

Woodland Hills - Warner Center
Neighborhood Council
Governance Committee
6/18/24
Supporting Documents

March 19, 2024
Minutes

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, 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 #

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 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.

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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:

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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.

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(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 – 6:35pm, 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: 4

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

Absent: Dena Weiss

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:

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A. Approval of Minutes: Committee Meeting – February 20, 2024

See supporting document.

Motion: Tracey Rosen, ***Second:*** Heath Kline

Motion to continue approval of Minutes to the next Governance Committee meeting.

Note: no vote taken.

2. Items for Discussion and Possible Action:

Item One: Review of Qualifications for a youth position.

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.

Motion: Tracey Rosen, ***Second:*** *none*

Motion to continue approval of Minutes to the next Governance Committee meeting when Karen Martinez is available to attend.

Note: no vote taken.

Item Two: Review of Standing Rules

Discussion and action:

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.

Discussion:

- 1) *Need clear guidelines*
- 2) *Add chapter headings to better organize the Standing Rules*
- 3) *Governance to review next meeting*
- 4) *3 weeks to submit suggestions and set-up Ad Hoc to review.*

Note: no vote taken.

Item Three: Heath Kline Treasurer Budget Review and Projected Spending

Discussion and possible action:

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

Motion: *Heath Kline, Second: Don Patterson*

Discussion:

- 1) *Add \$500 to budget for good faith payment to Woodland Hills Academy (Dena to follow up with Principal)*
- 2) *ARC Graphics is past due from Covid period. If it is owed, will bring motion to the Board to pay*

Note: no vote taken.

Item Four: Status of April Board Retreat and Workshop

Discussion and action:

Do we need a Board Workshop Ad Hoc? If so, who should this be? *NOTE: Dena's preference is to not have an Ad Hoc plan the Retreat*

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? *NOTE: Theme is "what can we do for the community?"*

Who are the invited speakers for the Board Workshop? *NOTE: Invite Venessa Sorzano, Planning Dept, Update on Warner Center Specific Plan, Update on Community Plan*

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?

Discussion ideas:

- 1) *How can we learn to work together better?*
- 2) *How can we accomplish things without going thru the City?*
- 3) *How to engage with Stakeholders*
- 4) *Opportunity for partnership with organizations*
- 5) *What are our individual strengths?*

Collateral Cost? *NOTE: Budget is \$1,000*

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

Item Five: WHWCNC Purposes and Goals

Discussion and possible action:

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?

Item Six: WHWCNC Committee Meeting Times

Discussion and possible action:

Can WHWCNC Committees meet in the daytime?

Discussion:

- 1) *Dena confirmed that we are able to meet during the daytime.*
- 2) *Conclusion: meeting day/time should be what is best for each committee, and at the time to best fulfil their goals*

Motion: Don Patterson, Second: Karen DiBiase

Roll Call Vote

PASS Yes: 4 No: 0 Abstain: 0 Total: 4

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

Adjournment of Meeting: 8:21pm

Minutes submitted by Karen DiBiase, Secretary

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 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.

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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.

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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
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April 16, 2024
Canceled Meeting Notice

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board**

President: Dena Weiss
Vice President: Tracey Rosen
Secretary: Karen DiBiase
Treasurer: Heath Kline
Parliamentarian: Don Patterson

Committee Members/ Officers:
Committee Chair, Dena Weiss
Vice President: Tracey Rosen
Secretary: Karen DiBiase
Treasurer: Heath Kline
Parliamentarian: Don Patterson



**WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD
COUNCIL**



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

**REGULAR
GOVERNANCE
COMMITTEE
MEETING
April 16, 2024
CANCELLED**

May 21, 2024
Minutes

CITY OF LOS ANGELES

**Neighborhood Council
Governing Board**

President: Dena Weiss
Vice President: Tracey Rosen
Treasurer: Heath Kline
Secretary: Karen DiBiase
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200 N. Spring Street
Los Angeles, CA 9001

Email: NCsupport@lacity.org
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**WH-WC NC
Governance Committee
Meeting**
MINUTES

Regular Meeting over Zoom
Tuesday, May 21, 2024
6:30 PM

Zoom Meeting Online or By Telephone
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AGENDA

Call to Order – 6:34pm, *Dean Weiss*

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*

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A. Approval of Minutes: Committee Meeting – March 19, 2024

See supporting document.

Motion: Dena Weiss, *Second:* none

Motion to continue approval of Minutes to the next Governance Committee meeting.

Note: no vote taken.

2. Items for Discussion and Possible Action:

Item One: Review of Board Attendance to Date

Discussion and possible action:

See supporting document.

Discussion:

1) *Board members must contact Dena/Tracey in advance of board meeting if will be absent.*

Item Two: Creation of an Ad Hoc Committee for Review of Standing Rules

Discussion and action:

Motion to approve the creation of an Ad Hoc Committee meeting to make recommendations regarding Standing Rule revisions. *No officers (except Tracey) shall be on the Ad Hoc. Afterwards, the Ad Hoc will present to Governance (for a vote) and then present to the Board (for a vote).*

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 Three: Creation of an Ad Hoc committee for virtual meeting technology including Owls

Discussion and possible action:

Motion to approve the creation of an Ad Hoc committee to investigate the various costs for equipment to support hybrid meetings, such as Meeting Owls and related support equipment.

NOTE: No discussion on Item#3.

Item Four: Discussion Regarding Action Taken on Board Approved Items and Timing

Discussion and action:

Procedure to submit funding items to the Clerk.

Discussion:

- 1) *Hold a quarterly Budget meeting and inform Treasurer pending NPG*
- 2) *Add budget reallocation on each Agenda, if needed.*
- 3) *It is the responsibility of each Committee to make sure the NPG paperwork is filled out correctly.*

Adjournment of Meeting: 8:00pm

Minutes submitted by Karen DiBiase, Secretary

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WHWCNC Board Attendance History

WHWCNC Board Attendance History July'23-June'24

NOTE: This spreadsheet is for internal purposes only.

Per the Bylaws, the Board Minutes state members as "absent" if they are not in attendance. There is no provision for "excused".

However, Board members are noted "absent/excused" if they have previously contacted the President stating they are unable to attend the board meeting.

X =Present
A =Absent vs **EXCUSED ABSENCE** (ie: sent an email woul
Yellow =Arrived Late to NC Meeting
Orange =Left Early from NC Meeting

			(Special)										(Special)			Zoom
			In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	Zoom	Zoom
			7/12/23	8/9/23	9/13/23	10/11/23	11/8/23	12/13/23	1/10/24	2/15/24	3/13/24	4/10/24	4/20/24	5/8/24	5/22/24	6/12/24
			JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	Retreat	MAY	MAY	JUNE
New Board at July'23																
Representative																
Area	RES	Karen DiBiase	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1	BUS	Geoffrey Hobson	X	X	X	X	8:05	X	Absent	X	X	9:16	1:11pm	8:30	Absent	7:09
	CBO	Shelly Schwartz	Excused	Excused	X	X	X	X	Excused	X	X	Excused	X	X	X	X
	ALT	Reina Cerros-McCaughey	X	X	X	X	Absent	X	X	X	Absent	X	10:29am	X	X	X
Area	RES	Julian Tu	-	-	-	-	-	Appointed	X	X	X	X	X	X	X	X
2	BUS	Paul Lawler	X	X	Excused	Excused	8:05	X	Excused	Excused	X	X	Excused	Excused	X	-
	CBO	Peter Haber	-	-	-	-	-	Appointed	X	X	X	X	Absent	Absent	X	Absent
	ALT	Masha Dowell	-	-	-	-	-	Appointed	X	X	X	X	X	X	Absent	Absent
	ALT	Philip Swain	Excused	-	-	-	-	-	-	-	-	-	-	-	-	-
Area	RES	Tracey Rosen	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	BUS	Dean Matthew	-	-	-	-	-	-	Appointed	X	X	X	X	X	X	X
	CBO	Harout Aristakessian	-	-	-	Appointed	X	X	X	Excused	X	X	X	X	Absent	X
	ALT	Jayce Baron	-	-	-	-	-	-	-	Appointed	X	Absent	X	7:00	Absent	Absent
Area	RES	Don Patterson	Excused	X	X	X	X	X	Absent	X	X	X	X	X	X	Absent
4	BUS	Martin Lipkin	X	X	X	Excused	X	X	X	X	X	X	X	X	7:28pm	X
	CBO	Dena Weiss	X	X	X	X	X	X	X	X	X	X	X	Absent	X	Absent
	ALT	Rachel Tabak	X	X	X	Excused	-	-	-	-	-	-	-	-	-	-
	ALT	Aava Dekordi	-	-	-	-	-	-	-	-	Appointed	X	1:31pm	X	7:15pm	X
Area	RES	Christopher Waddy	X	X	X	X	Absent	X	X	Absent	X	X	Absent	Absent	Absent	-
5	BUS	Julie Waltrip	X	X	X	X	X	X	X	Absent	X	X	Absent	X	Absent	X
	CBO	Steve Sommers	-	-	-	-	-	Appointed	X	X	X	X	X	X	X	X
	CBO	Theresa Campbell	Excused	6:55	Absent	Absent	Absent	-	-	-	-	-	-	-	-	-
	ALT	Allan Biggins	-	-	-	-	-	-	Appointed	X	8:30	Absent	Absent	Absent	Absent	Absent
Area	RES	Bill Barnett	-	-	-	-	-	Appointed	X	X	X	Absent	X	X	X	X
6	BUS	Mihran Kalaydjian	X	Excused	Excused	Excused	Absent	-	-	-	-	-	-	-	-	-
	BUS	Heath Kline								X	X	X	X	X	X	X
	CBO	Heath Kline	X	X	X	X	X	X	X	-	-	-	-	-	-	-
	CBO	Bobbie Wasserman								X	X	X	X	6:55	X	X
	ALT	Janice Mendel	-	-	-	-	-	-	-	Appointed	X	Absent	Absent	Absent	Absent	Absent
Area	RES	Kate Kennedy	-	-	-	-	-	-	Appointed	X	Absent	X	X	X	X	Absent
7	BUS	Schlyer Katz	-	-	-	-	-	-	Appointed	X	X	Absent	Absent	Absent	Absent	-
	CBO	Joyce Fletcher	X	6:37	Excused	X	X	Excused	X	X	X	X	X	X	X	X
	ALT	Rosaleen O'Sullivan								Appointed	X	Absent	X	X	X	X
	At-Lg	August Steurer	X	X	Excused	X	X	X	X	X	X	X	X	X	X	X
	Alt-Lg	Bobbie Wasserman	X	X	X	X	X	X	X	-	-	-	-	-	-	-
	Alt-Lg	Open								-	-	-	-	-	-	-
	Youth	Open	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL AT CALL TO ORDER=			15	14	13	13	14	15	17	22	25	22	21	20	19	18

Elected on 7-12-23
 Elected on 7-12-23
 Elected on 7-12-23
 NC appointed to Board on 2-10-21, Elected Alternate 7-12-23
 NC appointed to Board on 12-13-23
 Resigned on 6-10-24
 NC appointed to Board on 12-13-23
 NC appointed to Board on 12-13-23
 NC appointed to Board on 11-09-22, Resigned from Board on 6-10-24
 Elected on 7-12-23
 NC appointed to Board on 1-10-24
 NC appointed to Board on 10-11-23, Per Bylaws: moved from At Large to Board on 10-11-23
 NC appointed to Board on 2-15-24
 NC appointed to Board on 7-13-22
 NC appointed to Board on 7-13-23, Resigned on 10-28-23
 NC appointed to Board on 3-13-24
 NC appointed to Board on 11-09-22, Elected 7-12-23. Resigned on 10-28-23
 NC appointed to Board on 12-12-22, Elected 7-12-23
 NC appointed to Board on 12-13-23, Per Bylaws: moved from At Large to Board on 12-13-23
 NC appointed to Board on 12-12-22, Resigned on 5-05-23, Elected 7-12-23
 NC appointed to Board on 1-10-24
 Elected on 7-14-21, Resigned on 12-13-23
 Moved from CBO-Area 6 to Business Rep-Area 6 on 2-15-24
 Moved from CBO-Area 6 to Business Rep-Area 6 on 2-15-24
 NC appointed to Board on 11-09-22, Moved from At Large to Board on 11-09-22
 NC appointed to Board on 2-15-24
 NC appointed to Board on 1-10-24
 NC appointed to Board on 1-10-24, Per Bylaws: moved from At Large to Board on 1-10-24
 Elected on 7-12-23
 NC appointed to Board on 2-15-24
 NC appointed to Board on 11-09-22
 NC appointed to Board on 11-09-22, Moved from At Large to Board on 11-09-22
 Meeting Call To Order
 Meeting Adjourn
 (a): CD3 Rep for Bob Blumenfield (Seth Daniels) gave Oath
 (b): CD3-Bob Blumenfield gave Oath of Office on 1-10-24 (f
 (c): CD3 Rep for Bob Blumenfield (Seth Daniels) gave Oath
 (d): Joint PLUM/NC Board meeting on 5-16-24 with LA City
 NOTE: Referenced as "Joint PLUM/Board" meeting so