

CITY OF LOS ANGELES

**Neighborhood Council
Governing Board**

President: Dena Weiss
Vice President: Tracey Rosen
Treasurer: Heath Kline
Secretary: Karen DiBiase
Parliamentarian: Don Patterson



200 N. Spring Street
Los Angeles, CA 9001

Email: NCsupport@lacity.org
Website: www.empowerla.org

**WH-WC NC
Governance Committee
Meeting
MINUTES**

**Regular Meeting over zoom
Tuesday, March 19, 2024
6:30 PM**

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:
<https://us02web.zoom.us/j/84574801809>
Or Dial (669) 900-6833 to Join the Meeting
Then Enter This Webinar ID: 84574801809 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Board must enter the meeting via the above Zoom link or dial (669) 900-6833 and enter 84574801809 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the **Meeting of the Woodland Hills – Warner Center Neighborhood Council [WHWCNC] Governance Committee [GOVCOM]** meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, to address the **GOVCOM** on any agenda item before the **GOVCOM** takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the **GOVCOM**'s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the **GOVCOM** 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 **WHWCNC**

Board or **GOVCOM** meeting. Public comment is limited to 1 minutes per speaker, unless adjusted by the presiding officer of the **GOVCOM**.

SB 411 Updates:

In the event of a disruption that prevents the **GOVCOM** from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the **GOVCOM** control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the **GOVCOM** shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the **GOVCOM** from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The **GOVCOM** shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the **GOVCOM** and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the **GOVCOM**, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) If the **GOVCOM** provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph h to provide public comment until that timed public comment period has elapsed.

(ii) If the **GOVCOM** does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) If the **GOVCOM** provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

AGENDA

Call to Order – 6:35pm, Tracey Rosen

Roll Call: Members of Executive Committee and Officers

President – Dena Weiss

Vice President – Tracey Rosen

Treasurer – Heath Kline

Secretary -Karen DiBiase

Parliamentarian – Don Patterson

Quorum at time of meeting called to order: 4

Present: Tracey Rosen, Heath Kline, Karen DiBiase, Don Patterson

Absent: Dena Weiss

Public Announcements:

Office of Councilmember Bob Blumenfield – if available, *none*

Office of Local and State Officials – if available, *none*

Other Local Agencies – if available, *none*

General Public Comment, by the Public, on Non-Agenda Items: *none*

General Public Comment is limited to (1) minutes per speaker and 10 minutes total.

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute 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: Committee Meeting – February 20, 2024

See supporting document.

Motion: Tracey Rosen, ***Second:*** Heath Kline

Motion to continue approval of Minutes to the next Governance Committee meeting.

Note: no vote taken.

2. Items for Discussion and Possible Action:

Item One: Review of Qualifications for a youth position.

Discussion and action:

Confirm the decision Governance made at the last meeting, that a youth potential stakeholder who resides in Woodland Hills but goes to school outside its boundaries is eligible to become a Board member. Review of qualifications for Karen Martinez to apply for the youth position.

Confidential supporting documents will be shared with Officers.

See supporting document.

Motion: Tracey Rosen, ***Second:*** *none*

Motion to continue approval of Minutes to the next Governance Committee meeting when Karen Martinez is available to attend.

Note: no vote taken.

Item Two: Review of Standing Rules

Discussion and action:

Discussion about future meeting timing and protocol for a review of Standing Rules and possible creation of an Ad Hoc Committee meeting to make recommendations.

Discussion:

- 1) *Need clear guidelines*
- 2) *Add chapter headings to better organize the Standing Rules*
- 3) *Governance to review next meeting*
- 4) *3 weeks to submit suggestions and set-up Ad Hoc to review.*

Note: no vote taken.

Item Three: Heath Kline Treasurer Budget Review and Projected Spending

Discussion and possible action:

Careful review of the current FY budget, what are our priority spending items for the balance of the FY to position the NC for maximum effectiveness and community engagement during the next FY. For example, but not limited to equipment to support hybrid meetings, such as Meeting Owls and related support equipment, expenses for the board April workshop beyond funds available in the budget line: Food & Refreshment For NC Meetings, Retreats, & Outreach Events.

What purchases & spending recommendations does the GOVCOM wish to pass on to the full board for the balance of the FY? What budget reallocations are required to carry out this plan and should be passed on to the full board for consideration?

Report on status of NC Epson printer & past due balances from last FY- Possible actions

Motion: *Heath Kline, Second: Don Patterson*

Discussion:

- 1) *Add \$500 to budget for good faith payment to Woodland Hills Academy (Dena to follow up with Principal)*
- 2) *ARC Graphics is past due from Covid period. If it is owed, will bring motion to the Board to pay*

Note: no vote taken.

Item Four: Status of April Board Retreat and Workshop

Discussion and action:

Do we need a Board Workshop Ad Hoc? If so, who should this be? *NOTE: Dena's preference is to not have an Ad Hoc plan the Retreat*

How many board members have indicated they plan to attend? How many board members have indicated they can't attend?

What is the program outline for the April Board Workshop? *NOTE: Theme is "what can we do for the community?"*

Who are the invited speakers for the Board Workshop? *NOTE: Invite Venessa Sorzano, Planning Dept, Update on Warner Center Specific Plan, Update on Community Plan*

Have the invited speakers confirmed their attendance?

Who has vetted the material to be presented?

What collateral materials must be prepared for the Board Workshop?

Discussion ideas:

- 1) *How can we learn to work together better?*
- 2) *How can we accomplish things without going thru the City?*
- 3) *How to engage with Stakeholders*
- 4) *Opportunity for partnership with organizations*
- 5) *What are our individual strengths?*

Collateral Cost? *NOTE: Budget is \$1,000*

Lunch and snacks menu?

Vendors? Costs?

Additional items that need to be addressed regarding Board Workshop.

Example of Neighborhood Council Workshop Agenda on April 20 - 9:00 to 3:00 pm

1. Welcome and Introduction (15 minutes) 9:00 am

2. Defining Our Identity: The Brand of Our Neighborhood Council (45 minutes) 9:15 am

3. Strategic Budgeting for NC Initiatives (45 minutes) 10:00 am

Break (15 minutes) 10:45 am

4. How to Build Our Brand Through Committees (1 hour) 11:00 am

Lunch Break (45 minutes) Noon

5. Engaging Stakeholders (45 minutes) 12:45 pm

6. Including Branding and Marketing into Our Activities (45 minutes) 1:30 pm

Break (15 minutes) 2:15 pm

7. Closing Remarks (30 minutes) 2:30 pm

Adjournment 3:00 pm

Item Five: WHWCNC Purposes and Goals

Discussion and possible action:

What are the purpose and goals of the NC in the short term (balance of this FY)?

What are the purpose and goals of the NC for the 24-25 FY?

How will the GOVCOM (Executive Committee provide the leadership and vision to achieve these goals?

How will we transform Committees to fit the purpose of the NC?

Item Six: WHWCNC Committee Meeting Times

Discussion and possible action:

Can WHWCNC Committees meet in the daytime?

Discussion:

- 1) *Dena confirmed that we are able to meet during the daytime.*
- 2) *Conclusion: meeting day/time should be what is best for each committee, and at the time to best fulfil their goals*

Motion: Don Patterson, Second: Karen DiBiase

Roll Call Vote

PASS Yes: 4 No: 0 Abstain: 0 Total: 4

- *YES: Tracey Rosen, Heath Kline, Karen DiBiase, Don Patterson*
- *NO:*
- *ABSTAIN:*

Adjournment of Meeting: 8:21pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular **GOVCOM** meeting will be held in person on April 16, 2024, at the Woodland Hills Library at 22200 Ventura Blvd, Woodland Hills, on the second floor, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date, time, venue and method of the next **GOVCOM** meeting.

Meeting dates for the 2024-2025 year: **GOVCOM** meetings are held on the third Tuesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

*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 activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business

days (72 hours) before 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 our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

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

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Fire Station 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

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- *RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.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 al d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.
- 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 §§ 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.