

**Committee Meeting**  
**Will be held:**  
**January 23, 2023**  
**At 6:30 pm**

Virtual Meeting Teleconferencing and  
Phone Number For Public  
Participation

Access Meeting by Zoom Online at:

<https://us02web.zoom.us/j/89608817061>

or

To Join the Meeting by Telephone:  
Dial (1 669 900 6833) & Then Enter This  
Webinar ID: 896 0881 7061 and Press “#”

Committee Members are  
Co-Chair August Steurer,  
Co-Chair Bobbie Wasserman,  
Mark Bell,  
Mihran Kalaydjian, and  
Julie Waltrip

In conformity with the September 16, 2021  
Enactment of California Assembly Bill 361  
(Rivas) and due to concerns over COVID-19,  
the Woodland Hills Issues and Policies  
Committee meeting will be conducted entirely  
telephonically with a call-in option or internet-  
based service option.

The Chair will give listeners instructions for  
providing public comments at the start of the  
meeting. When calling-in telephonically, the  
public is requested to dial \*9, when prompted  
by the Chair or Moderator, to address the  
Committee on any agenda item before the  
Committee acts on each item. Zoom users  
should use the “raise hand” feature.

AB 361 Updates: Submission of Public  
comment cannot be required in advance of the  
meeting; only real-time public comment is  
required. If broadcasting interruptions prevent  
the public from observing or hearing the  
meeting, the meeting must be recessed or  
adjourned. If the public cannot provide public  
comment or cannot be heard due to issues  
within the Neighborhood Council’s control, the  
meeting must be recessed or adjourned.

Messaging and virtual backgrounds are in the  
control of the individual Committee member in  
their personal capacity and does not reflect  
any formal position of the Neighborhood  
Council or the City of Los Angeles.

Contact Persons:

August Steurer & Bobbie Wasserman  
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## Meeting Agenda

• **Public Input on Agenda Items** – The public may address the Committee on any agenda item before the Committee acts on an item. The Committee will accept comments from the public on agenda items only when the Committee considers the individual item.

• **Public Input on Matters not appearing on the Agenda** – During the General Public Comment period, the Committee listens to comments from the public on other matters not appearing on the agenda within the Committee’s jurisdiction. \* Please note that the Brown Act prevents the Committee from acting on an issue you bring to its attention during the General Public Comment period; however, the issue raised by a public member may become the subject of a future Committee meeting.

• **Notice to Paid Representatives** - If you receive compensation 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](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

• **Public Comments are limited to two (2) minutes per speaker** unless adjusted by the presiding member of the Committee. As needed, the presiding member may impose different time limits per each agenda item.

### 1. Call to Order

### 2. Establish Quorum:

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

### 3. Comments by the Public regarding Issues NOT on the Agenda.

*(2 minutes each)* All public comment is limited to 2 minutes per speaker unless adjusted by the presiding member of the Committee. If available, the event page for this meeting has draft minutes posted on [whcouncil.com](http://whcouncil.com).

### 4. Approval of Available Committee Minutes

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

## 5. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION BY THE COMMITTEE:

**A. Board Member Participation and Process:** Identifying a process and timeline for submission of posts.

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

**B. Posting Policies and Procedures:** Generating website and social posts and what priority and activity we give to each social channel (FB, IG, Tw, TikTok, etc.)

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

- C. Communication Focus:** Regarding focusing a message in the type of posts, any outreach we might want to do to the area so stakeholders, businesses and organizations can contribute. All pertinent ideas welcomed and then we will decide which will work and when we might be able to implement.

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

- D. Newsletter:** Monthly and Quarterly Newsletters. Email and/or print. Identifying a process and timeline for submission of articles. .)

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

- E. Website and Digital platforms:** Discussion with possible action: Possible change of hosting, update of architecture, integrations, changing email service.

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

- F. In-person Community Engagement:** Discussion with possible action: Concerts in the Park. Booth necessities such as signage, literature, Community Pop-ups (Serrania Park, February 20, 202).

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

- G. Budget Request(s):** Discussion with possible action: Review of NC Website tech and content update, social media, communication methods, in-person activities (Concert in the Parks).

Motion to the Board to approve expenditures of up to \$6,500 for the purposes of renovating the Council's website, email service, hosting, and social media promotion (including elections notification. Funds are needed to revise the website architecture and technology towards modernizing the website and social media functions to enable better communications with the community and the City government entities. Work is to be performed by the committee.

*Roll Call Vote — Mark Bell, Mihran Kalaydjian, Julie Waltrip, Bobbie Wasserman, August Steurer*

- H. Meeting Schedule:** Discussion with possible action: Frequency of holding meeting and options for physical meetings in March.

- I. Future Agenda items:** Proposal with discussion of new items to add to future agenda.

## 7. Adjournment of Meeting

Meeting dates for year 2023: The Committee holds meetings on the second and fourth Thursday of every month at 6:30 pm. Check the NC website calendar for a complete committee and board meetings list. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

The next Regular Committee Meeting will be held on **February 13, 2023 or February 27<sup>th</sup>, 2023**, by teleconference. Please visit the calendar page at [whcouncil.org](http://whcouncil.org) for the complete details and confirm the date and time.

Due to COVID-19, virtual teleconferencing replaces ALL in-person Committee meetings. However, please check the [www.whcouncil.org](http://www.whcouncil.org) website calendar page for any changes that may occur.

• 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



## Community Communications Committee formerly Outreach Committee

activities. Sign language interpreters, assistive listening devices, and other auxiliary aids or services, may be provided upon request.

- To ensure availability of services, please make your request at least (3) business days (72 hours) before the meeting you wish to attend by contacting Dena Weiss by email at [d.weiss@whcouncil.org](mailto:d.weiss@whcouncil.org) or the Department of Neighborhood Empowerment at (213) 978-1551 [EmpowerLa@LACity.org](mailto:EmpowerLa@LACity.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 de la Mesa Directiva, at [d.weiss@whcouncil.org](mailto:d.weiss@whcouncil.org) o por correo electrónico avisar al Concejo Vecinal.
- PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, the Committee provides non-exempt writings distributed to a majority of all of the Committee Members in advance of a meeting on the WHWCNC website: [www.whcouncil.org](http://www.whcouncil.org) or via the scheduled meeting video presentation. In addition, if you would like a copy of any record related to an item on the agenda, please contact Dena Weiss by email to [d.weiss@whcouncil.org](mailto:d.weiss@whcouncil.org)
- PUBLIC POSTING OF AGENDAS –

A copy of this agenda is also physically posted outside of the West Valley Warner Center Chamber window located at 6100 Topanga Canyon Blvd, Ste 2330, Woodland Hills, CA 91367. The Chamber offices are at the Promenade Mall outside the mall's east entrance and south of Ruth Chris Restaurant. Access the offices from Owensmouth Street. Parking is free.

Agendas are also posted for public review as follows: At [www.whcouncil.org](http://www.whcouncil.org), go to the Calendar page and click on the date.

You can also receive Committee agendas via email by subscribing to LA City's Early Notification System at <https://www.lacity.org/subscriptions>

- RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at [www.whcouncil.org](http://www.whcouncil.org)