

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, June 18, 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 Committee 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 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 – 6:34pm, 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: 5

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

Absent: none

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 – March and May agendas, 2024

See supporting documents.

Motion: Tracey Rosen, Second: Heath Kline

Roll Call Vote for Minutes from March 19, 2024

PASS Yes: 3 No: 0 Abstain: 1 Absent: 1 Total: 5

- YES: Tracey Rosen, Heath Kline, Karen DiBiase
- NO:
- ABSTAIN: Don Patterson
- ABSENT FROM VOTE: Dena Weiss (setting up new computer)

Motion: Tracey Rosen, Second: Heath Kline

Roll Call Vote for Minutes from May 21, 2024

PASS Yes: 3 No: 0 Abstain: 1 Absent: 1 Total: 5

- YES: Tracey Rosen, Heath Kline, Karen DiBiase
- NO:
- ABSTAIN: Don Patterson
- ABSENT FROM VOTE: Dena Weiss (setting up new computer)

2. Items for Discussion and Possible Action:

Item One: Review of Board Attendance to Date

Discussion and possible action:

Review of Board attendance and consequences.

See supporting document.

Possible roll call vote re. members who have exceeded allowed absences

Motion: Don Patterson, Second: Heath Kline

Substitute Motion: Heath Kline, Second: Don Patterson

Substitute Motion: Anyone with 3+ absences should be given a warning on attendance and should be contacted by the President/Vice President via email and phone to ascertain their intent in continuing on the NC Board.

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

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

Item Two:

Budget meeting

Discussion and possible action:

Motion to direct the Treasurer to set up a budget meeting within the next month.

Discussion:

NOTE: Per Heath Kline, wants the officers to set up a plan/purpose/goals for direction by committees on funding items.

NOTE: To discuss budget spending items from committee chairs in attendance.

NOTE: Per Don Patterson, Possible Brow Act issue if all committee chairs attend. Will need to notice as a "special" board meeting.

Motion: Tracey Rosen, Second: Dena Weiss

Substitute Motion: Don Patterson, Second: Heath Kline

Substitute Motion: Hold a budget committee/special board meeting in Aug, at the time we receive the additional roll-over funds so we can address,

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

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

Item Three:

Posting of Zoom Meetings on NC Website

Discussion and possible action:

Motion to propose that Outreach post zoom recordings of NC meetings on the NC Website.

Discussion:

NOTE: All committee and Board Meetings should post recordings on NC website, if available.

NOTE: Per Heath Kline, add a link to the zoom meeting recording

NOTE: Per Don Patterson, requests Tracey to follow up with the City if there is a policy on the length of retaining these recordings.

NOTE: The recording link is to be put on our website, for board and committee meetings. We should add a link on the Minutes. However, the Minutes are not available until after approved by the Board at the next NC Board meeting. Suggest adding a column on our website to list the recording links.

Motion: Dena Weiss, Second: Tracey Rosen

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

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

Item Four:

Filling Board Seats When a Board Member Resigns

Discussion and possible action:

Our Bylaws state in part that:

Section 6: Other Election Related Language

A. **Alternates:**

If an Area Representative **resigns** or is removed from office, the corresponding Alternate Representative **shall** become the Representative for that area for the remainder of the Representative's elected term.

B. **Selection of Representative and Alternates:** The person receiving the highest number of votes in an election of RSRs, BSRs, CBOSE and ALSRs, shall serve as the area Representatives for the new term. The person receiving the second highest number of votes in each area election shall become the area Alternate Representative for the new term, providing he or she accepts. The term of the area Alternate Representative shall be concurrent with that of the area Representative.

Allan Biggins therefore should automatically slide into the newly vacant seat in Area 5, however, he has been absent for many meetings.

Masha Dowell should automatically slide into the newly vacant seat in Area 1.

Steve Sommers has requested to move from his CBO position to the newly vacated (by Chris Waddy) Area 5 Residential position.

Discussion and motion to see who should be moved into which position. Discussion that this should be automatic as the Governance Committee cannot change the Bylaws directives.

Discussion:

NOTE: Per Don Patterson, per our Bylaws, the Alternate automatically moves to the open position.

Motion: Dena Weiss, Second: Don Patterson

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

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

Adjournment of Meeting: 8:17pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular **GOVCOM** meeting will be held on July 16, 2024, either by Zoom or 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 #84m 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.