



## GOVERNANCE COMMITTEE MEETING MINUTES

Tuesday, March 19, 2019 – 6:30 pm

Platt Branch Library

23600 Victory Blvd., Woodland Hills, CA 91367

Stakeholders and the public are permitted to address the Committee on any item on the Agenda prior to the Committee taking 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 Committee's subject matter jurisdiction on other not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 15 minutes. Each speaker is limited to two minutes, unless waived by the presiding officer of the Committee.

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, Business or representatives of any venue hosting a meeting of the Council Board, or Committee.

**Committee Members:** Don Patterson – Chair, Pat Patton, Linda Kouy-Ghadosh, Paul Lawler, Peter Fletcher, Sean McCarthy, Joyce Fletcher, Pat Patton arrived at 6:43, and Sheppard Kaufman arrived at 6:58.

- **Call to Order** – *The meeting was called to order at 6:30 pm.*
- **Roll Call** – *Members present: Peter Fletcher, Joyce Fletcher, Sean McCarthy, and Paul Lawler.*
- **Public Comment: Items not on the Agenda**
  - *Sean McCarthy requested a status report from Empower LA regarding his complaint on an alleged conflict of interest he raised following an August related to a Board vote regarding Wesfield Promenade 2035 project.*
  - *Don informed members of the Board regarding direction received from the City of Los Angeles and Board member participation in committee meetings when participation would constitute a quorum of the majority of the Board.*
  - *Aaron Quantz raised questions regarding items on the agenda.*

### COMMITTEE AGENDA ITEMS: Items for discussion and possible vote:

1. **Approval of Minutes**  
*No minutes were presented.*
2. **Discussion and possible action regarding the appointment of Martin Lipkin to fill a vacant seat in Area 4.**

Pursuant to the Woodland Hills Warner Center Neighborhood Council Bylaws, the Governance Committees role is to verify and confirm the applicant's qualifications to fill the vacant seat and forward qualified applicants to the Board for consideration.

*This item was continued.*

3. **Discussion of creating a handbook summarizing important neighborhood council rules and regulations.**

WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL

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In order to facilitate efficient conduct of neighborhood council meetings and activities and to have certainty for members of expectations, the creation of a handbook or other summary of common rules and procedures will be discussed. The handbook would provide a summary of the Ralph M. Brown Act, commonly used Roberts Rules of Order, and other direction, regulations, or items issued by the City of Los Angeles.

*The committee discussed the item and members were assigned to further research the following areas:*

*Paul Lawler – Roberts Rules of Order*

*Sean McCarthy – Ethics and Conflicts of Interest*

*Don Patterson – Brown Act*

*Joyce Fletcher – Various direction provided from Empower LA*

*Peter Fletcher – Rules governing Council use of social media*

*Sheppard Kaufman – Committee Rules*

#### **4. Adjournment of meeting**

*The meeting was adjourned at 7:09 pm.*

**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, assistive listening devices and 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 you wish to attend by contacting Don Patterson Board Member, at (818) 639-9444 or email [d.patterson@whcouncil.org](mailto:d.patterson@whcouncil.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](http://www.whcouncil.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 Don Patterson, at (818) 639-9444 or email [d.patterson@whcouncil.org](mailto:d.patterson@whcouncil.org)*

#### **Brown Act Notification:**

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*If you would like a copy of any record related to an item on the agenda, please contact: [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org)*