



MINUTES - EXECUTIVE COMMITTEE MEETING - WHWCNC

Monday, August 31, 2020 - 7:00 p.m.

VIRTUAL MEETING BY TELECONFERENCE

VIRTUAL MEETING TELECONFERENCING and PHONE NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Woodland Hills-Warner Center Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial +1 669 900 6833, and enter Webinar ID # 932 1703 2817 and then press # to join the meeting. 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.

GENERAL PUBLIC COMMENT ON NON AGENDA ITEMS

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 the Department of Neighborhood Empowerment by email: NCsupport@lacity.org or phone: (213) 978-1551.

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 on our website at : 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) 639-9444 or email: j.fletcher@whcouncil.org

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested 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. 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 two minutes per speaker, unless adjusted by the presiding officer of the Board.

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 Joyce Fletcher de la Mesa Directiva, al j.fletcher@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

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

- www.whcouncil.org and go to the calendar page and click on the date, board meeting and agenda
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

AGENDA

Call to Order - Joyce Fletcher at 7:pm

Pledge of Allegiance - by Paul Lawler

Roll Call - **Present:** Joyce Fletcher, President - Sheppard Kaufman, Vice President - Paul Lawler, Treasurer -Don Patterson, Parliamentarian

Absent: Komalpreet Kaur Batth, Secretary

Public Announcements by City Officials : (2) minutes per speaker - None

Public Comment Period (on items not on the agenda): (2) minutes per speaker - None

Items for discussion and possible action:

1. Status of Committee Chairs (15 minutes)

All committee chairs would like to continue in their positions. Therefore, at this time, there will be no changes made to committee chairs.

Motion to approve the Committee Chairs: Sheppard Kaufman Second: Paul Lawler

Roll call vote: Yes: Paul Lawler, Joyce Fletcher, Don Patterson, Sheppard Kaufman

No: 0 Abstain 0 Absent: Komalpreet Batth

2. Board member questions and Empower LA - (15 minutes)

The officers discussed board member questions made to Empower LA that can often be answered and resolved by the Officers or Committee Chairs. Joyce Fletcher was directed by the officers to further discuss with Empower LA for direction and opinion and report back to officers.

3. Review of Empower LA EVG requirements related to board member photos and zoom settings (15 minutes)

The officers have been notified that Empower LA has changed the EVG Protocols to allow video attendance of all board members at NC Meetings. Joyce Fletcher will notify the board members and this new protocol will be put in place at the October 14, 2020 board meeting. The new protocol requests that board members comply with best practices when attending on video.

4. NPG document approval and board procedure (15 minutes)

The officers and Treasurer, Paul Lawler will update the committee chairs on City Clerk requirements when submitting a Neighborhood Purpose Grant for approval. It is the committee chairs responsibility to make sure all documents are correct and in order before placing the NPG on the board meeting agenda.

5. Date for a Budget Meeting to reallocate the budget to determine spending goals for next fiscal year (5 minutes)

Based on the monthly dates when various NC committees meet, the officers determined that September 16, 2020 is the best available date for the budget committee to have a Budget Meeting to discuss reallocation of the 2020-2021 budget. The budget committee consists of the officers and the committee chairs.

6. Board roster distribution - public and private emails (15 minutes)

The officers discussed concerns that private email addresses could be distributed to stakeholders. No resolution was reached, at this time, as some board members continue to use private email addresses and not their NC email addresses.

7. Public engagement, community outreach and virtual forums for 2020-2021 during COVID 19 safety protocols (20 minutes)

The officers discussed Empower LA requirements for virtual and in person events. At this time the same extensive paperwork is required for virtual events although they require no funding. Joyce Fletcher was requested to discuss with Empower La and report back to the officers.

8. Standing Rules and the Governance Committee (15 minutes)

Officer discussion acknowledged that no Bylaw changes can be made until after the next NC election, the new board is seated and officers elected. Therefore the Governance Committee will not take up review of the Bylaws prior to the election. The standing rules cannot supercede the Bylaws. Therefore the Governance Committee can only add standing rules that do not affect the current Bylaws.

9. Agenda items for the next Executive Committee Meeting and date and time (10 minutes)

The officers requested a review of the Bylaws at the next meeting to read and discuss the changes added by Empower La.

Announcements: The next Full Board Meeting will be held on September 9th, 2020 by teleconference. Please visit the website calendar page at whcouncil.org for the date and time. NOTICE: the Woodland Hills-Warner Center Neighborhood Council may hold a webinar SPECIAL MEETING if needed. Please visit the website calendar page to see if there is a Special Meeting posted.

Meeting dates for or the upcoming 2020 -2021 year; the proposed Board meeting are usually held the second Wednesday of every month at 6:30pm.

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.

Adjournment of meeting: 9:00 pm by Joyce Fletcher

Minutes submitted by: Joyce Fletcher

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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 Board meetings and our website at www.whcouncil.org