



AGENDA– MONTHLY MEETING OF GOVERNANCE COMMITTEE MEETING

Tuesday, January 17, 2023 at 6:30 pm

VIRTUAL MEETING BY TELECONFERENCE

Zoom Meeting Online or By Telephone

(<https://us02web.zoom.us/j/86850992271>)

Dial (1 669 900 6833) to Join the Meeting

Then Enter This Webinar ID: 868 5099 2271 and Press #

VIRTUAL MEETING TELECONFERENCING and PHONE NUMBER FOR PUBLIC PARTICIPATION

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

Every person wishing to address the Neighborhood Council must either dial 1 669 900 6833 or go online via Zoom and enter Webinar ID # 868 5099 2271 and then press # to join the meeting.

Instructions on how to sign up for public comment will be given to listeners at the start of the meeting. When calling-in telephonically, the public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Zoom users should use the “raise hand” feature.

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

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

***PUBLIC INPUT ON AGENDA ITEMS** – The public may address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. *Public comment is limited to (1) minute per speaker.*

***PUBLIC INPUT ON MATTERS NOT ON THE AGENDA** - Comments from the public on other matters not appearing on the agenda *that are within the Board’s jurisdiction* will be heard during the General Public Comment period. Please note that under the Brown Act, the Board 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 Board meeting.

General Public Comment is limited to (1) minute per speaker and 20 minutes total unless adjusted by the presiding officer of the board.

AGENDA

1. Call to Order
 2. Roll Call: Members/ Executive Committee and Officers: Chair - Dena Weiss, Mihran Kalaydjian, Paul Lawler, Karen DiBiase, Leslie Simons.
 3. Public Announcements by city officials and representatives: (2) minutes per speaker
 4. Stakeholder Public Comment Period (on items NOT on the agenda): (1) minutes per speaker
 5. Approval of Committee Minutes: December 8, 2022.
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Items for discussion and possible action:

Stakeholder Public Comment will be taken on each agenda item: (2) minutes per speaker

6. Motion to make Reina Cerros McCaughey co-chair of the Public Health and Homelessness Committee. The current chair, Aaron Quantz, has approved this appointment.
7. Discussion regarding suggestions and options for in person meetings at ADA compliant locations, for both committee and full Board meetings. In person meetings are starting on March 1, 2023.
8. Review of roles of Officer duties in support of President Weiss going forward with a view of division of labor. Article VI Section 2 of our Bylaws state the following:

Section 2: Duties and Powers

- A. **President.** The President shall be the principal officer of the Neighborhood Council and shall exercise and perform such other duties as the Neighborhood Council may assign from time to time as prescribed in the Bylaws, Standing Rules and designated by EmpowerLA.

(SR - 20) Additional Duties of the President - The President shall be the primary spokesperson of the Neighborhood Council and shall sign all correspondence from the officers as prescribed by the bylaws. (Article VI §2A).

- B. **Vice-President.** The Vice-President shall act as a presiding officer in the absence of the President. In case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death or resignation, the Vice- President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties the Bylaws and Standing Rules and EmpowerLA may prescribe. The Vice-

President shall be responsible for the oversight and compliance of the Standing Committees of the WHWCNC.

C. **Treasurer.** The Treasurer shall maintain the financial records, or cause to be kept and maintained, adequate and correct financial records of the Neighborhood Council's financial transactions. The financial records shall be open to inspection by any stakeholder and Representative of the Neighborhood Council at all reasonable times. All financial records shall be kept in accordance with Article IX of these Bylaws. In the absence of both the President and Vice-President, the presiding officer for board meetings and executive committee meetings shall be the Treasurer.

D. **Secretary.** The Secretary shall record, write and post the minutes of the Neighborhood Council; board meetings, special board meetings and Executive Committee Meetings. The Secretary shall be the custodian of the Neighborhood Council's non-financial records; and perform all other duties prescribed in the Bylaws, Standing Rules and EmpowerLA. The Secretary shall keep an official list of Representatives, Alternates, and Committee Members terms, meeting attendance and keep a register of the physical addresses, electrical addresses and telephone numbers of each Representative and Alternate. The Secretary shall be present when the meeting is called to order and remain present until the meeting is adjourned.

The Board shall appoint by a majority vote of board members present and voting a board member Assistant Secretary who shall assist the Secretary, at the request of the Secretary, with all duties and act in his or her absence at board meetings, special board meetings and at Executive Committee meetings. When the Assistant Secretary is acting as the Secretary the Assistant Secretary shall be present when the meeting is called to order, remain present until the meeting is adjourned and record and write the minutes of that meeting.

E. **Parliamentarian.** The Parliamentarian shall ensure that the WHWCNC meetings are in compliance with the Bylaws, Standing Rules, WHWCNC Code of Civility, EmpowerLA Code of Conduct and all other City, State and Federal rules and regulations. The Parliamentarian shall ensure the meetings are undertaken in an expeditious manner and shall be the timekeeper, ensuring that all speakers speak within the publicly noticed time frames. The Parliamentarian shall ensure the members abide by all rules to ensure that our NC's business is conducted in a courteous manner and in a manner that will generate respect and credibility for our WHWCNC.

9. Discussion and possible motion for Ad Hoc committee to undertake organization of the Virtual meeting pilot and suggestions of chairs.

10. Discussion and motion to make the Education Committee into the Education and Youth Committee.

11. After receipt of stakeholder complaints, an announcement is made to the public, that all committee chairs will be reminded to always take public comment on motion items.

12. Review of Standing Rules. Revisions previously commenced. This will be provided in a supporting document.

13. New business to be placed on the next committee meeting agenda.

Adjournment of meeting:

The next Committee Meeting will be held on **February 14, 2023** by teleconference. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time of meeting dates for the 2023 year: the third Tuesday of every month at 6:30pm. 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. Due to COVID 19 ALL in person meetings have been moved to virtual teleconference. HOWEVER, please check the www.whcouncil.org website calendar page for any changes that may occur included the projected in person meetings set to commence after March 1, 2023.

***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 Dena Weiss by email at d.weiss@whcouncil.org or the Department of Neighborhood Empowerment at (213) 978-1551 EmpowerLa@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 related to an item on the agenda, please contact Dena Weiss at d.weiss@whcouncil.org or the Department of Neighborhood Empowerment at (213) 978-1551 EmpowerLa@LACity.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 on the outside of the window of the West Valley Warner Center Chamber located at 6100 Topanga Canyon Blvd, Ste 2330, Woodland Hills, CA 91367. The Chamber is located at the Promenade Mall outside the east entrance of the mall and to the left of Ruth Chris Restaurant. The Chamber office is accessed from Owensmouth Street. Parking is free.**

***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 de la Mesa Directiva, 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