



## AGENDA – WHWCNC FULL BOARD MEETING

Wednesday, May 9, 2018 - 6:30 p.m. – 9:00 p.m.

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

Stakeholders and the public are permitted to address the Council on any item on the Agenda prior to the Board taking an action on said item. It is requested speakers complete a "Speaker Card" and hand it to the Chair.

Comments from Stakeholders and the Public on Agenda items will be heard only when the respective item is being considered. Comments within the Board's subject matter jurisdiction on other matters not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 20 minutes.

Each speaker is limited to two minutes, unless waived by the presiding officer of the Council.

The opinions, positions or actions taken by the Woodland Hills-Warner Center Neighborhood Council do not represent or imply similar opinions held by the Owner, Landlord, L.A.U.S.D, or representatives of any venue hosting a meeting of the Neighborhood Council Board, or affiliated committees.

### AGENDA

Call to Order

Pledge of Allegiance

Roll Call

**Approval of Minutes:** Regular Board Meeting – March, 14, 2018  
Regular Board Meeting - April, 11, 2018  
Special Board Meeting - April 11, 2018

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### 1. Organization, Operation, Policies, & Procedures:

#### Public Announcements:

LAPD Topanga Division – Lead Officers, Sean Dinse and Brent Rygh

Office of Councilman Bob Blumenfield

Office of other Local and State Officials and Other Public Announcements and Presentations

**Public Comment Period (on items not on the agenda): (2) minutes per speaker**

#### Organization, Operation, Policies, & Procedures, Officer Reports:

President - Joyce Fletcher

Vice-President – Sheppard Kaufman

Treasurer - Heath Kline

Secretary - Linda Kouy-Ghadosh

Parliamentarian - TBD

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**Woodland Hills Branch Library Presentation - Barbara Metzenbaum, Branch Manager**

Will include an overview of library services including special events, classes, e-media offerings, and ways in which the library and the NC can work together.

Stakeholders will have an opportunity to receive or renew their library card (valid picture ID required). Q&A.

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**WHWCNC Outreach Events**

**Board Member Sign Up to Staff the NC Booth at these NC Events**

**One Generation Senior Symposium – Saturday - May 19, 2018**

**Valley Cultural Center – Concerts on the Green – Sundays – June 10, 2018 to August 19, 2018**

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**2. Items for Board discussion and possible action:**

**Item No. (1) Don Patterson, Governance Committee**  
**(18-030)**

Discussion and possible action:

Motion to appoint Paul Lawler to the Board Member position, Business Rep-Area 2 and to appoint Ray Cole to the Board Member position, Alternate Member -Area 2.

**Item No. (2) Joyce Fletcher, President**  
**(18-031) Election of WHWCNC Parliamentarian**

**Nomination and Election for Parliamentarian of the WHWCNC**

Nominations will be made by a Board member for a person of their choice.

Per the NC Bylaws the Parliamentarian must be an *elected* Board member.

If only one person is nominated the Parliamentarian will be elected by a show of hands.

If more than one person is nominated there will be a ballot provided to each Board member to write the name of the person they choose and the ballots will be counted.

**Item No. (3) President, Joyce Fletcher**  
**(18-032) Budget Committee Meeting**

Discussion and possible action:

Discussion and action for Officers and Committee Chairs to hold a Budget Committee Meeting on May 30, 2018 to approve the 2018/2019 Strategic Plan Budget Package and to allocate funding for the 2018/2019 Budget; determined allocations will be provided to the Treasurer, facilitated by the Treasurer and voted on at the June 13, 2018 Board Meeting and submitted by the Treasurer to the City Clerk to insure WHWCNC funding is available on July 1, 2018.

**Item No (4) President, Joyce Fletcher**  
**(18-033) Promenade 2035 SEIR - Request for Extension of the June 11, 2018 Comment Period**

Discussion and possible action:

Motion for the Board to approve President, Joyce Fletcher to write a letter of request to the City Planner: requesting City Planning to extend the June 11, 2018 comment period 90 days to September 7, 2018, so the WHWCNC Promenade 2035 Ad hoc Committee can have enough time to adequately review the Promenade 2035 SEIR (Supplemental Environmental Impact Report) published by City Planning and made available to the public on April 26, 2018. The City requires the WHWCNC conduct committee review and a Board vote, which cannot be accomplished in the time permitted by the City, as the document is thousands of pages long and the Executive Summary is 204 pages. The length of the document and the 45 day comment period presents an untenable burden on the Council and the stakeholders we represent, as it does not

allow time for NC Board review/vote and greatly prohibits the ability of the NC to schedule outreach forums to obtain stakeholder input.

**Item No. (5) Sheppard Kaufman - Chair, Public Safety Committee**

**(18-034) Related to: CF 17-1143 Resolution regarding Withdrawals and Reinstatements of Public Streets**

The Public Safety Committee recommends that the board submit the following Community Impact Statement:

**MOTION:** The Woodland Hills-Warner Center Neighborhood Council (WHWC) respectfully submits the following Community Impact Statement:

WHEREAS, streets designated by ordinance as “out of service” have not been vacated by the City of Los Angeles and are, in fact, in public use; and

WHEREAS, many of these streets have become seriously deteriorated as to become a public safety hazard for all residents, who rely on unimpeded access for emergency services vehicles - including fire and police; and

WHEREAS, Council File 14-1474 states that the City Attorney has advised the that the City must maintain a non-vacated street in a safe condition and may be liable for any damages due to it un-maintained condition; and

WHEREAS, Bureau of Engineering Standard Plan S-470-1 states that the City Council, by ordinance may adopt specific standards which would allow for streets that differ in specifications from official city standards; and

WHEREAS, as of 2014, there were 525 street segments listed as out of service, and 64% of these streets are in Council District 3; therefore

THE WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL strongly supports the action taken in CF 17-1143 and calls on the City of Los Angeles to implement a program to repair and maintain existing “out of service” streets expeditiously.

- This statement will be submitted to the office of Councilmember Blumenfield and to the referenced council file.

**Item No. (6) Heath Kline, Treasurer**

**(18-035) Approval of Monthly Expense Reconciliation [MER] for April 2018**

Discussion and possible action:

Motion to approve the WHWCNC Budget for Fiscal Year 2017-2018 Monthly Expense Reconciliation [MERs] for April 2018 with a beginning balance of \$28,976.00, if it is available from City in time to be voted upon at the May monthly meeting of the NC.

As of the time the May Agenda must be finalized and posted the MER is not available from the City. If it becomes available before the May 9 meetings copies will be distributed to the public and to the board to review and vote upon. If it is not available the vote will be tabled until the June meeting.

**Item No. (7) Heath Kline, Treasurer**

**(18-036) Board Member Reimbursement Lauren Coffman \$177.37**

Discussion and possible action:

[B/L 141] Motion to approve a payment of \$177.37 to WHWCNC Board Member Lauren Coffman to reimburse her for the purchase of photocopies at FedEx Office of reports and documents needed by the PLUM committee.

Lauren advanced these funds because she was unable to get the print files to ARC Graphics where the NC has a VPA open account in time for ARC to print these items in advance of the PLUM Committee meeting where these items were needed to conduct the meetings. The City’s required documentation for Board Member reimbursement receipts, crossed linked credit cards, Board Member bank statement proof of payment) are included in the [MAY 18 Financial Items.PDF](#) posted with this agenda [pages 5-11].

**Item No. (8) Heath Kline, Treasurer**

**(18-037) Motion to Approve the NC Obtaining Larger Storage Unit.**

Discussion and possible action:

[B/L 17] Motion to approve the WHWCNC to cancel early its current 5'x10' public storage unit lease at Storage Etc. - Warner which is paid through June 30, 2018 at a current monthly cost of \$166.00 per month and enter into a new 12-month rental agreement for a 7.5'x10' unit at a current monthly cost of \$194.00 per month (which is subject to mid-term price increase(s) if the NC does not prepay in full for the lease term). If the NC elects to take this action before the end of the current lease term the NC will receive pro-rata credit at the rate the NC prepaid of \$149.00 per month for the unexpired term of the current unit that will be applied to rental of the new unit.

**Item No. (9) Heath Kline, Treasurer**

**(18-038) Review & Discussion of FY2017-18 Budget Unspent Funds**

NC Board Members & Stakeholder committee participants are requested to familiarize themselves with the NC's current budget [pages 1-4 of the [MAY 18 Financial Items.PDF](#) posted with this agenda]. It shows by month the details of how are funds have been spent YTD, the budget lines-categories where the NC still has unspent funds available: Budget Lines 17 [B/L] \$498.00 for Storage, a reduced amount because the City did not authorize us to pay for our storage unit for a full year, as we have done in the past, and B/L37 \$1,772.88 for Office Supplies & Copies, where all unspent funds from across the budget have been consolidated per the instructions of the Board last month in motion 18-023.

New to this Budget are some *Contingent Budget items* that are explained below and the Board will be asked to approve, they are highlighted in Column O the latest 5/9/18 budget allocation by a gray vertical stripped back ground for the impacted budget line. A description for these contingent items appears in **red** in column D of the budget for the effected lines of the budget [pages 1-4 of the [MAY 18 Financial Items.PDF](#) posted with this agenda].

***Bring a copy of this budget to the NC Board Meeting so you can participate in the discussion and review.***

**The following statement applies as a preamble to the following budget item motions 18-037 through 18-045 and is considered a part of each motion.**

Whereas, the WHCNC has submitted all the necessary documentation to the City Clerk to have them issue check payments totaling \$20,055.54 [B/L 104 & 105] to the printer and mailing house to pay for the printing and mailing of the WHWCNC's 16-page color Spring-Summer 2018 Newsletter, as it has in the past for previous editions. The City Clerk responded that funding was depended on the review and approval of the newsletter by the City Attorney and to "provide a draft copy of the content in order for this to move forward." The newsletter Ad-hoc Committee will comply, but it is not clear that the City will complete its review and approval before the June 1, 2018 FY cut off deadline for checks to be issued as required by the newsletter vendors.

Therefore, out of an abundance of caution the WHWCNC is reviewing and possibly approving this alternative contingent funding motion in the event NC funds should become available from the newsletter or any other budget categories with available unspent funds as the FY spending deadlines approach.

**Item No. (10) Joyce Fletcher and Mercy Alpert, Co-Chairs Community Services Committee**

**(18-039) Neighborhood Purpose Grant (NPG) – Teen Court**

Discussion and possible action:

**Contingency Funding item should funds become available from the 2017-2018 WHWCNC 2017/2018 Budget.**

[B/L 172] Motion to amend the 2017/2018 WHWCNC Budget to create a NPG Budget line item and approve funding of \$ 3,000.00 to fund a NPG for the Teen Court Program. Teen Courts have operated for two decades in Los Angeles, trained high school students to question their peers, determine guilt and recommend sentences. Founder L.A. County Superior Court Assistant Presiding Judge David S. Wesley, suggests less than 5% of offenders tried in teen courts repeat their crimes, a lower rate than that of juveniles tried in traditional courts. One reason, he said, is that those convicted in L.A.'s Teen Courts are required to come back to serve as jurors, giving them a chance to help others and connect with a caring community.

Copies of the Teen Court Program 2-page NPG Application and the required supporting documentation will be made available to the public and the NC Board at the May 9 meeting prior to the consideration of this item. If approved and the funding becomes available the Board directs the NC funding officers to submit an updated NC Budget and the complete NPG package to the City Clerk for required prior approval and funding.

**Item No. (11) Joyce Fletcher and Mercy Alpert, Co-Chairs, Community Services Committee**  
**(18-040) Halo Branded Solutions**

Discussion and possible action:

**Contingency Funding item should funds become available from the WHWCNC 2017/2018 Budget.**

[B/L 79] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to create a General Outreach line item for credit card funding up to \$4,000 to purchase the following WHWCNC branded items from vendor Halo Branded Solutions:

**1000 - Storm Retractable Ballpoint Pens with Rubber Grip - Style #: 103415-55327 at \$0.59 each - \$590.00**

**1000 - Rectangular LED Flashlight and Keychain – Style # 6115-144 at \$0.85 each - \$ 850.00**

**1000 - Best Seller Two-Tone Promo Shades Sunglasses – Style Number 2849-SG10 at \$0.83 each - \$830.00**

**1000 - Best Seller The Refresher Water Bottle - 20 oz. – Style number: 5599-WB20 at \$0.85 - \$850.00**

for general outreach at the One Generation Senior Symposium NC Booth, the Golden Years Senior Fair booth, Concerts on the Green NC Booth and for distribution at Committee meetings and Board meetings. Total funding request can be adjusted for price variation, taxes and shipping.

**Item No. (12) Mercy Alpert and Joyce Fletcher, Co-Chairs Community Services Committee**  
**(18-041) NC Computer**

Discussion and possible action:

**Contingency Funding item should funds become available from the WHWCNC 2017/2018 Budget.**

[B/L57] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to create an Office budget funding line item and approve funding up to \$800.00 to purchase a WHWCNC computer & software to be used by the NC committees to better serve the community by providing power point presentations and other presentations to better educate the stakeholders about community issues. Vendor to be determined. Total funding request can be adjusted for price variation, taxes and shipping.

**Item No. (13) Mercy Alpert and Joyce Fletcher, Co-Chairs, Community Services Committee**  
**(18-042) NC A-Frame Signs**

Discussion and possible action:

**Contingency Funding item should funds become available from WHWCNC 2017/2018 Budget.**

[B/L78] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to fund up to \$1,800.00 plus tax and shipping for the purchase of up to 30 freestanding 24x36” metal A-frame 4mm Coroplast WHWCNC printed signs to better serve the community and stakeholders by providing information, direction and signage at committee meetings and Board meetings. Sinalite 2705155 or equivalent.

**Item No. (14) Mercy Alpert and Joyce Fletcher, Co-Chairs, Community Services Committee**  
**(18-043) NPG West Valley Food Pantry**

Discussion and possible action:

**Contingency Funding item should funds become available from WHWCNC 2017/2018 Budget.**

[B/L173] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to provide funding of \$3,000 for a NPG for the West Valley Food Pantry to provide food for underserved children during the summer school break commencing June 8; who may normally receive a free breakfast and lunch during the school term.

Copies of the West Valley Food Pantry Program 2-page NPG Application and the required supporting documentation will be made available to the public and the NC Board at the May 9 meeting prior to the consideration of this item. If approved and the funding becomes available the Board directs the NC funding officers to submit an updated NC Budget and the complete NPG package to the City Clerk for required prior approval and funding.

**Item No. (15) Mercy Alpert and Joyce Fletcher, Co-Chairs, Community Services Committee**  
**(18-044) Valley Cultural Center – Free Children’s Performance Series**

Discussion and possible action:

**Contingency Funding item should funds become available from WHWCNC 2017/2018 Budget.**

[B/L 174] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to create a Budget line item for a NPG titled Valley Cultural Center – Free Children’s Performance Series and approve funding of \$3,000.00 to fund a free summer music education program for Woodland Hills & other area children. The Free **Children’s Performance Series** takes place on Monday mornings in summer, commencing June 11, 2018, from 10 AM until 11 AM at the **Madrid Theatre**. Since 1997, *Children’s Performance Series* has placed professional, world-class musicians, dancers, and actors in an intimate educational setting with children, ages five through eleven. *Children’s Performance Series* consist of a performance, a brief history lesson on the musical and cultural style being presented, and a question and answer session with the performers. Often children are invited on stage to be part of the experience.

Copies of the Valley Cultural Center – Free Children’s Performance Series Program 2-page NPG Application and the required supporting documentation will be made available to the public and the NC Board at the May 9 meeting prior to the consideration of this item. If approved and the funding becomes available the Board directs the NC funding officers to submit an updated NC Budget and the complete NPG package to the City Clerk for required prior approval and funding

**Item No. (16) Joyce Fletcher and Mercy Alpert, Co-Chairs, Community Services Committee**  
**(18-045) NC Microphones & Accessories**

Discussion and possible action:

**Contingency Funding item should funds become available from WHWCNC 2017/2018 Budget.**

[B/L57] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to fund up to \$500.00 to purchase (3) microphones, as well as stands, cables, and other accessories to be used by the NC for meetings and events. Vendor to be determined. Total funding request can be adjusted for price variation, taxes and shipping.

**Item No. (17) Sheppard Kaufman, Chair- Public Safety Committee**  
**(18-046) Emergency Preparedness/First Aid Kits**

Discussion and possible action:

**Contingency Funding item should funds become available from WHWCNC 2017/2018 Budget.**

[B/L 144] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to fund a request from the WHWCNC Public Safety Committee that the WHWCNC Board approve the expenditure of up to \$3,000 from the amended Budget for the purchase of WHWC NC branded Emergency Preparedness/First Aid Kits to be provided to stakeholders at community events in which the NC is a sponsor or participant.

**Item No. (18) Heath Kline Treasurer & Sheppard Kaufman, NC Vice President**  
**(18-047) Portable Tablet-Smart Phone Field Sign-Up/Survey SAAS App Subscription**

**Contingency Funding item should funds become available from WHWCNC 2017/2018 Budget**

[B/L 128] Motion to amend and submit to the City Clerk an updated 2017/2018 WHWCNC Budget to pay for an annual subscription of up to \$600 for Software As A Service application(s) that enables on one or more electronic touch tablets and/or smartphones the collection of information such as stakeholders names, emails addresses, cell phone text receiving numbers, survey responses and obtains the necessary op-in permissions to allow the NC to contact these individuals via email and/or text, and/or other social media platforms with information about NC activities, and other news and information of interest to local stakeholders. NC members have identified many these services with overlapping and some unique features at various price points. Therefore, it will be necessary to do further research to identify and then choose the application(s) that are affordable and have the best feature set to meets the NC needs and will be easy for stakeholders to use to input their data at public events-venues to allow the NC to significantly increase the numbers of stakeholders it can interact with via modern electronic communication platforms and tools

**4. Board Member Area Reports:**

Area 1 – Karen DiBiase, Linda Kouy-Ghadosh  
Area 2 – Sean McCarthy, Raymond Cole, Brian Drapkin, Paul Lawler  
Area 3 - Nancy McLean, Herbert Madsen, Martin Lipkin, Eva Morris-Huffman  
Area 4 – Don Patterson, Cameron Gil, Bill Anderson  
Area 5 – Dorothy Strackbein, Richard Hollander, Mercy Alpert  
Area 6 – Pat Patton, Heath Kline, Gilbert Yablon, Lauren Coffman  
Area 7 – Aaron Williams, Joyce Fletcher, Peter Fletcher, Marie Pierre  
At Large – Sheppard Kaufman, Gina Thornburg  
Youth Member- Ved Kulkarni

**5. Committee Reports:**

Beautification Committee – Sean McCarthy, Chair  
Budget Committee - Heath Kline, Chair  
Community Outreach Committee – Ray Cole, Chair  
Community Services – Mercy Alpert and Joyce Fletcher, Co-Chairs  
Education Sub-Committee/Community Services – Bill Anderson, Chair  
Environment Committee – TBD  
Governance Committee – Don Patterson, Chair  
Homelessness Sub-Committee/Outreach – Ray Cole  
PLUM Committee – Don Patterson and Lauren Coffman, Co-Chairs  
Public Safety Committee – Sheppard Kaufman, Chair  
WHIP Committee – August Steurer, Chair  
Senior Services Sub-Committee/Community Services – Linda Kouy-Ghadosh, Chair  
Ad-hoc WHWCNC Newsletter – TBD  
Ad-hoc Westfield Promenade 2035 Project – Joyce Fletcher, Chair  
Ad-hoc SSFL Committee – Karen DiBiase, Chair

**Announcements: *The next Board meeting will be held on Wednesday, June 13, 2018.***

Meeting dates for or the upcoming 2018/2019 year; the proposed Board meeting dates are: TBD (Date, Time, location subject to change or cancellation. **Please check the [www.whcouncil.org](http://www.whcouncil.org) website calendar page for any changes.**

**Adjournment of meeting:**

**Disabilities Act Notification:** As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the bases of 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 availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 978-1551 [EmpowerLa@LACity.org](mailto:EmpowerLa@LACity.org)

**Brown Act Notification:** In compliance with Government Code 54957.5, non-exempt writings that are distributed to a majority or all the board in advance of a meeting may be viewed at the [www.whcouncil.org](http://www.whcouncil.org). calendar page. Agendas for meetings will be posted here and at specific locations 72 hours in advance of the scheduled meeting. Meetings are subject to change and the WHWCNC website [www.whcouncil.org](http://www.whcouncil.org) should be checked frequently. If you would like a copy of any record related to an item on the agenda, please contact: [l.kouyghadosh@whcouncil.org](mailto:l.kouyghadosh@whcouncil.org)