.org emails and/or forwarding.

Item (9) Jon Mann, President

Discussion to address absences of board members with 4/5 absences in the past rolling-12 months

Discussion and possible action:

(10 minutes)

Discussion to address absences of board members with 4/5 absences in the past rolling-12 months.

ROLL CALL VOTE

Announcements:

The next Regular Governance Committee meeting will be held on July 21, 2026.

The next Regular Full Board meeting will be held on July 8, 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