



MINUTES – WHWCNC FULL BOARD MEETING

Wednesday, September 12, 2018 - 6:30 p.m. – 9:30 p.m.

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

***PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “**Speaker Card**” to 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. 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.

Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

Comments from Stakeholders and the Public on Agenda items will be heard only when the respective item is being considered. Comments within the Board’s subject matter jurisdiction on other matters not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 20 minutes.

The 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, or representatives of any venue hosting a meeting of the Neighborhood Council Board, or affiliated committees.

Call to Order – 6:45pm by *Joyce Fletcher*

Pledge of Allegiance – by *Aaron Williams*

Roll Call – by *Karen DiBiase*

- *Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Nancy McLean, Martin Lipkin, Don Patterson, Bill Anderson, Dorothy Strackbein, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman, Ved Kulkarni*

Quorum - 16

Approval of Minutes: Board Meeting –August 8, 2018 *Approved with minor amendments*

Special Board Meeting – August 8, 2018 *Approved with minor amendments*

Vote: Yes 16 No 0 Abstain 0

1. Organization, Operation, Policies, & Procedures:

Public Announcements:

LAPD Topanga Division – Lead Officers, Sean Dinse - *not present*

Office of Councilman Bob Blumenfield – Tim Glick

- *Table requested for NC to participate at Emergency Preparedness event at Councilman’s District office on Oct 6th, 10am-2pm*
- *Hazardous Waste Disposal event at Councilman’s District office on Oct 13, 10am-1:30pm*

Empower LA representative for WHWCNC – Jose Galdamez

- *Congress of Neighborhood Councils event at City Hall on Sept 22nd*

Office of other Local and State Officials and Other Public Announcements and Presentations - none present

Public Comment Period (on items not on the agenda): (2) minutes per speaker

Barbara Metznanbaum – Woodland Hills Library

- Refer to LAPL Calendar for upcoming events
- Kindle/e-media class offered on Wednesday mornings
- Fitness Fusion with trainer offered on Fridays
- Mexican Paper class to be offered in October

Karen DiBiase – WHWCNC Board member, SSFL Ad-Hoc

- SSFL Public Comment period to end on Oct 12th on demolition of the Hazardous Waste Management Facility and Radioactive Materials Handling Facility in Area IV at the Santa Susana Field Laboratory. Documents can be found on the Whats’s New page of the SSF website at: https://www.dtsc.ca.gov/SiteCleanup/Santa_Susana_Filed_Lab/index.cfg
- Email comments to: Laura.Rainey@dtsc.ca.gov

Organization, Operation, Policies, & Procedures, Officer Reports – no reports given

President - Joyce Fletcher

Vice-President – Sheppard Kaufman

Treasurer - Heath Kline

Secretary - Linda Kouy-Ghadosh, Assistant Secretary – Karen DiBiase

Parliamentarian – Don Patterson

2. Items for Board discussion and possible action:

Item No. (1) Don Patterson, Chair - Governance Committee (18-075) Additions to the WHWCNC Standing Rules

Motion by Governance Committee to add the following Standing Rules to the WHWCNC Standing Rules:

1st Substitution Amendment motion by Marty Lipkin, second by Heath Kline, to send Item No.1 back to Governance Committee

FAIL Yes: 2 No: 14 Abstain: 0

2nd Substitution Amendment motion by Marty Lipkin, second by Heath Kline, to break Item No. 1 into four separate motions to be voted on individually by the NC. Have discussion on each separate motion

PASS Yes: 10 No: 6 Abstain: 0

SR 23 – All Board members must represent the neighborhood council to the community by participating in two Neighborhood Council public events each calendar year.

1st Substitution Amendment motion by Joyce Fletcher, second by Dorothy Strackbein, to send SR 23 back to Governance Committee

FAIL Yes: 7 No: 9 Abstain: 0

Friendly amendment by Don Patterson, second by Ray Cole, on re-wording of SR 23

Motion by Don Patterson, second by Nancy McLean

PASS Yes: 12 No: 1 Abstain: 3

SR 24 - All stakeholder committee members must take the Code of Conduct and Funding training upon appointment and ethics training biannually. This provision will be effective 60 days from approval by the Board.

Motion by Don Patterson, second by Heath Kline

PASS Yes: 13 No: 1 Abstain: 2

SR 25 - All Board and stakeholder committee members may be censured or removed for failing to follow the Code of Conduct pursuant to the discipline process described in the Bylaws.

Motion by Don Patterson, second by Sheppard Kaufman

PASS Yes: 15 No: 0 Abstain: 1

SR 26 – All committee chairs must be Board members. Other committee members may be any stakeholder. This provision will be effective following the 2019 Council elections.

1st Substitution Amendment motion by Heath Kline, second by Marty Lipkin, to continue SR 26, until such time as Empower LA and a rep of the LA City Attorney to research potential liability and indemnity issues for members and participating stakeholders

FAIL Yes: 2 No: 12 Abstain: 2

Motion by Don Patterson, second by Karen DiBiase

PASS Yes: 13 No: 1 Abstain: 2

Item No. (2) Don Patterson and Lauren Coffman, PLUM Committee Co-Chairs (18-076) Funding for neighborhood council website improvements.

Consideration of a motion related to funding for neighborhood council website improvements.

Motion:

The Planning, Land Use and Mobility Committee requests authorization to spend up to (#1) \$500 for soft-ware subscriptions and licensing related to the WHWCNC website to renew expired licenses, provide added security including an SSL certificate, website backup services, MAPping functions for PLUM, updated calendar functions, event noticing, custom posts for PLUM projects and possible site theme builder upgrade licensing. (#2) Payment of \$110 to renew PLUM subscription of Building and Safety

*Friendly amendment by Don Patterson, second by Ray Cole, to add (#2) above
Motion by Heath Kline, second by Don Patterson*

Motion by Lauren Coffman, second by Don Patterson

PASS

ROLL CALL VOTE:

Yes: Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Nancy McLean, Martin Lipkin, Don Patterson, Bill Anderson, Dorothy Strackbein, Heath Kline, Lauren Coffman, Aaron Williams Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

No: 0 Abstain: 0 Ineligible: Ved Kulkarni

Item No. (3) Sheppard Kaufman, Chair - Public Safety Committee (18-077) Community Impact Statement

Re: CF 18-0002 S111 (Blumenfield) DMV Coordination w Safe Parking

MOTION: Whereas homelessness within the City and County of Los Angeles is at near record levels - including thousands of those who are living in their vehicles; and

Whereas Safe Parking programs are an important, low-cost, safe, and effective component in helping those in need to obtain needed services, including access to more permanent housing; and

Whereas these programs also improve the quality of life for residents and businesses; and

Whereas opening Safe Parking locations in the San Fernando Valley, and other areas, have been stalled by registration and insurance requirements required for the vehicles to be allowed on certain properties;

Therefore, we support resolution CF 18-0002-S111 seeking additional support from DMV for expediting needed documentation; and

Further we suggest the inclusion of the CA Department of Insurance in this effort to work with DMV, Safe Parking operators, the City and County of Los Angeles in order to create and fund a starter program allowing those without

enough financial resources to obtain, at minimum, an initial period of free coverage through the California Low Cost Auto Insurance Program

Contact: Councilmember Bob Blumenfield, CD3 Office, Senator Henry Stern, Assemblymember Jesse Gabriel

Motion by Ray Cole, second by Don Patterson

PASS Yes: 13 No: 0 Abstain: 1

NOTE: Nancy McLean and Ved Kulkarni left meeting at 9pm, did not vote on Item No. 3

Item No (4) Sheppard Kaufman, Chair - Public Safety Committee
(18-078) Community Impact Statement

Re: CF 18-0786 (Blumenfield) Neighborhood Councils and Emergency Preparedness

MOTION: Whereas natural and man-made disasters pose a serious risk to the City and its residents, and disasters such as a major earthquake or fire could delay stakeholder access to first-responders and other emergency services; and,

Whereas the LAFD has already begun a pilot program to store emergency equipment and supply caches for members of CERT teams; and,

Whereas the Mayor's office and DONE have stated the importance of Neighborhood Councils as participants in the Resilient LA program; and,

Whereas the Woodland Hills-Warner Center Neighborhood Council, along with other area Neighborhood Councils and the CPAB Topanga Division have already begun planning efforts to support neighborhood emergency preparedness efforts; and,

Whereas the safe open space provided by Recreation & Parks facilities could provide safe, accessible locations for staging certain types of emergency supplies;

Therefore, we strongly support the pilot program and coordination of resources proposed CF 18-1786 and look forward to working with the CD3 Office, LAFD/CERT, Recreation and Parks, DONE and the Mayor's office to produce an effective pilot program.

Further, we suggest the inclusion of large residential and office complexes in the planning of this program.

Contact: Councilmember, Bob Blumenfield, Council Office, CD3

Motion by Brian Drapkin, second by Ray Cole

PASS Yes: 13 No: 0 Abstain: 0

NOTE: Paul Lawler temporarily left meeting and did not vote on Item No. 4

Item No. (5) Karen DiBiase and Gina Thornburg, Environmental Committee Co-Chairs
(18-079) NC Sustainability Alliance

We, the Woodland Hills-Warner Center Neighborhood Council, formally agree to be a member of the Neighborhood Council Sustainability Alliance. The Neighborhood Council Sustainability Alliance advances sustainability and resilience across Los Angeles through advocacy, sharing of best practices, and community action.

We, the Woodland Hills-Warner Center Neighborhood Council appoint Gina Thornburg and Karen DiBiase as WHWCNC liaisons to the Neighborhood Council Sustainability Alliance.

Motion by Karen DiBiase, second by Marty Lipkin

PASS Yes: 14 No: 0 Abstain: 0

Item No. (6) Ray Cole, Chair – Homelessness Committee
(18-080) Shopping Cart Security

MOTION: for the WHWCNC Board to support the following letter to be sent to the Woodland Hills (Topanga and Ventura) Ralphs to be part of the locking cart pilot program. This letter will also be submitted to all area businesses requesting a similar shopping cart management program be established.

To: Ralph's Grocery Store,
From: Woodland Hills Warner Center Neighborhood Council
Subject: Proposed Strategies for Shopping Cart Management in Woodland Hills

Dear Management,

There is a concern with the stakeholders in Woodland Hills regarding the increase of our homeless population in the area. As a Neighborhood Council, we are assisting the City of Los Angeles in coming up with solutions that we can implement within our community. Our Woodland Hills Warner Center Neighborhood Council (WHWCNC) Homelessness Committee proposes that cart management strategy be implemented at the Ralph's Grocery Store located at 21909 Ventura Blvd, Woodland Hills, CA 91364. The community has voiced that they have seen an uptick in shopping carts on our highway off ramps, on the neighboring streets and on sidewalks throughout Woodland Hills. Shopping cart retrieval can be costly and can increase the operation costs for your establishment.

Input from stakeholders included additional locations that could use shopping cart management strategies included: CVS, Smart and Final, Target, Ralphs (additional location on Winnetka and Ventura), and any other local establishment that utilizes shopping carts management program.

Friendly amendment by Lauren Coffman, approved by Ray Cole, to substitute "additional" for "alternate" locations
Friendly amendment by Don Patterson, approved by Ray Cole, to add "management program" after shopping carts

Motion by Ray Cole, second by Aaron Williams

PASS Yes: 14 No: 0 Abstain: 0

Item No. (7) Ray Cole, Chair – Homelessness Committee
(18-081) Community Impact Statement – Council File: 17-1422

CIS for CF 17-1422 (already passed through council, however, we want to weigh in on it and support it)
Council File: [17-1422](#)

MOTION: The Woodland Hills-Warner Center Neighborhood Council SUPPORTS Council File 17-1422 for Permanent Supportive Housing (PSH) to aid in combating homelessness in the City of Los Angeles.

WHEREAS, there is a need for temporary transitional housing, PSH, and affordable housing in Los Angeles; and,

WHEREAS, there has been growing concern by the stakeholders in Woodland Hills for safety surrounding homeless encampments; and,

WHEREAS, the population of homeless individuals in the 2017 homeless count in Council District 3 was 746 individuals with 97 residing in Woodland Hills; and,

WHEREAS, Measure HHH money has already been set aside for the creation of permanent supportive housing; and,

WHEREAS, some of the Measure HHH funds could be diverted to immediate solutions for homeless individuals; and,

WHEREAS, the Housing First model has been shown to be an effective solution to homelessness,

THEREFORE, IT IS HEREBY RESOLVED that the Woodland Hills-Warner Center Homelessness Committee recommends that the Board of the Woodland Hills-Warner Center Neighborhood Council support Council File 17-1422 with the following suggestions:

1. That each council district has Permanent Supportive Housing (PSH) developments in their district to alleviate homelessness as needed to meet the demand
2. That these applications for PSH developments be fast-tracked, when feasible, through planning and development as long as specific guidelines (determined by planning or a PSH committee) are followed.
3. That the PSH projects brought forth are visually stimulating, have publicly accessible open space, and proper articulation and landscaping that fit in with their neighborhoods.
4. That before approval of said applications for PSH, notification is made to stakeholders residing and working within 1,000 feet of the parcel(s) identified for the development(s), and a public comment period of no less than 45 days, as well as one public hearing, take place within the WHWCNC community of the stakeholders

Motion by Ray Cole, second by on Patterson

PASS Yes: 14 No: 0 Abstain: 0

Item No. (8) Heath Kline, Treasurer
(18-082) Approval of Monthly Expense Reconciliation [MER] for August 2018

Motion to approve the WHWCNC Budget for Fiscal Year 2018-2019 Monthly Expense Reconciliation [MERs] for August 2018 with a Beginning Balance of \$41,939.09 and an ending Net Available balance of \$41,763.87. [10 pages see [August 2018 MER 20180830](#) posted with this agenda]

Motion by Heath Kline, second by Don Patterson

PASS

ROLL CALL VOTE:

Yes: 14 Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Martin Lipkin, Don Patterson, Bill Anderson, Dorothy Strackbein, Heath Kline, Lauren Coffman, Aaron Williams Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

No: 0 Abstain: 0

Item No. (9)) Heath Kline, Treasurer
(18-083) Report on FY2018 Spending and Financial Policy Changes & Updates FY2019

Prior to the meeting, please read and review the updated **Neighborhood Council Funding Program Policies & Guidelines, 2nd Addition, July 1, 2018**, and note the new/changed items contained in RED text. [44 pages see [NCFP Policies 07.19.18 Final.pdf](#) posted with this agenda] Please bring an electronic or hard copy to the meeting.

NOTE: The new funding booklet is posted on the NC website. Item No. 9 to be continued until next month. No vote required for Item No. 9

NOTE: Heath Kline submitted his resignation as NC Treasurer, but will remain as Treasurer until a replacement is appointed. Joyce Fletcher, Sheppard Kaufman and Don Patterson will meet to find a replacement Treasurer.

Item No. (10) Bill Anderson, Chair, Education Committee
(18-084) (Funding Outreach Booth and Collateral Outreach Materials for Fall Fair at Woodland Hills Recreation Center.

The following motion is to cancel and replace Item No. (7) Motion 18-073 passed at the August 18 board meeting to fund a WHWCNC LAUSD student poster contest that was to be displayed and judged at the Fall Fair to be held 27 October at the Woodland Hills Recreation Center.

Motion for the WHWCNC to approve (1) \$100.00 for the purchase of an outreach booth for the Neighborhood Council at the Community Halloween Festival to be held October 27, 2018 at the Woodland Hills Recreation Center located at 5858

Shoup Ave, Woodland Hills, CA 91367 and (2) approve up to \$1,000.00 for the purchase of volunteer T-shirts and printing of outreach banners for the Community Halloween Festival to be held on October 27.

The Woodland Hills-Warner Center Neighborhood Council logo will be printed on the t-shirts and outreach banners. The Chamber is tasked with the purchase and printing of T-shirts and for the purchase and printing of the banners with proof approval of the WHWCNC and for providing invoice(s) for such purchases for NC reimbursement. **This event will take place regardless WHWCNC participation. Therefore, the NC is not a sponsor or co-sponsor of the event and no City prior approval is required per funding policy.**

Motion by Heath Kline, second by Don Patterson

PASS

ROLL CALL VOTE:

Yes: 14 Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Martin Lipkin, Don Patterson, Bill Anderson, Dorothy Strackbein, Heath Kline, Lauren Coffman, Aaron Williams Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

No: 0 Abstain: 0

Item No. (11) Heath Kline, Treasurer

(18-085) Approve Funding for NC Meeting Space Rental July through October and Storage Unit for September & October.

Motion to approve the following payments for WHWCNC meeting space rentals for the months of July 18 through October 18: (1) \$400 payable to American Legion Post 286 for monthly NC and subcommittee meeting and (2) \$400 payable to St Bernadine of Siena Children's Center for bi-monthly PLUM committee meetings and (3) up to \$450 payable to Storage Etc. Warner for the NC's asset storage unit for the months of September and October 18.

The above payments are required to be made *now* to maintain the NC's continued access and use of these facilities, even though the City Clerk's Office has yet to enter into formal rental agreements on behalf of the WHWCNC with these longtime vendors, as is now required by the **Neighborhood Council Funding Program Policies & Guidelines, 2nd Addition, July 1, 2018.**

Motion by Heath Kline, second by Don Patterson

PASS

ROLL CALL VOTE:

Yes: 14 Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Martin Lipkin, Don Patterson, Bill Anderson, Dorothy Strackbein, Heath Kline, Lauren Coffman, Aaron Williams Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

No: 0 Abstain: 0

Item No. (12) Ray Cole, Chair – Peter Fletcher, Vice Chair, Community Outreach Committee

(18-086) NC Reusable Presentation Check for NC Funding Award Ceremonies

Motion for the WHWCNC Board to approve funding of \$300.00 to purchase a reusable presentation size "blank check" for use at WHWCNC award presentations/ceremonies where the Board has provided funding to a community entity.

Motion by Ray Cole, second by Don Patterson

PASS

ROLL CALL VOTE:

Yes: 14 Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Martin Lipkin, Don Patterson, Bill Anderson, Dorothy Strackbein, Heath Kline, Lauren Coffman, Aaron Williams Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

No: 0 Abstain: 0

4. Board Member Area Reports – no reports given:

Area 1 – Karen DiBiase, Linda Kouy-Ghadosh, Tamara Johnson
Area 2 – Sean McCarthy, Raymond Cole, Brian Drapkin, Paul Lawler
Area 3 - Nancy McLean, Herbert Madsen, Martin Lipkin
Area 4 – Don Patterson, Cameron Gil, Bill Anderson
Area 5 – Dorothy Strackbein, Mercy Alpert
Area 6 – Pat Patton, Heath Kline, Gilbert Yablon, Lauren Coffman
Area 7 – Aaron Williams, Joyce Fletcher, Peter Fletcher, Marie Pierre
At Large – Sheppard Kaufman, Gina Thornburg
Youth Member- Ved Kulkarni

5. Committee Reports – no reports given:

Beautification Committee – Sean McCarthy, Chair
Budget Committee - Heath Kline and Joyce Fletcher, Co-Chairs
Community Outreach Committee – Ray Cole, Chair – Peter Fletcher, Vice Chair
Community Services Committee – Mercy Alpert and Joyce Fletcher, Co-Chairs
Education Committee – Bill Anderson, Chair
Environment Committee – Karen DiBiase and Gina Thornburg, Co-Chairs
Governance Committee – Don Patterson, Chair
Homelessness Committee – Ray Cole, Chair
PLUM Committee – Don Patterson and Lauren Coffman, Co-Chairs
Public Safety Committee – Sheppard Kaufman, Chair
WHIP Committee – August Steurer, Chair
Ad-hoc Westfield Promenade 2035 Project – Joyce Fletcher, Chair
Ad-hoc SSFL Committee – Karen DiBiase, Chair

Announcements: The next Board meeting will be held on Wednesday, October 10, 2018.

Meeting dates for or the upcoming 2018/2019 year; the proposed Board meeting dates are: TBD (Date, Time, location subject to change or cancellation. **Please check the www.whcouncil.org website calendar page for any changes.**

Adjournment of meeting: 9:50pm

Minutes: submitted by Assistant Secretary, Karen DiBiase

***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 Joyce Fletcher, at (818-340-6554 or email j.fletcher@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 Joyce Fletcher at (818) 340-6554 or email j.fletcher@whcouncil.org

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

- www.whcouncil.org – 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.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

***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 Board meetings and our website at www.whcouncil.org