

**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](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**WH-WC NC  
Governance Committee  
Meeting**  
**Regular Meeting**  
**over Zoom Agenda**  
**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 #

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

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## **AGENDA**

Call to Order

Roll Call:

**President – Dena Weiss**

**Vice President – Tracey Rosen**

**Treasurer – Heath Kline**

**Secretary -Karen DiBiase**

**Parliamentarian – Don Patterson**

### **Public Announcements:**

Office of Councilmember Bob Blumenfield – if available

**(2 minute each)**

Office of Local and State Officials – if available

**(2 minute each)**

Other Local Agencies – if available

**(2 minute each)**

### **General Public Comment, by the Public, on Non-Agenda Items:**

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

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## **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 (5 minutes)

See supporting document. Roll Call Vote

**2. Items for Discussion and Possible Action:**

**Item One: Review of Qualifications for a youth position.** (5 minutes)

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. Roll call vote.

**Item Two: Review of Standing Rules**

Discussion and action: (10 minutes)

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.

Roll call vote.

**Item Three: Heath Kline Treasurer Budget Review and Projected Spending**

Discussion and possible action: (15 minutes)

Careful review of the current FY budget, what are our priority speeding 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

Possible Roll call vote.

**Item Four: Status of April Board Retreat and Workshop**

Discussion and action: (10 minutes)

Do we need a Board Workshop Ad Hoc? If so, who should this be?

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?

Who are the invited speakers for the Board Workshop?

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?

Collateral Cost?

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**

Roll Call Vote

#### **Item Five : WHWCNC Purposes and Goals**

Discussion and possible action:

(10 minutes)

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?

Roll Call Vote

### **Item Six : WHWCNC Committee Meeting Times**

Discussion and possible action:

(5 minutes)

Can WHWCNC Committees meet in the day time?

Roll Call Vote

### **Adjournment of Meeting**

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](http://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](mailto: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](http://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](mailto:d.weiss@whcouncil.org).

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

- [www.whcouncil.org](http://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](http://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](mailto: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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978- 1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).