



**December 11 , 2024
Regular Board Meeting
Supporting Documents**

November 13 , 2024

Minutes

CITY OF LOS ANGELES
CALIFORNIA

Neighborhood Council
Governing Board Officers:
President 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

MINUTES
Regular Full Board Meeting
City of Los Angeles Fire Station #84,
in the Community Room
21050 Burbank Blvd., Woodland Hills, CA, 91367
November 13, 2024
6:30 p.m.- 09:00 p.m.
IN PERSON BOARD MEETING

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.

***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 unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.*

***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.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
Area 2 – Julian Tu, Masha Dowell
Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
Area 4 – Don Patterson, Martin Lipkin, Dena Weiss
Area 5 – Julie Waltrip, Steve Sommers
Area 6 –William Barnett, Heath Kline, Megan Jacoby
Area 7 – Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan
At-Large – August Steurer, Vacant Seat for Alternate
Youth Member – Vacant seat

AGENDA

Call to Order – *Dena Weiss, 6:33pm*
Pledge of Allegiance – *Heath Kline*
Roll Call – *Karen DiBiase*

Quorum at time of meeting called to order: 17

Present: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Heath Kline, Megan Jacoby, Kate Kennedy, Rosaleen O’Sullivan (arrived late 6:43pm), Joyce Fletcher, August Steurer

Absent: Masha Dowell, Harout Aristakessian, Jayce Baron, Bill Barnett

Public Announcements:

Office of Councilmember Bob Blumenfield – *Seth Samuels, Planning and Field Deputy-Woodland Hills*

- 1) *CD3 + CD12 – Resource Fair and Community Cleanup. Sat, Nov 16, from 9-10:30am. Location: Parthenia Community Church*
- 2) *There are safety concerns at Warner Park/Owensmouth. Please be aware.*
- 3) *Valley Circle Blvd is now cleaner due to no overnight parking signs have now been posted.*
- 4) *Candy Cane Lane: Trash cans and parking enforcement will be available during the holidays.*
- 5) *The Mayor will work to bring Planning meeting to Warner Center so NC’s can be involved about safety issues in Woodland Hills.*
- 6) *My contacts: Seth.Samuels@LAcity.org and my cell is 213-246-6521*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniell Vicente, West Valley Field*

- 1) *Budget Planning meeting are open to the public*
- 2) *Office contacts: 818-880-9426. Office is located in Calabasas*

EmpowerLA – *Prabhjot Chamber, DONE Rep for WHWCNC*

- 1) *Join our Instagram to get all EmpowerLA updates*
- 2) *Elections are coming up in 2025*
- 3) *NC Homeless Liaison: Sat, Nov 16th, via zoom. Will discuss update on homelessness upgrades and plans*

- 4) Join us to celebrate 25 years of NC in existence. Fri, Dec 13th, 6-9pm at City Hall (Mayor Bradley Building). There will be food, parking and special programs. Please RSVP

General Public Comment, by the Public, on Non-Agenda Items: None

General Public comment is limited on one (1) minute per speaker and 10 minutes total due to length of agenda.

I. Organization, Operation, Policies, & Procedures & Reports:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board. There will be ONE opportunity to speak only. 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:** Board Meeting – July 29, 2024 and October 14, 2024
See posted support document

Motion for Minutes from July 29, 2024: Dena Weiss, Second: Don Patterson

Roll Call Vote on Minutes for Board Meeting on July 29, 2024:

PASS Yes: 15 No: 1 Abstain: 1 Ineligible: 1 Total: 18

- YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Tracey Rosen, Dean Matthew, Don Patterson, Steve Sommers, Julie Waltrip, Heath Kline, Megan Jacoby, Kate Kennedy, Rosaleen O’Sullivan, Joyce Fletcher, August Steurer
- NO: Martin Lipkin
- ABSTAIN: Dena Weiss
- INELIGIBLE: Reina Cerros-McCaughey (Alt)

Note: Rosaleen O’Sullivan arrived at 6:43pm, and voted on the Minutes

Motion for Minutes from October 14, 2024: Dena Weiss, Second: Don Patterson

Roll Call Vote on Minutes for Board Meeting on October 14, 2024:

PASS Yes: 16 No: 0 Abstain: 1 Ineligible: 1 Total: 18

- YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Tracey Rosen, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Heath Kline, Megan Jacoby, Kate Kennedy, Rosaleen O’Sullivan, Joyce Fletcher, August Steurer
- NO:
- ABSTAIN: Dean Matthew
- INELIGIBLE: Reina Cerros-McCaughey (Alt)

B. Officer Reports

President – Dena Weiss – *Theme: “THANKS”. Thanks to all who come to the meetings to inform the NC Board, turning up for the hard work and commitment to our community. Thanks to the officers for all they do.*

Vice President – Tracey Rosen – *Thanks to all the committee chairs for all they do. Please remember to post your committee minutes on the website. Ask for help if needed.*

Treasurer – Heath Kline – *Attended the 3hr special meeting with the City Clerk regarding reorganizing the City Clerk dept. Treasurer Work Group starting up again on procedures.*

Secretary -Karen DiBiase – *On a monthly basis, I review the training records on the EmpowerLA website and send emails out as reminders when board members need to renew their expiring training (giving at least a month+ notice so board members will be eligible to vote). As a reference source, there are 3 books in the meeting room with all info/agenda/etc for the past 2 years of NC meetings available for review.*

Parliamentarian – Don Patterson – *Request by Marty to be add access to dial in for PLUM meetings.*

C. Area Reports (it is requested that each area designate one representative to report each month).

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey – *Trash cans will be available for Candy Cane Lane’s Holiday lights. Pot holes at Kaiser Hospital/Woodland Hills Academy have been called into 311. If issues in your areas, please take pictures and send to 311.*

Area 2 – Julian Tu, Masha Dowell – *Seth is working on signal lights for Erwin/Oxnard.*

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron – *There are lots of homeless encampments along Ventura Blvd. CD3 was informed and they were quickly cleared up*

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss – *Homeless encampments on Valley Circle Blvd have decreased due to the no overnight parking signs being installed.*

Area 5 – Julie Waltrip, Steve Sommers – *Speeding across from Avalon Apts on Ventura Blvd is a problem. Requesting a traffic study.*

Area 6 –William Barnett, Heath Kline, Megan Jacoby – *Street issues and access closures due to debris on sidewalks (empty trash cans, etc). Suggest the signal at Ventura/Desoto be longer for better school access. The hillsides need maintenance.*

Area 7 – Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan – *The has been filming in our area. Would like an update on the Casalina Restaurant regarding parking. Valet companies have changed several times, but there are still issues. Possible add “permit parking” only in the area.*

2. Items for Discussion and Possible Action:

Item No. 1

Presentation By Empower LA on Code of Conduct and Civility

(24-086)

Prabhjot Chamber, DONE Rep for WHWCNC, gave a powerpoint presentation to the NC Board, as a refresher course on why the Code of Conduct is so important to follow. Additional details on definitions, rules and procedures were also included in the presentation.

The Code of Conduct applies to all NC meetings/events/committees while the person is active as a board member.

EmpowerLA has various links on their website for trainings, and further detail on procedures, etc.
The EmpowerLA website can be located at: www.empowerla.org, or email to EmpowerLA@LAcity.org

NOTE: Prabhjot sent us a copy of the powerpoint presentation for our NC board members.

NOTE: A copy of the powerpoint presentation will also be kept in the NC Secretary's reference book.

Item No. 2

Heath Kline, Treasurer

(24-087) Approval of MER for October, 2024

For discussion and action

See posted support document

Motion: *August Steurer, Second: Joyce Fletcher*

Roll Call Vote:

PASS Yes: 17 No: 0 Abstain: 0 Ineligible: 1 Total: 18

- YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Julie Waltrip, Heath Kline, Megan Jacoby, Kate Kennedy, Rosaleen O'Sullivan, Joyce Fletcher, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Reina Cerros-McCaughey (Alt)

Item No. 3

Don Patterson, Martin Lipkin, Chairs of PLUM

(24-088) PLUM Committee Motion regarding CHIP

For discussion and possible action

PLUM Motion to approve the written recommendation provided to the PLUM committee related to the Housing Element and Citywide Housing Incentive Program, CHIP with opposition to Inclusion of Single-Family Zoning Options in the Citywide Housing Incentive Program (CHIP)

WHEREAS, the City of Los Angeles is mandated by the State to increase its residential zoning capacity to meet the Regional Housing Needs Assessment (RHNA) over eight years; and,

WHEREAS, the City Council must approve an updated Housing Element to the city's General Plan by the February deadline to avoid triggering the State's Builder's Remedy; and,

WHEREAS, the Department of City Planning has engaged in the Housing Element Rezoning Program, resulting in multiple ordinances including the Citywide Housing Incentive Program (CHIP); and,

WHEREAS, the Planning Department's report clearly demonstrates that sufficient zoning capacity can be

achieved to meet the State's mandate without rezoning single-family areas; and,

WHEREAS, the Planning Department has presented six optional strategies that would extend CHIP to single-family dwelling (SFD) zones; and,

WHEREAS, these options fail to address potential negative impacts, including:

1. Reduced opportunities for single-family home ownership, contradicting the preference of many apartment renters;
2. Potential increase in SFD prices due to reduced supply, decreasing affordability;
3. Possible economic consequences include workforce displacement and business relocation;

NOW, THEREFORE, BE IT RESOLVED,

that the Woodland Hills – Warner Center Neighborhood Council:

1. SUPPORTS the adoption of the Los Angeles City Planning Commission's recommendation to approve Draft #3 of the Housing Element/CHIP Ordinance as presented by the Planning Department;
2. OPPOSES the inclusion of any of the seven Exhibit D "options" that would open single-family neighborhoods to multi-family zoning;
3. *CALLS FOR removal of publicly owned and Faith-Based properties located in very high fire zones from consideration of redevelopment within the draft ordinance.*
4. *ASKS FOR deletion from the Ordinance for the Faith-Based Organizations ability to development multifamily projects in single family zones beyond their existing property lines to as much as 528 feet into neighboring properties.*
5. URGES the City Council to maintain the integrity of single-family neighborhoods while meeting the State's housing mandate through other means, as outlined in the Planning Department's report;
6. CALLS FOR a more comprehensive analysis of the economic and social impacts of any proposed changes to single-family zoning before such changes are considered in the future;
7. DIRECTS the President of the Neighborhood Council to send a letter to the City Council, the Mayor's office, and the Department of City Planning conveying this position.

August Steurer made the motion to approve the written recommendation provided to the PLUM committee related to the Housing Element and Citywide Housing Incentive Program, CHIP.

Seconded by Sean McCarthy

Vote: Yes – Don Patterson, Joyce Fletcher, Sean McCarthy, Henry Rice, August Steurer, Bobbie Wasserman

No: 0

Abstain: Matt Richman

See the Planning documents online:

<https://planning.lacity.gov/plans-policies/housing-element>

Original Motion: Don Patterson, Second: Shelley Schwartz

Substitute Motion#1: Martin Lipkin, Second: Heath Kline

Substitute Motion#1: Revised wording on CHIP letter to add #3 and #4 to letter, and revise numbering of #5-6-7

Substitute Motion#2: Julie Waltrip, Second: Reina Cerros-McCaughey

Substitute Motion#2: Motion to send CHIP Letter back to PLUM Committee

Roll Call Vote on Substitute Motion#2:

FAIL Yes: 1 No: 16 Abstain: 0 Ineligible: 1 Total: 18

- YES: Julie Waltrip
- NO: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Heath Kline, Megan Jacoby, Kate Kennedy, Rosaleen O'Sullivan, Joyce Fletcher, August Steurer
- ABSTAIN:
- INELIGIBLE: Reina Cerros-McCaughey (Alt)

Roll Call Vote on Substitute Motion#1:

PASS Yes: 16 No: 1 Abstain: 0 Ineligible: 1 Total: 18

- YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Heath Kline, Megan Jacoby, Kate Kennedy, Rosaleen O'Sullivan, Joyce Fletcher, August Steurer
- NO: Julie Waltrip
- ABSTAIN:
- INELIGIBLE: Reina Cerros-McCaughey (Alt)

Committee Reports,

Budget Committee – Heath Kline, Chair - None

Arts and Culture Committee – Masha Dowell, Chair (temporarily absent) – Not able to install holiday lights on trees on Ventura Blvd due to approval delays

Community Services Committee – Joyce Fletcher, Chair – 21st Annual Motor4Toys event at Pierce College on Sun, Dec 8th, from 7-11am. Please help attend the booth and bring a toy donation

Community Outreach Committee – Tracey Rosen, Chair – Qtr Newsletter should be out by Friday. Brainstorming community events we can do. Working on re-design of NC pole banners.

Education and Youth Committee – Julie Waltrip, Chair – Next meeting is on Nov. 19 at 6:30pm. We have lots of schools to consider for NPG's

Environmental & Beautification Committee – Karen DiBiase, Chair – Next NC First Saturday Community Cleanup is on Sat, Dec 7th. We will be beautifying the cactus corner on Topanga Canyon/Mulholland from 8-10am. This is for Area 7 (all NC areas have now had a project).

Request for all area reps to give us suggestions of areas of need that we can include in a future cleanup project. Tree planting on Ventura Blvd has been pushed back to 2026, due to funding. Looking into getting the removal of stumps in the empty tree wells and replace with draught-tolerant plants and get store owners to maintain.

Governance Committee – Dena Weiss, Chair – *Next meeting is Tues, Nov 19th*

Government Relations Committee- Reina Cerros-McCaughey, Chair – *Two meetings have been held*
Homeless and Social Justice Advocacy Committee –Jayce Baron, Chair – *Jessie Gabriel is having a toy drive to benefit the West Valley Food Pantry on Wed, Dec 11th from 4-6pm. Clothing donations for local organizations are needed. Location: ONEgeneration, 17400 Victory Blvd, Lake Balboa.*

Public Safety and Transportation –Julie Waltrip, Chair – *Planning events for 2025*

PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs – *Will meet in person on Thurs, Nov 15th*

WHIP Committee – August Steurer and Heath Kline, Co-Chairs – *Not currently meeting. Need additional committee members.*

Ad Hoc Committee for Standing Rules- August Steurer and Heath Kline, Co-Chairs – *Not meeting yet*

Ad Hoc Committee for technology use at Virtual Meetings- Dean Matthew Chair – *Referring back to EmpowerLA for recommendations about virtual meetings*

Ad Hoc Holiday Decorations Committee – Joyce Fletcher & Masha Dowell, Co-Chairs – *Met with BID directors on Ventura Blvd, moving forward with holiday decorating ideas for 2025.*

Adjournment of Meeting: 9:02pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular Board meeting will be held virtually on **December 11, 2024**. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday 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.

***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.

***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 in the plexiglass case fixed to the front door of the Fire station 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

- .
- *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 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.

•

Item No.1

Approval of MER

November 2024

Monthly Expenditure Report



Reporting Month: November 2024 Budget Fiscal Year: 2024-2025

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$34149.70	\$429.57	\$33720.13	\$0.00	\$1000.00	\$32720.13

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31555.64	\$429.57	\$28720.13	\$0.00	\$28720.13
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$2405.94	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	11/01/2024	November 24 NC Storage Unit Rent.	General Operations Expenditure	Office	\$310.00
2	EIG CONSTANTCONTACT.C	11/10/2024	Constant Contact November billing for NC mss emailing system SaaS.	General Operations Expenditure	Office	\$88.00
3	GRASSHOPPER.COM	11/13/2024	Grasshoper November billing for NC virtual PBX phone system SaaS	General Operations Expenditure	Office	\$31.57
Subtotal:						\$429.57

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

1184 StorQuest - Woodland Hills / Canoga
6030 Canoga Ave
Woodland Hills, CA 91367

PAYMENT RECEIPT

Account Number:
1114354

Heath L Kline
 20929 Ventura Blvd. Ste 47-535
 Woodland Hills, CA 91367
 (818) 312-5601

RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
983276806	11/1/2024	\$0.00	\$310.00

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#85122	XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (11/1/2024 - 11/30/2024)		\$12.00		\$12.00	\$0.00	\$12.00	\$12.00
#85122	Unit #3149 Rent Unit 3149 - 10x7.5x0 (11/1/2024 - 11/30/2024)		\$298.00		\$298.00	\$0.00	\$298.00	\$298.00

Total Paid

Nov 01, 2024 1:24 AM Mastercard ****7237 \$310.00

Unit #3149 Paid Through 11/30/2024

Customer Copy

.....

If you have any past due amounts for your storage unit(s), those balances will appear below.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
 3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Masha Dowell	Area 2 Business	X						
Peter Haber	Area 2 C. B. O.	X						
Vacant	Area 2 Alternate							
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business				X			
Harout Aristakessian	Area 3 C. B. O.	X						
Jayce Baron	Area 3 Alternate	X						
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Steve Sommers	Area 5 Residential	X						
Julie Waltrip	Area 5 Business	X						
Vacant	Area 5 C. B. O.							
Vacant	Area 5 Alternate							
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Vacant	Area 6 C. B. O.							
Vacant	Area 6 Alternate							
Kate Kennedy	Area 7 Residential	X						
Rosaleen O'Sullivan	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.				X			
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 13	Total:	19	0	0	2	1	0	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**

Row	B	R	R1	R2	F	G
WHWCNC FY2024-2025 Budget Allocation & Spending Through 8/18/24						
Line #		F23-24 YTD Spent	24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059)	24-25 Rollover Budget Update Adopted 8/14/24 BAC 2(24-067)	Monthly July	Spending August
1	Admin Packet & Budget Adopted June 12, 2024 BAC 2 (24-059)					
2	Rollover Funds-Supplemental Funds Reallocation Aug 14, 2024 BAC 2 (24-067) Adopted					
3						
4						
5						
6						
7						
8						
9	Annual Budget Funds		\$32,000.00	\$32,000.00		
10	Rollover Funds [RO-Supplemental Funds Reallocation]			\$4,555.64		
11						
12						
13						
14	Total Adjustments					
15	Total Annual Budget Funds		\$32,000.00	\$36,555.64		
16						
17						
18	Office/Operational Expenditures Category	FY 23-24 Ytd Spent	24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059)	24-25 Rollover Budget Proposed 8/14/24 BAC 2(24-067)		
19						
20	Space Rental Board Meetings	\$414.00	\$1,200.00	\$1,200.00		
21	NC Storage StorQuest	\$2,972.00	\$3,300.00	\$3,700.00	\$271.00	\$310.00
22	Phone System - Grasshopper SaaS	\$377.98	\$430.00	\$430.00	\$31.89	\$31.89
23	Adjustment- Sent NC expenses PA by City Clerk during credit card transaction	(2,130.54)				
24	Adjustment- Out NC expenses Pd by City Clerk during credit card transaction	(\$268.00)				
25	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)				
26	Constant Contact SaaS	\$891.00	\$1,400.00	\$1,400.00	\$81.00	\$81.00
27	Software Lic. Renewals & Updates	\$45.99	\$200.00	\$200.00		
28	Mail Box Rental (UPS PMB) [Increase 516 5/09/24]	\$516.00	\$550.00	\$550.00		
29	General Office Supplies, Copies and Printing	\$108.29	\$400.00	\$400.00		
30	Paper and Ink	\$0.00	\$400.00	\$400.00		
31	Email and Web Hosting and Support (RO Funds) 7 (24-033) March 13 24 agenda	\$788.98	\$1,200.00	\$1,200.00		
32	Zoom Virtual Meet SaaS. 7 (24-033) March 13 24 agenda [Rec'd DONE Inv 5/30/24]	\$387.48	\$400.00	\$400.00		
33						
34	Water & Refreshments For NC Board/Committee Meetings & Activities	\$753.40	\$400.00	\$400.00		
35	Board Retreat Expenses (Requires Board Motion & BAC)	\$0.00	\$800.00	\$800.00		
36	S&B11 Hybrid Meeting Equip 2 Meet Owls, 1 Comp & Acas [24-047] May 8 \$5,038.31	\$0.00				
37	WiFi Pending Post Due Verizon Wireless Hotspot-Contested 5/24/23	\$0.00	\$865.00	\$865.00		
38						
39	Total Office/Operational Expenditures	\$6,389.58	\$11,545.00	\$11,945.00		
40						
41						
42	Outreach Expenditures Category	Ytd Spent				Sub 8/18/24
43						\$500.00
44	Cong of Neighborhoods \$500 [Approved] [24-068] 8/14/24	\$581.00	\$500.00	\$500.00		
45	Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23	\$500.00	\$500.00	\$500.00		
46	Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23	\$870.53	\$1,000.00	\$1,000.00		
47	HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,484.85	\$0.00	\$0.00		
48	Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00	\$3,500.00	\$3,500.00		
49	One Generation Sr Fair Outreach Booth [BAC 11 24-023] 3/15/24	\$1,000.00	\$1,000.00	\$1,000.00		
50		\$0.00				
51	Outreach Printing & Banners: Miniman Press or alt printer 2000 4/4 4/9 Rack Cards 4 - (24-030) 3/7	\$117.55	\$500.00	\$500.00		
52						
53	SWAG: 4minprint NC Branded promo items upto \$5,000 as follows 5 (24-031) 3/13/24	\$0.00	\$2,500.00	\$2,500.00		
54	432,000 WHWCNC 3"x4" Branded Sticky Pads up to \$1,000 (\$0.30 each + tax & shipping) 5937.71	\$852.30				
55	1,900 Green WHWCNC Branded Value Grocery Tote up to \$1,000 (\$0.53 each + \$0.50 set-up, tax & shipping) 2980.48	\$902.14				
56	1,100 WHWCNC Branded Hand Pans up to \$0.75 (\$0.36 + \$0.39 set-up, tax & shipping) 5747.46	\$679.01				
57	4,100 WHWCNC Branded Sponges up to \$1,000 (\$0.25 each + \$30 set-up, tax & shipping) 5953.63	\$913.69				
58	4,825 WHWCNC Branded Power Clips up to \$950 (\$0.86 each + \$55 set-up, tax & shipping) 5819.19	\$833.67				
59	5/30/24 Budget reallocation to various vendors, having occurred prior to final inv. 868.12 Cont \$819.19					
60	4 Imprint Difference between Inv, W&A Inv, and Final CC Change PO# inv of \$48.93					
61	NC Logos: T-Shirts \$2500 [Item 6 (24-032) March 13 24 Agenda]	\$0.00	\$0.00	\$0.00		
62	a) 50 100 AMR APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES 9-XL NC LOGO 898.01	\$599.21				
63	b) 100 100 AMR APPAREL COTTON T-SHIRTS - GREEN SIZES 9-XL NC LOGO (PROD 5/11/23)	\$115.72				
64	c) 100 100 AMR APPAREL COTTON T-SHIRTS - RED SIZES 9-XL NC LOGO (PROD 5/11/23)	\$565.45				
65	d) 100 100 AMR APPAREL COTTON T-SHIRTS - NAVY SIZES 9-XL NC LOGO (PROD 5/11/23)	\$885.84				
66	\$1,000 Original w/ Order Mkt. 12/24/23 Due on Completion in April, Reorder 247.58 Excess Fund 5/30/24					
67						
68	Social Media	\$0.00	\$1,000.00	\$1,000.00		
69	Local WH-WC Advertising: Warner Center News	\$0.00	\$1,000.00	\$1,000.00		
70	Website Hosting [Moved to Office/Operational Expenditures Category]	\$19.99	\$0.00	\$0.00		
71	Website Webmaster (523 - LSC) (to VC Center's) above on 2/15/24	\$0.00	\$0.00	\$0.00		
72	General Outreach [has Banners \$200 not funded/Has Hand Car 174.81 2 (24-046)]	\$128.09	\$0.00	\$0.00		
73	General Outreach [not yet allocated to specific items] ordered 5/22 to balance budget	\$0.00	\$2,955.00	\$7,110.64		
74	Use 78 and Inv \$1,645.00 to \$1,481.87 to compensate for problems w final 4 Imprint Inv \$259 4/24/24					
75	Total Outreach Expenditures	\$15,635.24	\$14,455.00	\$18,610.64		
76						
77						
78	Election Expenditures	Ytd Spent				
79	Westfield for Rose Goldwater Cmrit Cntr 6/18/23 NC Election Venue (RO)	\$750.00	\$1,000.00	\$1,000.00		
80						
81	Total Election Expenditures	\$750.00	\$1,000.00	\$1,000.00		
82						
83						
84	Neighborhood Purposes Grants (NPG) Expenditures Category					
85						
86	West Valley Food Party [BAC 6-23-063 Passed 10/12/23]	\$2,000.00	\$5,000.00	\$5,000.00		
87	West Valley Food Party [BAC 6-23-063] Ctr Permenantly Denied 10/26/23	(\$2,000.00)				
88	Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00				
89	Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00				
90	Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00				
91	Total of Previous Approved NPGs as of 2/15/24	\$0.00	\$0.00	\$0.00		
92	Friends of Calabash, Inc, dba Calabash PTO [BAC 03 (24-029) 3/13/24 Agenda]	\$3,000.00				
93	Total of NPGs Approved and Funded through 3/13/24	\$0.00				
94	\$8,000 April & May NPG's not prev budgeted for:	\$0.00				
95	WV IMCA Food Pnt NPG NPG \$3,000 6 (24-02) 4/10/24 Agenda	\$3,000.00				
96	New Friends Homeless Cntr Feed Prgrm NPG \$1,500 7 (24-43) 4/10/24 Agenda	\$1,500.00				
97	New Friends Homeless Cntr Feed Prgrm NPG [City Clerk Perm Denied 05/24/24]	(\$1,500.00)				
98	\$3,000 for LAMP Foundation NPG 3 (24-048) 5/08/24 Agenda	\$3,000.00				
99	2000 Budget Inv for 2016: Check Collection grant processing [Project Close Date ready for May spend]	\$0.00				
100	Total NPG Expenditures (April & May NPGs Overhead \$7,500 to 2022 reallocation)	\$13,800.00	\$5,000.00	\$5,000.00		
101						
102	Community Improvement Projects (CIP) Expenditures Category	Ytd Spent				
103	Environmental Project \$300, Wagon 29-065) Ovr 90 days expired	\$0.00				
104	Homeless Project	\$0.00				
105	Public Safety Project	\$0.00				
106	Education Project [Infr \$900 to Outreach & \$100 to NPG (8/24-004) 3/13/24]	\$0.00				
107	Community Services [Infr \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00				
108						
109	Total CIP Expenditures Category	\$0.00	\$0.00	\$0.00		
110						
111						
112		F23-24 YTD Spent	24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059)	24-25 Rollover Budget Update Adopted 8/14/24 BAC 2(24-067)	July	August
113	TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$36,574.82	\$32,000.00	\$36,555.64	\$383.89	\$922.89
114	City Clerk Funding Portal Budget Reconciliation Amounts:					
115	Office/Operational Expenditures		\$11,545.00	\$11,945.00		
116	Outreach Expenditures		\$14,455.00	\$18,610.64		
117	Election Expenditures		\$1,000.00	\$1,000.00		
118	General and Operational Expenditures		\$27,000.00	\$31,555.64		
119	NPG Expenditures		\$5,000.00	\$5,000.00		
120	CIP Expenditures Category		\$0.00	\$0.00		
121	TOTAL ANNUAL BUDGET ALLOCATIONS		\$32,000.00	\$36,555.64		
122						
123	Starting Annual FY24-25 Funding		\$32,000.00	\$36,555.64		
124	Available Funds to Allocate		\$0.00	\$0.00		
125	FY: Unspent FY23-24 Funds that will Roll Over and will be available in August		\$4,555.64	\$0.00		
126	Total Avail FY 24-25 Funds		\$36,555.64	\$36,555.64		



[Print](#)

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council
 Attn: Heath Kline
 200 N Spring St
 Los Angeles CA 90012
 US
 P: 8183125601

Today's Date: 11/17/2024
User Name:

Invoices from 10/18/2024 to 11/17/2024

Date	Description	Charge Amount	Credit Amount
11/10/2024	Invoice #1731230266	\$88.00	
	Constant Contact - Email Plus		
	1501-2500 Contacts	\$88.00	
	Highest contact count: 1625		
	From 10/10/2024 to 11/10/2024		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Woodland Hills-Warner Center Neighborhood Council
Attn: Heath Kline
200 N Spring St
Los Angeles CA 90012
US
P: 8183125601

Today's Date: 11/17/2024
User Name:

Payments from 10/18/2024 to 11/17/2024

Date	Description	Charge Amount	Credit Amount
11-10-2024 04:17:48 AM	Payment - Credit Card (MasterCard) *****7237		\$88.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
 3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Masha Dowell	Area 2 Business	X						
Peter Haber	Area 2 C. B. O.	X						
Vacant	Area 2 Alternate							
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business				X			
Harout Aristakessian	Area 3 C. B. O.	X						
Jayce Baron	Area 3 Alternate	X						
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Steve Sommers	Area 5 Residential	X						
Julie Waltrip	Area 5 Business	X						
Vacant	Area 5 C. B. O.							
Vacant	Area 5 Alternate							
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Vacant	Area 6 C. B. O.							
Vacant	Area 6 Alternate							
Kate Kennedy	Area 7 Residential	X						
Rosaleen O'Sullivan	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.				X			
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 13	Total:	19	0	0	2	1	0	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**

Row	B	R	R1	R2	F	G
WHWCNC FY2024-2025 Budget Allocation & Spending Through 8/18/24						
Line #		F23-24 YTD Spent	24-25 Starting Budget Adopted 6/12/24 BAC (2/24-059)	24-25 Rollover Budget Update Adopted 8/14/24 BAC (2/24-067)	Monthly July	Spending August
1	Admin Packet & Budget Adopted June 12, 2024 BAC 2 (24-059)					
2	Rollover Funds-Supplemental Funds Reallocation Aug 14, 2024 BAC 2 (24-067)					
3						
4						
5						
6						
7						
8						
9	Annual Budget Funds		\$32,000.00	\$32,000.00		
10	Rollover Funds [RO-Supplemental Funds Reallocation]			\$4,555.64		
11						
12						
13						
14	Total Adjustments					
15	Total Annual Budget Funds		\$32,000.00	\$36,555.64		
16						
17						
18	Office/Operational Expenditures Category	FY 23-24 Ytd Spent	24-25 Starting Budget Adopted 6/12/24 BAC (2/24-059)	24-25 Rollover Budget Proposed 8/14/24 BAC (2/24-067)		
19						
20	Space Rental Board Meetings	\$414.00	\$1,200.00	\$1,200.00		
21	NC Storage StorQuest	\$2,972.00	\$3,300.00	\$3,700.00	\$271.00	\$310.00
22	Phone System - Grasshopper SaaS	\$377.98	\$430.00	\$430.00	\$31.89	\$31.89
23	Adjustment- Sent NC expenses PA by City Clerk during credit card transaction	(2,130.54)				
24	Adjustment- Out NC expenses Pd by City Clerk during credit card transaction	(\$268.00)				
25	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)				
26	Constant Contact SaaS	\$891.00	\$1,400.00	\$1,400.00	\$81.00	\$81.00
27	Software Lic Renewals & Updates	\$45.99	\$200.00	\$200.00		
28	Mail Box Rental (UPS PMB) [Increase 5/5/09/24]	\$516.00	\$550.00	\$550.00		
29	General Office Supplies, Copies and Printing	\$108.29	\$400.00	\$400.00		
30	Paper and Ink	\$0.00	\$400.00	\$400.00		
31	Email and Web Hosting and Support (RO Funds) 7 (24-033) March 13 24 agenda	\$788.98	\$1,200.00	\$1,200.00		
32	Zoom Virtual Meet SaaS. 7 (24-033) March 13 24 agenda [Rec'd DONE Inv 5/30/24]	\$387.48	\$400.00	\$400.00		
33						
34	Water & Refreshments For NC Board/Committee Meetings & Activities	\$753.40	\$400.00	\$400.00		
35	Board Retreat Expenses (Requires Board Motion & BAC)	\$0.00	\$800.00	\$800.00		
36	S&B1 Hybrid Meeting Equip 2 Meet Owls, 1 Comp & Acas [24-047] May 8 \$5,038.31	\$0.00				
37	WiFi Pending Post Due Verizon Wireless Hotspot-Contested 5/24/23	\$0.00	\$865.00	\$865.00		
38						
39	Total Office/Operational Expenditures	\$6,389.58	\$11,545.00	\$11,945.00		
40						
41						
42	Outreach Expenditures Category					
43						
44	Cong of Neighborhoods \$500 [Approved] [24-068] 8/14/24	Ytd Spent	\$581.00	\$500.00	\$500.00	Sub 8/18/24 \$500.00
45	Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23	\$500.00	\$500.00	\$500.00		
46	Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23	\$870.53	\$1,000.00	\$1,000.00		
47	HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,484.85	\$0.00	\$0.00		
48	Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00	\$3,500.00	\$3,500.00		
49	One Generation Sr Fair Outreach Booth [BAC 11 24-023] 3/15/24	\$1,000.00	\$1,000.00	\$1,000.00		
50		\$0.00				
51	Outreach Printing & Banners: Minkman Press or alt printer 2000 4/4 4-69 Rack Cards 4 - (24-030) 3/7	\$117.55	\$500.00	\$500.00		
52						
53	SWAG: 4mprint NC Branded promo items upto \$5,000 as follows 5 (24-031) 3/13/24	\$0.00	\$2,500.00	\$2,500.00		
54	432,000 WHWCNC 3"x4" Branded Sticky Pads up to \$1,000 (\$0.30 each + tax & shipping) 5937.71	\$852.30				
55	1,900 Green WHWCNC Branded Value Grocery Tote up to \$1,000 (\$0.21 each + \$0.00 up, tax & shipping) 3980.48	\$902.14				
56	1,100 WHWCNC Branded Hand Pans up to \$0.75 (\$0.36 + \$0.39 up, tax & shipping) 5747.46	\$679.01				
57	4,100 WHWCNC Branded Sponges up to \$1,000 (\$0.25 each + \$0.00 up, tax & shipping) 5953.63	\$913.69				
58	4,825 WHWCNC Branded Power Clips up to \$950 (\$0.86 each + \$55 up, tax & shipping) 5833.67	\$833.67				
59	5/30/24 Budget reallocation to various vendors, having occurred prior to final inv. 868.12 Cont 5819.19	(Total \$2,180.81)				
60	4 Imprint Difference between 1st WH Inv and final CC change PO# inv of 548.93					
61	NC Logos: T-Shirts \$2500 [Item 6 (24-021) March 13 24 Agenda]	\$0.00	\$0.00	\$0.00		
62	a) 50 100 AMR APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES 9-XL NC LOGO 898.21	\$599.21				
63	b) 100 500 AMR APPAREL COTTON T-SHIRTS - GREEN SIZES 9-XL NC LOGO (PROD 547) \$116.70	\$115.72				
64	c) 100 500 AMR APPAREL COTTON T-SHIRTS - RED SIZES 9-XL NC LOGO (PROD 548) \$116.70	\$115.72				
65	d) 100 500 AMR APPAREL COTTON T-SHIRTS - NAVY SIZES 9-XL NC LOGO (PROD 549) \$116.70	\$115.72				
66	e) 100 500 AMR APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES 9-XL NC LOGO (PROD 550) \$116.70	\$115.72				
67	\$1,000 Original w/ Order Mkt. 12/24/23 Due on Completion in April, Reorder 247.58 Extra Fund 5/30/24	(Total \$2,312.42)				
68	Social Media	\$0.00	\$1,000.00	\$1,000.00		
69	Local WH-WC Advertising: Warner Center News	\$0.00	\$1,000.00	\$1,000.00		
70	Website Hosting [Moved to Office/Operational Expenditures Category]	\$19.99	\$0.00	\$0.00		
71	Website Webmaster (523 - LSC) (to VC Center's) above on 2/15/24	\$0.00	\$0.00	\$0.00		
72	General Outreach [has Banners \$200 not funded/Has Hand cart 174.81 2 (24-046)]	\$128.09	\$0.00	\$0.00		
73	General Outreach [not yet allocated to specific items] ordered 5/22 to balance budget	\$0.00	\$2,955.00	\$7,110.64		
74	Use 78 and Inv \$1,645.00 to \$1,481.87 to compensate for problems w final 4 Imprint inv \$259 4/24/24					
75	Total Outreach Expenditures	\$15,635.24	\$14,455.00	\$18,610.64		
76						
77						
78	Election Expenditures					
79	Westfield for Rose Goldwater Cmrit Cntr 6/18/23 NC Election Venue (RO)	Ytd Spent	\$750.00	\$1,000.00	\$1,000.00	
80						
81	Total Election Expenditures	\$750.00	\$1,000.00	\$1,000.00		
82						
83						
84	Neighborhood Purposes Grants (NPG) Expenditures Category					
85						
86	West Valley Food Party [BAC 6-23-063 Passed 10/12/23]	\$2,000.00	\$5,000.00	\$5,000.00		
87	West Valley Food Party [BAC 6-23-063] Ctr Permenantly Denied 10/26/23	(\$2,000.00)				
88	Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00				
89	Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00				
90	Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00				
91	Total of Previous Approved NPGs as of 2/15/24	\$0.00	\$0.00	\$0.00		
92	Friends of Calabash, Inc, dba Calabash PTO [BAC 03 (24-029) 3/13/24 Agenda]	\$3,000.00				
93	Total of NPGs Approved and Funded through 3/13/24	\$0.00				
94	\$8,000 April & May NPG's not prev budgeted for:	\$0.00				
95	WV FMCA Food Dist Prgm NPG \$3,000 6 (24-02) 4/10/24 Agenda	\$3,000.00				
96	New Friends Homeless Cntr Feed Prgm NPG \$1,500 7 (24-03) 4/10/24 Agenda	\$1,500.00				
97	New Friends Homeless Cntr Feed Prgm NPG [City Clerk Perm Denied 05/24/24]	(\$1,500.00)				
98	\$3,000 for LAMP Foundation NPG 3 (24-048) 5/08/24 Agenda	\$3,000.00				
99	2000 Budget Inv for 2016-2018 Clean Community grant [pending approval from City Clerk ready for May spend]	\$0.00				
100	Total NPG Expenditures (April & May NPGs Overhead \$7,500 to 2022 reallocation)	\$13,800.00	\$5,000.00	\$5,000.00		
101		NPG Totals				
102						
103	Community Improvement Projects (CIP) Expenditures Category	Ytd Spent				
104	Environmental Project \$300, Wagon 29-065) Ovr 90 days expired	\$0.00				
105	Homeless Project	\$0.00				
106	Public Safety Project	\$0.00				
107	Education Project [Infr \$900 to Outreach & \$100 to NPG (8/24-004) 3/13/24]	\$0.00				
108	Community Services [Infr \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00				
109	Total CIP Expenditures Category	\$0.00	\$0.00	\$0.00		
110						
111						
112		F23-24 YTD Spent	24-25 Starting Budget Adopted 6/12/24 BAC (2/24-059)	24-25 Rollover Budget Update Adopted 8/14/24 BAC (2/24-067)	July	August
113	TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$36,574.82	\$32,000.00	\$36,555.64	\$383.89	\$922.89
114	City Clerk Funding Portal Budget Reconciliation Amounts:					
115	Office/Operational Expenditures		\$11,545.00	\$11,945.00		
116	Outreach Expenditures		\$14,455.00	\$18,610.64		
117	Election Expenditures		\$1,000.00	\$1,000.00		
118	General and Operational Expenditures		\$27,000.00	\$31,555.64		
119	NPG Expenditures		\$5,000.00	\$5,000.00		
120	CIP Expenditures Category		\$0.00	\$0.00		
121	TOTAL ANNUAL BUDGET ALLOCATIONS		\$32,000.00	\$36,555.64		
122						
123	Starting Annual FY24-25 Funding		\$32,000.00	\$36,555.64		
124	Available Funds to Allocate		\$0.00	\$0.00		
125	FY: Unspent FY23-24 Funds that will Roll Over and will be available in August		\$4,555.64	\$0.00		
126	Total Avail FY 24-25 Funds		\$36,555.64	\$36,555.64		



Account Information

WHWCNC
Dena Weiss
20929 Ventura Boulevard
Woodland Hills, CA 91364, US

Bill Date: 11/12/24
Usage Period: 10/12/24 - 11/12/24

Charges Summary

Previous Invoice Amount: \$31.39
Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$1.37
Sms Charges \$0.00
Taxes & Surcharges \$5.68
Federal USF \$2.52
Total Charges: \$31.57
Debits & Credits \$0.00
Payments \$31.57
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.
That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

Payments & Credits		
Date	Detail	Payment/Credit
11/12/24	Monthly Payment, Paid on Master Card ending in 7237	\$31.57
Total Payments & Credits:		\$31.57

Recurring Charges		
Current Period		
Pay As You Grow Plan, 11/12/24 - 12/12/24	\$12.00	
Voicemail Transcription, 11/12/24 - 12/12/24	\$10.00	
Total Recurring Charges:		\$22.00

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	23.1	23.1 minutes	0.059	\$1.37	
Total Minute Charges:						\$1.37

Taxes & Surcharges		
Type	Detail	Charge
Tax	CA PUC Fee	\$0.10
Tax	FCC Regulatory Fee (Wireline)	\$0.03
Tax	Utility Users Tax	\$1.80
Surcharge	Regulatory Recovery Fee	\$3.75
Total Taxes & Surcharges:		\$5.68

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$2.52
Total Federal USF Contributions:		\$2.52

Summary of Minute Charges

By Number		
Number	Total Minutes	
+18186399444	23.1	
Total Minutes Used:		23.1

Explanation of Terms

Domestic: Calls that are placed inside the United States and its provinces.

Off Shore: Calls placed outside of U.S. borders.

International: Calls placed from a country other than the U.S.

Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

Voice Over: Use of voice talents for recording of main greeting or extensions.

Bonus Minutes: Extra minutes that are credited to your account.

Set Up Support: Help setting up your account and customizing your features.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **August 14, 2024**

Budget Fiscal Year: **2024-2025**

Agenda Item No: **02 (24-068) Motion to Approve Budget Reallocation for Rollover Funds & StorQuest**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: the Treasurer is directed to use and file a new updated budget with City Clerk:
 1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15] for receipt of FY23-24 Rollover Funds;
 2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
 3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

-Resigned Vacant

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Masha Dowell	Area 2 Business	X						
Peter Haber	Area 2 C. B. O.	X						
Vacant	Area 2 Alternate							
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business				X			
Harout Aristakessian	Area 3 C. B. O.	X						
Jayce Baron	Area 3 Alternate	X						
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Steve Sommers	Area 5 Residential	X						
Julie Waltrip	Area 5 Business	X						
Vacant	Area 5 C. B. O.							
Vacant	Area 5 Alternate							
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Vacant	Area 6 C. B. O.							
Vacant	Area 6 Alternate							
Kate Kennedy	Area 7 Residential	X						
Rosaleen O'Sullivan	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.				X			
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 13	Total:	19	0	0	2	1	0	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **August 14, 2024**

Date: **August 14, 2024**

Row	B	R	R1	R2	F	G
WHWCNC FY2024-2025 Budget Allocation & Spending Through 8/18/24						
Line #		F23-24 YTD Spent	24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059)	24-25 Rollover Budget Update Adopted 8/14/24 BAC 2(24-067)	Monthly July	Spending August
1	Admin Packet & Budget Adopted June 12, 2024 BAC 2 (24-059)					
2	Rollover Funds-Supplemental Funds Reallocation Aug 14, 2024 BAC 2 (24-067) Adopted					
3						
4						
5						
6						
7						
8						
9	Annual Budget Funds		\$32,000.00	\$32,000.00		
10	Rollover Funds [RO-Supplemental Funds Reallocation]			\$4,555.64		
11						
12						
13						
14	Total Adjustments					
15	Total Annual Budget Funds		\$32,000.00	\$36,555.64		
16						
17						
18	Office/Operational Expenditures Category	FY 23-24 Ytd Spent	24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059)	24-25 Rollover Budget Proposed 8/14/24 BAC 2(24-067)		
19						
20	Space Rental Board Meetings	\$414.00	\$1,200.00	\$1,200.00		
21	NC Storage StorQuest	\$2,972.00	\$3,300.00	\$3,700.00	\$271.00	\$310.00
22	Phone System - Grasshopper SaaS	\$377.98	\$430.00	\$430.00	\$31.89	\$31.89
23	Adjustment- Sent NC expenses PA by City Clerk during credit card transaction	(2,130.54)				
24	Adjustment- Out NC expenses Pd by City Clerk during credit card transaction	(\$268.00)				
25	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)				
26	Constant Contact SaaS	\$891.00	\$1,400.00	\$1,400.00	\$81.00	\$81.00
27	Software Lic Renewals & Updates	\$45.99	\$200.00	\$200.00		
28	Mail Box Rental (UPS PMB) [Increase 5/5/09/24]	\$516.00	\$550.00	\$550.00		
29	General Office Supplies, Copies and Printing	\$108.29	\$400.00	\$400.00		
30	Paper and Ink	\$0.00	\$400.00	\$400.00		
31	Email and Web Hosting and Support (RO Funds) 7 (24-033) March 13 24 agenda	\$788.98	\$1,200.00	\$1,200.00		
32	Zoom Virtual Meet SaaS. 7 (24-033) March 13 24 agenda [Rec'd DONE Inv 5/30/24]	\$387.48	\$400.00	\$400.00		
33						
34	Water & Refreshments For NC Board/Committee Meetings & Activities	\$753.40	\$400.00	\$400.00		
35	Board Retreat Expenses (Requires Board Motion & BAC)	\$0.00	\$800.00	\$800.00		
36	S&B Hybrid Meeting Equip 2 Meet Owls, 1 Comp & Acas [24-047] May 8 \$5,038.31	\$0.00				
37	WiFi Pending Post Due Verizon Wireless Hotspot-Contested 5/24/23	\$0.00	\$865.00	\$865.00		
38						
39	Total Office/Operational Expenditures	\$6,389.58	\$11,545.00	\$11,945.00		
40						
41						
42	Outreach Expenditures Category	Ytd Spent				Sub 8/18/24
43						\$500.00
44	Cong of Neighborhoods \$500 [Approved] [24-068] 8/14/24	\$581.00	\$500.00	\$500.00		
45	Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23	\$500.00	\$500.00	\$500.00		
46	Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23	\$870.53	\$1,000.00	\$1,000.00		
47	HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,484.85	\$0.00	\$0.00		
48	Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00	\$3,500.00	\$3,500.00		
49	One Generation Sr Fair Outreach Booth [BAC 11 24-023] 3/15/24	\$1,000.00	\$1,000.00	\$1,000.00		
50		\$0.00				
51	Outreach Printing & Banners: Miniman Press or alt printer 2000 4/4 4/9 Rack Cards 4 - (24-030) 3/7	\$117.55	\$500.00	\$500.00		
52						
53	SWAG: 4Imprint NC Branded promo items upto \$5,000 as follows 5 (24-011) 3/13/24	\$0.00	\$2,500.00	\$2,500.00		
54	432,000 WHWCNC 3"x4" Branded Sticky Pads up to \$1,000 (\$0.30 each + tax & shipping) 5917.71	\$852.30				
55	1,900 Green WHWCNC Branded Value Grocery Tote up to \$1,000 (\$0.21 each + \$0.00 up, tax & shipping) 3980.48	\$902.14				
56	1,100 WHWCNC Branded Hand Pans up to \$0.75 (\$0.36 + \$0.39 up, tax & shipping) 5747.46	\$679.01				
57	4,100 WHWCNC Branded Sponges up to \$1,000 (\$0.25 each + \$0.00 up, tax & shipping) 5915.63	\$913.69				
58	4,825 WHWCNC Branded Power Clips up to \$950 (\$0.86 each + \$55 up, tax & shipping) 5819.19	\$833.67				
59	5/30/24 Budget reallocation to various vendors, funding provided prior to final inv. 868.12 Cont 5819.19					
60	4 Imprent Difference between 1st WH Inv and final CC change PO# inv of 548.93					
61	NC Logos: T-Shirts \$2500 [Item 6 (24-021) March 13 24 Agenda]	\$0.00	\$0.00	\$0.00		
62	a) 50 100 AMR APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES 9-XL NC LOGO 898.21	\$599.21				
63	b) 100 100 AMR APPAREL COTTON T-SHIRTS - GREEN SIZES 9-XL NC LOGO (PROD 5/11/23)	\$115.72				
64	c) 100 100 AMR APPAREL COTTON T-SHIRTS - RED SIZES 9-XL NC LOGO (PROD 5/11/23)	\$565.45				
65	d) 100 100 AMR APPAREL COTTON T-SHIRTS - NAVY SIZES 9-XL NC LOGO (PROD 5/11/23)	\$885.84				
66	\$1,000 Original w/ Order Mkt. 12/24/23 Due on Completion in April, Reorder 247.58 Excess Fund 5/30/24					
67						
68	Social Media	\$0.00	\$1,000.00	\$1,000.00		
69	Local WH-WC Advertising: Warner Center News	\$0.00	\$1,000.00	\$1,000.00		
70	Website Hosting [Moved to Office/Operational Expenditures Category]	\$19.99	\$0.00	\$0.00		
71	Website Webmaster (5/23 - 5/24) - SR to VC Contract above on 2/15/24	\$0.00	\$0.00	\$0.00		
72	General Outreach [see Banners 5/30 not funded/Plan Hand 4/17/24: 2 (24-046)]	\$128.09	\$0.00	\$0.00		
73	General Outreach [not yet allocated to specific items] ordered 5/22 to balance budget	\$0.00	\$2,955.00	\$7,110.64		
74	Use 78 and Inv \$1,645.00 to \$1,481.87 to compensate for proforma w final 4 Imprent inv 12/29 4/24 WK					
75	Total Outreach Expenditures	\$15,635.24	\$14,455.00	\$18,610.64		
76						
77						
78	Election Expenditures	Ytd Spent				
79	Westfield for Rose Goldwater Cmrit Cntr 6/18/23 NC Election Venue (RO)	\$750.00	\$1,000.00	\$1,000.00		
80						
81	Total Election Expenditures	\$750.00	\$1,000.00	\$1,000.00		
82						
83						
84	Neighborhood Purposes Grants (NPG) Expenditures Category					
85						
86	West Valley Food Party [BAC 6-23-063 Passed 10/12/23]	\$2,000.00	\$5,000.00	\$5,000.00		
87	West Valley Food Party [BAC 6-23-063] CIP Permenantly Denied 10/26/23	(\$2,000.00)				
88	Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00				
89	Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00				
90	Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00				
91	Total of Previous Approved NPGs as of 2/15/24	\$0.00	\$0.00	\$0.00		
92	Friends of Calabash, Inc, dba Calabash PTO [BAC 03 (24-029) 3/13/24 Agenda]	\$3,000.00				
93	Total of NPGs Approved and Funded through 3/13/24	\$0.00				
94	\$8,000 April & May NPG's not prev budgeted for:	\$0.00				
95	WV FMCA Food Dist Prgm NPG \$3,000 6 (24-02) 4/10/24 Agenda	\$3,000.00				
96	New Friends Homeless Cntr Feed Prgm NPG \$1,500 7 (24-43) 4/10/24 Agenda	\$1,500.00				
97	New Friends Homeless Cntr Feed Prgm NPG [City Clerk Perm Denied 05/24/24]	(\$1,500.00)				
98	\$3,000 for LARD Foundation NPG 3 (24-048) 5/08/24 Agenda	\$3,000.00				
99	1000 Budget Inv for 2024: Check Collection grant processing [Project Close Date ready for May spend]	\$0.00				
100	Total NPG Expenditures (April & May NPGs Overhead \$7,500 to 1992 reallocation)	\$13,800.00	\$5,000.00	\$5,000.00		
101						
102	Community Improvement Projects (CIP) Expenditures Category	Ytd Spent				
103	Environmental Project \$300, Wagon 29-065) Ovr 90 days expired	\$0.00				
104	Homeless Project	\$0.00				
105	Public Safety Project	\$0.00				
106	Education Project [Infr \$900 to Outreach & \$100 to NPG (8/24-004) 3/13/24]	\$0.00				
107	Community Services [Infr \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00				
108						
109	Total CIP Expenditures Category	\$0.00	\$0.00	\$0.00		
110						
111						
112		F23-24 YTD Spent	24-25 Starting Budget Adopted 6/12/24 BAC 2(24-059)	24-25 Rollover Budget Update Adopted 8/14/24 BAC 2(24-067)	July	August
113	TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$36,574.82	\$32,000.00	\$36,555.64	\$383.89	\$922.89
114	City Clerk Funding Portal Budget Reconciliation Amounts:					
115	Office/Operational Expenditures		\$11,545.00	\$11,945.00		
116	Outreach Expenditures		\$14,455.00	\$18,610.64		
117	Election Expenditures		\$1,000.00	\$1,000.00		
118	General and Operational Expenditures		\$27,000.00	\$31,555.64		
119	NPG Expenditures		\$5,000.00	\$5,000.00		
120	CIP Expenditures Category		\$0.00	\$0.00		
121	TOTAL ANNUAL BUDGET ALLOCATIONS		\$32,000.00	\$36,555.64		
122						
123	Starting Annual FY24-25 Funding		\$32,000.00	\$36,555.64		
124	Available Funds to Allocate		\$0.00	\$0.00		
125	FY: Unspent FY23-24 Funds that will Roll Over and will be available in August		\$4,555.64	\$0.00		
126	Total Avail FY 24-25 Funds		\$36,555.64	\$36,555.64		

Item No. 2

**Motion to Approve Elie El Habr for
the Area 2 Alternate position**

Item No. 3

Education Committee

**Motion to Approve \$2000.00 NPG for Woodlake
Elementary Community Charter School**

PTSA

Item No. 4

Public Safety Committee

**Motion to Approve Public Safety Committee Hosting
KravGirl Safety Event**

Item No. 5

Homeless & Public Health Committee

Motion to Support CIS from WHWCNC re: CF19-1020



To our Los Angeles Councilmembers,

Council file 19-1020 was unanimously passed in 2019 to create a commission comprised of vetted individuals with the lived experience of homelessness. The commission would advise on policies on the housing crisis in Los Angeles specifically with our unhoused neighbors. The council file that was introduced by former President Mike Bonin and seconded by Councilmember Harris-Dawson has since been abandoned and now has a quickly approaching expiration date of November 18, 2024.

The conversation has arisen in the neighborhood councils in Los Angeles. Within the last month, Reseda, Mid City, and Sherman Oaks neighborhood councils have all filed community impact statements with the city clerks office in addition to a previous letter of support from LAHSA, who has it's own successful advisory board, in 2023.

With Mayor Karen Bass and our county Board of Supervisors declaring the homeless crisis a state of emergency, it's blatant that we no longer have the time to not include those most impacted by the decisions we're making.

The term "lived experience" can be interchanged with any group of people. Parents of lived experience, LGBTQ+ people of lived experience, the live experience of African Americans, or the lived experience of women. As a society, we cannot continue to treat unhoused people as subhuman. We are all interconnected on this issue and we all need to work together to see results and who better to ask than the people we are serving.

The work has already been done to pass the council file. We encourage you to bring this commission into fruition immediately. It's time we listen to the people experiencing the problem first hand to strategize and get the results we're all looking for.

Whether we can act before the November deadline or get an extension, we have to put people first before politics.

In community,

The Homeless & Social Justice Advocacy Committee,
Woodland Hills Warner Center Neighborhood Council

MOTION

Homelessness is a tremendous crisis for Los Angeles, reaching into nearly every neighborhood and demographic of our city. Tens of thousands of people sleep on our streets, and hundreds of them die there each year.

Over the past several years, government and philanthropic organizations have created an array of new programs, hired staff, begun to build and open new facilities, and invested billions of dollars to address this crisis. At meetings of the City Council and its various committees, we routinely hear about our programs and policies from government officials, non-profit executives, business associations, neighborhood councils, homeowners, developers, and activists from a variety of organizations and perspectives.

One voice, however, has been largely missing: the voice of people who are homeless, or have recently been homeless. As a result, elected officials and policymakers only rarely hear when programs fail to work as advertised, when resources and staff are misaligned, how new ordinances impact people who are homeless, or how sexism, homophobia, and institutional racism impact services.

The lack of a regular, consistent and prominent platform for the voices of people who are or have been homeless inevitably bakes stigma, stereotype, and paternalism into the legislative and administrative process. It leads to misinformed policy-making, faulty program development, and poor budgeting decisions. It impairs efforts to reduce or end homelessness, and, as a result, causes harm to people who are homelessness. We set ourselves up for failure if we fail to take into account the experience of people who have been homeless. Programs that sound good on paper or in a City Council meeting may not work given the complexities of being without housing.

To broaden their perspective on important policy issues, and to increase the voices of constituencies into decision-making that impacts them, City officials have created standing commissions and advisory councils, such as the Commission on the Status of Women, the Commission on Disability, the Commission on Community and Family Services, the Native American Indian Commission, and the Transgender Advisory Council. It is both necessary and beneficial to do the same for the issue of homelessness, creating a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles.

To be effective, such a commission would need to be properly resourced and funded, be representative of the diversity of the city's homelessness population, and reflect the demographics of the city's homelessness population.

I THEREFORE MOVE that the Chief Legislative Analyst, with the assistance of other departments of agencies as appropriate, make recommendations to the City Council on the most effective

SEP 04 2019



way to establish a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles.

I FURTHER MOVE that the recommendations include the following considerations:

- The size of the commission, length of terms of service, and the appointing authority.
- Potential changes to ordinances, administrative code, and/or City Council rules to form the commission, and to insure that it can have reports heard and considered by the City, and that its members can be granted time to speak on legislative and budgetary matters impacting homelessness.
- Requirements to represent different segments of the diverse homeless population in Los Angeles, including people with different levels of acuity, length of time homeless, experience with economic hardship, substance abuse, domestic violence, or mental or physical disability, and other factors.
- Requirements to be reflective of the demographics of the city's homeless population, accounting for the dramatic over-representation of African-Americans in our homelessness population, and including proper representation for seniors, veterans, women, immigrants, youth, and transgender communities, among others.
- Appropriate funding and resources, including dedicated staff time, training, access to materials and technological resources, and stipends or honoraria for service.

I FURTHER MOVE that, in crafting recommendations, CLA consult with people who are or have been homeless in Los Angeles, with people who have served on "lived experience" advisory commissions in Austin, Texas, and Vancouver, Canada, and other jurisdictions, and with resources outlining best practices in forming advisory committees of lived experience.

Presented by _____


MIKE BONIN
11th District

Seconded by _____



ORIGINAL

**REPORT OF THE
CHIEF LEGISLATIVE ANALYST**

DATE: March 30, 2022

TO: Honorable Members of the Los Angeles City Council

FROM: Sharon M. Tso 
Chief Legislative Analyst

Council File No: 19-1020
Assignment No: 20-02-0212

Commission on Lived Experience with Homelessness

SUMMARY

Motion (Bonin – Harris-Dawson) (CF 19-1020) instructed the Chief Legislative Analyst (CLA), with assistance of other departments and agencies as appropriate, to make recommendations on the most effective method of establishing a Commission on Lived Experience with Homelessness (Commission) composed of individuals with current or past experience with homelessness to advise the City of Los Angeles. The Motion instructed the CLA to consult with persons who are or have been homeless in Los Angeles and persons who serve on lived experience advisory commissions in other jurisdictions.

This report provides recommendations and options relating to the structure of the proposed Commission as well as consideration of best practices to address barriers and challenges that the Commission may face, consistent with the Motion and Strategy 1 of the City's Enhanced Comprehensive Homeless Strategy. The report also provides preliminary estimates for the budgetary resources required for the establishment of the Commission.

RECOMMENDATIONS

That the City Council:

1. Request the City Attorney, with assistance of the CLA, to prepare and present an ordinance to establish a Commission on Lived Experience with Homelessness under the Civil, Human Rights and Equity Department (CHRED), with an advisory role as outlined in the "Jurisdiction and Responsibilities of the Proposed Commission" section of this report and the following structure:
 - a. Fifteen seats;
 - b. Representative seats for: a Chronically Homeless Representative, a Mental Health Representative, a Chronic Illness/Substance Abuse Representative, a Supportive Housing Representative, an Unsheltered Representative, a Physical Disability Representative, a Female Representative, a Youth Representative, an LGBTQ+ Representative, five Geographic Representatives, and a Veteran Representative; and
 - c. Two-year staggered terms;

2. Instruct the City Administrative Officer (CAO) to report with the budgetary and staffing resources necessary for the establishment of a Commission on Lived Experience with Homelessness with the scope of work proposed by Council, and to identify a source of funding for the Commission; and
3. Instruct the CAO and CHRED, with assistance of the CLA, to prepare a Request for Proposals (RFP) for trauma-informed mediation, support, and training services for the Commission.

FISCAL IMPACT

There is no General Fund impact as a result of the recommendations in this report.

BACKGROUND

As noted by Motion (Bonin – Harris-Dawson), commissions and advisory councils are established by governmental agencies to broaden legislators’ perspective on policy issues and to increase the voices of constituencies in the decision-making impacting them.

Governmental and non-profit agencies throughout the country have formed advisory commissions, boards, or committees to specifically provide input on issues relating to homelessness. In some cases, participation by persons who are homeless or who have experienced homelessness is required in the administration of grant awards. These programs include the Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program administered by the federal Department of Housing and Urban Development (HUD). A significant number of existing lived experience bodies serve as committees for CoC boards. Several lived experience boards, commissions, or committees have also been established by advocacy organizations to provide input on matters relating to homelessness.

The Enhanced Comprehensive Homeless Strategy, adopted by the City on March 19, 2019, recommends the establishment of a lived experience working group and includes consultation with persons with lived experience with homelessness under several strategies. LAHSA currently operates and administers two homelessness lived experience bodies: the Lived Experience Advisory Board (LEAB) and the Homeless Youth Forum of Los Angeles (HYFLA). These bodies are comprised of individuals with lived experience of homelessness who advise LAHSA and its partners in support of their efforts to end homelessness, and to ensure that the voice of those with lived experience is incorporated throughout the Los Angeles homelessness response system. This objective is achieved through review of policy development, policy implementation, and data. The feedback received helps to identify strengths and gaps in policy and programs. LEAB and HYFLA also serve to provide a representative voice for persons with lived experience with homelessness before other agencies. A Commission on Lived Experience with Homelessness would serve a similar function for the City. Persons with lived experience have been provided seats in other bodies including the Los Angeles CoC Board, the Coordinated Entry System (CES) Policy Council, and the Regional Homelessness Advisory Council. The City currently consults with LEAB and HYFLA on an ad hoc basis to receive lived experience input on City policies. Non-profit organizations including the Downtown Women’s Center (DWC) and Center for Supportive Housing (CSH) have also established and operate lived experience bodies.

LAHSA has further acknowledged the significance of lived experience as well as the unique challenges faced by certain subpopulations through the establishment of the Ad Hoc Committee on Women and Homelessness in 2016 and Ad Hoc Committee on Black People Experiencing Homelessness in 2017. Both committees produced reports recommending the inclusion of persons with lived experience within planning and implementation processes for homeless services.

As a part of LAHSA's governance review process, the role of lived experience bodies within LAHSA was evaluated and considered. In addition to a more clear and robust role for LEAB, the review also acknowledged the need for the inclusion of a racial justice and equity approach, lived experience representation in every governance body, and ensuring that governing bodies are reflective of characteristics of persons who experience homelessness in Los Angeles.

DISCUSSION

Motion (Bonin - Harris-Dawson) directed the CLA to make recommendations on the most effective way to establish a Commission on Lived Experience with Homelessness. Further, forming a Commission on Lived Experience with Homelessness would be consistent with Strategy 1 of the City's Enhanced Comprehensive Homeless Strategy. To establish a commission, the City Attorney should be requested to prepare and present an ordinance to establish a Commission with Lived Experience on Homelessness, including a structure and role for the proposed Commission. The recommendations included in this report provide for an advisory commission, consistent with existing City advisory commissions and other lived experience commissions at large. This report also identifies additional policy matters for Council consideration. In preparing the recommendations in this report, several existing lived experience boards and service providers were consulted and their input has been used as reference in the formation of our recommendations. As such, this report recommends a scope of advisory functions for the proposed Commission to fulfill, providing a role at each step of the policymaking process. Through discussion with lived experienced boards and commissions, as well as local advocacy organizations and service providers, a number of best practices have also been identified to further enhance the role of the proposed Commission. These best practices are included in this report for further consideration by the Council.

Jurisdiction and Responsibilities of the Proposed Commission

The proposed Commission would serve as an advisory body to the Council for matters relating to homelessness, which may include but are not limited to housing, economic development, public safety, health, and the City budget. This would include policies or programs relating to the prevention of homelessness, services provided to unhoused individuals, and supportive services offered to individuals housed in shelters, bridge housing, or supportive housing.

As a lived experience advisory board, the Commission would leverage their experience with homelessness to provide insight and be a resource to the City Council and City departments. The Commission's responsibilities would be to evaluate, provide input, or propose policies on matters relating to homelessness. This would include providing technical assistance, reporting, and evaluation of existing and proposed programs, practices, and policies with a focus on service delivery, policy prioritization, and metrics. The Commission's expertise would be leveraged as appropriate, including roles in program and policy planning, implementation, and evaluation. To

the extent possible, the City's Homeless Coordinator should consult with the Commission and evaluate programs relating to homelessness. In order to keep the Commission informed, the Homeless Coordinator should also provide a report every six months on proposed and ongoing City programs and policies relating to homelessness.

The Commission would directly report and provide written and verbal input to the City Council and its Committees. To this effect, the Commission could be given, at the discretion of the Committee chair, a continuing placeholder to speak at meetings of the Homelessness and Poverty Committee and during the City's budget hearing process to provide input on the Homelessness budget. The Commission may also be invited to speak during meetings of the City Council. Additional action may be required upon the establishment of the Commission to amend Council Rules to effectuate this. Further, the Commission would have the ability to provide its own recommendations, whether written or verbal, on a matter under consideration by the City Council.

The Commission should also have the role of engaging the unhoused community, non-profit organizations, policy matter experts, governmental agencies, and advocates to solicit input, feedback, and public comment for matters relating to homelessness. Responsibilities should also include outreach and promotion of inclusion for persons with lived experience in City and governmental processes. The Commission should also produce an annual or bi-annual report that includes feedback on homeless policies, priorities, and metrics for the year. The Commission's report should be considered by the City Council in a timely manner following transmission to the appropriate Council File.

Commission Governance and Structure

As noted, the Commission would be established by ordinance and would be required to include a governance structure for the Commission. The Commission may be established as an independent body or within an existing City department. Establishing the Commission within an existing department would limit the need for support staff and streamline the establishment of the Commission. As the subject of this Commission is consistent with the scope and jurisdiction of the Civil, Human Rights and Equity Department (CHRED), our Office recommends the Commission be established under CHRED. The ordinance should additionally provide for the creation of bylaws to govern the Commission (Commission Bylaws). The Commission Bylaws would be created, amended, and rescinded by the Commission to govern Commission proceedings and regulations not covered by ordinance.

The Motion (Bonin – Harris-Dawson) requested that the recommendations provided include consideration of Commission structure with a focus on representation of different segments of the diverse homeless population and the demographics of the City. The following provides an overview of policy matters and recommendations relative to the structure of the Commission for Council consideration.

Eligibility for the Commission

For the purpose of the proposed Commission, the definition of "homelessness" or "homeless individual" should be consistent with the definition provided in the McKinney-Vento Homeless

Assistance Act (42 US Code § 11302). This will also ensure the Commission is in line with federal regulations on the inclusion of individuals with lived experience. This definition should further be clarified to include individuals that have or currently reside in transitional housing, supportive housing, affordable housing, and hotels/motels as needed. Commission appointees should also have the authority to expand or provide further specification on the definition of homelessness in the Commission Bylaws.

Size of the Commission

The number of seats that will comprise the proposed Commission may have a significant impact on the operation of the Commission. The Commission should be large enough to achieve diversity and representation goals, but must remain within a manageable size in order to make meetings both administratively feasible and to allow discussion among the Commission to remain productive. Potential challenges that may occur as commission size is increased would include difficulty meeting quorum, attendance issues, difficulty in individually contacting/notifying Commission members, fewer opportunities to speak, and an increased budget.

As a point of comparison, advisory commissions for the City of Los Angeles are comprised of between five to fifteen members. Both of LAHSA's lived experience boards have no set number of seats, which are added as the need arises to assure appropriate representation. The LEAB is currently comprised of eleven members and the HYFLA is comprised of thirteen members. Of the lived experience commissions and boards in other cities surveyed for this report, the numbers of seats ranged from approximately ten to fifteen seats. Accordingly, the Commission is recommended to be no larger than fifteen seats.

Representation on the Commission

In order to ensure diversity and representation, the Commission should be comprised of representative seats for subpopulations of homelessness. To fill a seat, an individual would be required to have the relevant lived experience for that seat. This structure would ensure the Commission represents a variety of experiences and viewpoints. The subpopulations tracked by LAHSA with the largest populations are domestic violence survivors, the chronically homeless, individuals who have experience with substance abuse, chronic illness, mental health, and the physically disabled. Accordingly, the Commission should include a seat for these subpopulations. Additional populations identified in the Motion including a youth representative, an LGBTQ+ representative, a veteran representative, and geographic representation. The geographic representation would require geographic boundaries created for the purposes of the Commission.

The following is the recommended board seat allocation:

1. Chronically Homeless Representative
2. Mental Health Representative
3. Chronic Illness/Substance Abuse Representative
4. Supportive Housing Representative
5. Unsheltered Representative
6. Physical Disability Representative
7. Female Representative

8. Youth Representative
9. LGBTQ+ Representative
10. Geographic Representatives (5)
11. Veteran Representative

The appointing authority for the Commission should also be required to consider, to the extent possible, the expertise, experience, and demographics of applicants in order to achieve representation reflecting the diversity of the homeless population in Los Angeles. Comparatively, LAHSA's lived experience bodies evaluate applicants with consideration to geographic representation, subpopulation representation, demographic representation, and system access representation.

The final size of the Commission will determine the number of seats available for representation. The higher the number of representatives, the greater diversity can be achieved.

Appointing Authority for the Commission

A majority of City commissions are appointed by the Mayor pursuant to Los Angeles Administrative Code Section 502. Due to the Commission's goal of reflective representation of the homeless population, additional consideration is required for the appointment authority.

A central appointment authority, such as the Mayor, Council President, or the Chair of the appropriate policy Committee would allow for flexibility to ensure that subpopulations and demographics are represented in a manner proportional to the Los Angeles homeless population. Conversely decentralized appointment by several appointment authorities, such as both Mayor and Council, may make it difficult to achieve representation as each appointing official would make their own separate appointment absent of any coordination to ensure representation proportionate to the homeless population in Los Angeles.

Accordingly, in order to achieve the goals of diversity and representation within the Commission, members of the Commission should be selected by an application process. Acceptance through an application process would be consistent with a majority of existing lived experience boards. In this case, applications would be accepted and evaluated by a central appointing authority, such as the Mayor or the administering City department. Following the evaluation of submitted applications, recommendations for Commission appointments would be made by the appointing authority and presented for Council approval, and Mayoral concurrence should the Department be designated the appointing authority. Upon appointment, the Commission should be directed to report on and develop an evaluation process for subsequent Commission applications. For an applications process to be most effective, a robust outreach effort should be made to encourage all potential participants to apply.

Term Length

The length of terms for the proposed Commission should be consistent with other existing City commissions, therefore two to four-year staggered terms would be appropriate. With further consideration of the Motion's instruction to include requirements to ensure the proposed Commission is reflective of the demographics of the City's homeless population, shorter terms

would allow flexibility to meet this objective relative to the variable nature of the City’s homeless population. Accordingly, this report recommends two-year staggered terms.

Best Practices for Lived Experience Commissions and Boards

As reference for this report, other jurisdictions currently operating a commission, board, or committee on lived experience with homelessness were consulted. These jurisdictions include Austin, Philadelphia, Chicago, and Santa Clara. Discussions included both support staff and members of the respective commissions. In addition, local service providers were also consulted on the establishment of the Commission and how to best address the challenges that any such effort may face. The most common input received included the need for empowerment, compensation, support, and mediation as outlined below.

Roles, Responsibilities, and Authority for Lived Experience Bodies

The most commonly identified best practice was the establishment of a Commission with explicitly defined responsibilities and a role in program and policy outcomes. Many lived experience commissions serve with a mandate to provide general input on homelessness, and the most common challenge to participation in lived experience boards is the perception that these bodies are formed to serve as a “rubber stamp” or that persons with lived experience are being “tokenized,” creating challenges to maintaining attendance and engagement.

In order to address this challenge, the Commission should have a focus on providing recommendations and strategies, rather than solely general feedback and input. City departments and offices should also be encouraged to solicit input from the Commission during the formative stages of program and policy development. Barriers to the Commission providing input, whether verbal or written, to decision-makers should be limited. In order to provide that access, the Chair of the Homelessness and Poverty Committee of the City Council, or a representative, could have the option of serving as an ex officio member of the Commission.

By providing the Commission with concrete responsibilities, the Commission would be empowered to leverage their lived experience in a manner that is mutually engaging and beneficial to the commissioners and the City. The following provides a list of potential responsibilities and practices that were identified within various commissions, boards, and bodies in Los Angeles or other jurisdictions.

- Evaluation of contracts relating to homeless services and homeless facilities
- Development of a framework for the evaluation of homeless services contracts
- Development and proposal of homeless services pilot programs
- Establishment of grant set-asides for allocation by the Commission
- Evaluation and scoring of RFPs and Request for Qualifications (RFQs) or ability to reward bonus points for RFP proposals
- Require Commission review on non-emergency ordinances relating to homelessness as a part of the legislative process
- Partner with non-profit organizations, service providers, and governmental agencies to advocate for the inclusion of lived experience

- Conduct qualitative and quantitative surveys of persons experiencing homelessness as they relate to services and facilities
- Administer a microgrant program for homeless services programs (similar to the Neighborhood Purpose Grant (NPG) program under the Neighborhood Council System)

The Council may consider the responsibilities above or propose additional responsibilities to include in the Commission's scope of work.

Support and Mediation

Although the City of Los Angeles administers a number of advisory commissions under the Community Investment for Families Department and CHRED, the proposed Commission would be distinct due to the barriers appointees may face to participation. In order to effectively establish a Commission, the City would need to recognize and address the unique challenges faced by the homeless population. These challenges may include, but are not limited to, issues related to housing, technology, transportation, and mental or physical disabilities.

Furthermore, the lived experience of homelessness may impart several traumas and stigmas that may be triggered through discussion of said lived experience. To address these challenges, a mediator with lived experience or experience working with persons who have experienced homelessness may be helpful during Commission meetings. A service provider could provide trauma-informed mediation during meetings of the Commission to address and assist commissioners with speaking on their experiences and creating an environment to allow for the best input. The Commission could also establish a peer support group led by Commission appointees to engage other persons with lived experience.

Administrative support and training could also be provided by a service provider that has experience working with lived experience bodies. Training may include the basics of commission service such as parliamentary procedure or training on how to advocate and strategize. An RFP would be needed to identify a service provider for both trauma-informed mediation, training, and support services.

Compensation

Ensuring that individuals who participate in a lived experience commission are compensated for their input was also a priority for advocates and service providers. Although this is common practice among a majority of existing lived experience boards and commissions, the form of compensation may vary. Generally, lived experience commission or board participants are provided monetary compensation for each meeting they attend, usually in the form of gift cards. City Commissioners are compensated at a level of \$25 to \$50 per meeting on average, most commonly Commissioners serve on a volunteer basis. In many cases, other commissions include meals as compensation. Further, Commission appointees can be provided with further supportive compensation to provide assistance as required to encourage participation in the Commission. This may include assistance with transportation (most feasibly in Los Angeles through TAP cards) or aid with equipment and other resources.

Supportive compensation does not solely refer to monetary or material compensation. As previously noted, training can be provided to empower Commission participants to most effectively provide input and affect outcomes. Training may include instruction on parliamentary procedure, commission participation, or governmental processes, however opportunities for the personal and professional development of Commission appointees can also be included as supportive compensation. Such training may serve to provide participants with opportunities to improve their situation. This may include training to develop skills such as presentation and speaking skills, providing the Commission appointees' skills to aid in their personal and professional development. This would allow the Commission to further serve as a vehicle to empower participants through skill building and professional development. Recognition of participation and achievement through participation in the Commission can also serve the personal and professional development of Commission participants and should be provided as appropriate. Supportive compensation, including meals, material compensation, and training, should be provided through contract with a service provider.

Additional Policy Considerations for Council

Additions to the scope of work of the Commission relative to best practices on roles and responsibilities of the Commission, support and mediation, or supportive compensation, as identified in Attachment 1, are not included in the recommendations to this report and would require Council action for inclusion. Based on Council decision on where the Commission will be housed and the appointing authority, further action may be required to provide an appointment process.

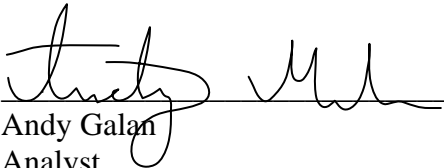
Budgetary Estimates for the Commission

In order to provide an accurate budget estimate for the Commission, the scope of work for the Commission must be determined by Council. The required budgetary and staffing resources for the Commission may vary widely according to Council decision of several policy matters included in this report.

Existing commissions may provide a preliminary indication of funding needed for the establishment of the Commission. LAHSA's LEAB has an annual budget of \$47,840, not including costs for one Advisory Group Coordinator and one Senior Coordinator. HYFLA also has an annual budget of \$47,840, not including staff and other costs. These costs reflect an advisory commission providing monetary compensation to Commissioners.

Funding and staffing necessary for the Commission would increase should the Council elect to provide supportive compensation, mediation, training, or expand the scope of work for the Commission. Inclusion of trauma-informed mediation and training through contract would add costs to be determined through RFP. The non-profit Liberty Hill has provided similar training and mediation services in the past, including to Los Angeles County's Youth Advisory Board, and has provided a rough estimate of \$60,000 in annual costs for provision of those services. Although the scope of work would differ with the Commission, the estimate may serve as indication of the costs of a contract to provide compensation, training, support, and mediation to the proposed Commission.

Upon the adoption of recommendations by the City Council and preparation of a draft ordinance by the City Attorney, the CAO should be directed to provide a final cost and staffing estimate, as well as recommendations for sources of funding.



Andy Galan
Analyst

Scope of the Commission on Lived Experience

Recommended Roles and Responsibilities

- Serve as an advisory body to the City Council for matters relating to homelessness
- Provide insight to and be a resource to the City Council and City departments
- Evaluate, provide input, and/or propose policies on matters relating to homelessness
- Provide technical assistance, reporting, and evaluation of existing and proposed programs, practices, and policies with a focus on service delivery, policy prioritization, and metrics
- Report to and provide written and verbal input to the City Council and its Committees
- Engage the unhoused community, non-profit organizations, policy matter experts, governmental agencies, and advocates to solicit input, feedback, and public comment for matters relating to homelessness
- Outreach to and promotion of the inclusion of persons with lived experience in City and governmental processes
- Produce an annual or bi-annual report that includes feedback on homeless policies, priorities, and metrics for the year

Best Practices

- Evaluation of contracts relating to homeless services and homeless facilities
- Development of a framework for the evaluation of homeless services contracts
- Development and proposal of homeless services pilot programs
- Establishment of grant set-asides for allocation by the Commission
- Evaluation and scoring of RFPs and Request for Qualifications (RFQs) or ability to reward bonus points for RFP proposals
- Require Commission review on non-emergency ordinances relating to homelessness as a part of the legislative process
- Partner with non-profit organizations, service providers, and governmental agencies to advocate for the inclusion of lived experience
- Conduct qualitative and quantitative surveys of persons experiencing homelessness as they relate to services and facilities Administer a microgrant program for homeless services programs (similar to the Neighborhood Purpose Grant (NPG) program under the Neighborhood Council System)
- Trauma-informed support and mediation.
- Supportive compensation such as meals, material compensation, and/or professional development training.

HOLLY L. WOLCOTT
CITY CLERK

PETTY F. SANTOS
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Council and Public Services Division

200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
GENERAL INFORMATION - (213) 978-1133
FAX: (213)978-1040

PATRICE Y. LATTIMORE
DIVISION MANAGER

CLERK.LACITY.ORG

OFFICIAL ACTION OF THE LOS ANGELES CITY COUNCIL

Council File No.: 19-1020

Council Meeting Date: November 22, 2022

Agenda Item No.: 12

Agenda Description: HOMELESSNESS AND POVERTY COMMITTEE REPORT relative to preparing an ordinance to establish a Commission on Lived Experience with Homelessness (CLEH) under the Civil, Human Rights and Equity Department (CHRED); and identifying the budgeting and staffing resources necessary for the establishment of a CLEH.

Council Action: HOMELESSNESS AND POVERTY COMMITTEE REPORT ADOPTED AS AMENDED BY MOTION (BLUMENFIELD - RODRIGUEZ) -FORTHWITH

Council Vote:

YES	Blumenfield	YES	Bonin	YES	Buscaino
ABSENT	Cedillo	ABSENT	de León	YES	Harris-Dawson
ABSENT	Hutt	YES	Koretz	YES	Krekorian
YES	Lee	YES	O'Farrell	YES	Price Jr.
ABSENT	Raman	YES	Rodriguez		

HOLLY L. WOLCOTT
CITY CLERK

Adopted Report(s) Title
Amending Motion (Blumenfield - Rodriguez) dated 11-22-22
Report from Homelessness and Poverty Committee 10-27-22



Reseda Neighborhood Council

JAMIE YORK

PRESIDENT

KARLA ESCOBAR

VICE-PRESIDENT

AMOS MARVEL

SECRETARY

ERIC GROSSMAN

TREASURER

SHARON BREWER

PARLIAMENTARIAN

DJ FRANK

SERGEANT-AT ARMS

DANNY DUARTE

RAMI RIVERA FRANKL

MICHELLE GALLAGHER

BRUNO HERNANDEZ

MEHRAN MOLOUDI

ANDRES PERKINS

JIMMY REYES

GOLZAR SEPEHRI

DOUGLAS SMITH

[Council File 19-1020](#)

Commission on Lived Experience with Homelessness

SUPPORT

When housing investments for the unhoused fail, it is incongruously blamed on people who are in need of housing, not the people who approved, designed, or administered the housing.

It is of the utmost importance in this emergency to treat the unhoused currently experiencing homelessness in the City of LA as experts of the systems that are supposed to address their housing and shelter needs. Those who are experiencing homelessness need a venue to provide feedback when programs fail to work as advertised, when resources and staff are misaligned, to provide an understanding of how new ordinances impact people who are unhoused, or how sexism, homophobia, and institutional racism impact services.

CF19-1020 doesn't directly demand accountability, but it creates an official forum of unhoused advisors in forming the Commission for Lived Experiences in Homelessness (CLEH), allowing them to offer feedback so they may be heard by those who are interested, including policy makers. It will be a start on the long overdue process of reversing displacement on our streets.

We wouldn't trust an LGBTQ+ committee that wasn't being legitimately advised by people who identify as gay, lesbian, trans, non-binary, gender-fluid, etc. We couldn't expect anything out of

a body convening on racial justice that wasn't being officially informed by Black, Indigenous and other POC's lived experiences. We'd never trust an accessibility task force that didn't include feedback from a wide range of people living with sensory, mobility, cognitive, and developmental disabilities.

On March 30, 2022 the Chief Legislative Analyst (CLA) provided the requested analysis and report ¹ to create the Commission, which was then referred and approved by the Homelessness and Poverty Committee on October 27, 2022. On November 22, 2022, the LA City Council adopted ² the Homeless and Poverty Committee Report relative to preparing an ordinance to establish the CLEH under the Civil, Human Rights and Equity Department(CHRED); and identifying the budgeting and staffing resources necessary for the establishment of a CLEH. Since that time, there has been no action on this Council File.

Unhoused people are the only people in Los Angeles who know exactly where to invest to best impact on homelessness, discuss real-life gaps in the current systems and policies and provide insights into the opportunities to improve the coordination of resources, care, and housing. However, we've never given them an opportunity to tell us, and if Council File 19-1020 expires on November 18, 2024 without any further action from the LA City Council, it is our fear that we never will.

The Board of the Reseda Neighborhood Council (RNC) supports Council File 19-1020 and we implore the LA City Council to take immediate action to keep this Council File alive and to truly invest in bringing the CLEH to life. It will be a start on the long overdue process of reversing displacement on our streets and making progress in our city reaching its very best potential.

This statement was passed in a Brown Act compliant meeting on August 19, 2024 with a vote of 10 yes, 0 no, 0 abstain, 0 recused.

¹ https://clkrep.lacity.org/onlinedocs/2019/19-1020_rpt_cla_03-20-22.pdf

² https://clkrep.lacity.org/onlinedocs/2019/19-1020_caf_11-22-22.pdf



clerk CIS <clerk.cis@lacity.org>

Your Community Impact Statement Submittal - Council File Number: 19-1020

1 message

LA City SNow <cityoflaprod@service-now.com>

Tue, Sep 10, 2024 at 1:30 AM

Reply-To: LA City SNow <cityoflaprod@service-now.com>

To: lahd-hdb-ahcstaff@lacity.org, Clerk.CIS@lacity.org, commission@empowerla.org, bindu.kannan@lacity.org,

JGlickman@bos.lacounty.gov, ach.alternate@lacity.org

Cc: J.goodie@mincla.org

A Neighborhood Council Community Impact Statement (CIS) has been successfully submitted to your Commission or City Council. We provided information below about CISs and attached a copy of the CIS.

We encourage you to reach out to the Community Impact Statement Filer to acknowledge receipt and if this Community Impact Statement will be scheduled at a future meeting. Neighborhood Council board members are volunteers and it would be helpful if they received confirmation that you received their CIS.

The CIS process was enabled by the to Los Angeles Administrative Code §Section 22.819. It provides that, "a Neighborhood Council may take a formal position on a matter by way of a Community Impact Statement (CIS) or written resolution." NCs representatives also testify before City Boards and Commissions on the item related to their CIS. If the Neighborhood Council chooses to do so, the Neighborhood Council representative must provide the Commission with a copy of the CIS or rResolution sufficiently in advance for review, possible inclusion on the agenda, and posting on the Commission's website. Any information you can provide related to your agenda setting schedule is helpful to share with the NC.

If the CIS or resolution pertains to a matter *listed on the Commission's agenda*, during the time the matter is heard, the designated Neighborhood Council representative should be given an opportunity to present the Neighborhood Council's formal position. We encourage becoming familiar with the City Council's rules on the subject. At the Chair's discretion, the Neighborhood Council representative may be asked to have a seat at the table (or equivalent for a virtual meeting) typically reserved for City staff and may provide the Neighborhood Council representative more time than allotted to members of the general public. They are also permitted up to five (5) minutes of time to address the legislative body. If the CIS or resolution pertains to a matter *not listed on the agenda*, the designated Neighborhood Council representative may speak during General Public Comments.

We share this information to assist you with the docketing neighborhood council items before your board/commission. If you have questions and/or concerns, please contact the Department of Neighborhood Empowerment at empowerla@lacity.org.

***** This is an automated response, please DO NOT reply to this email. *****

Contact Information

Neighborhood Council: Mid City

Name: Jennifer Goodie

Email: J.goodie@mincla.org

The Board approved this CIS by a vote of: Yea(9) Nay(0) Abstain(0) Ineligible(0) Recusal(0)

Date of NC Board Action: 09/09/2024

Type of NC Board Action: For

Impact Information

Date: 09/10/2024

Update to a Previous Input: No

Directed To: Affordable Housing Commission, Board of Neighborhood Commissioners, City Council and Committees, Los Angeles Homeless Services Authority Commission, Homeless Strategy Committee

Council File Number: 19-1020

City Planning Number:


Agenda Date:

Item Number:

Summary: When housing investments for the unhoused fail, it is incongruously blamed on people who are in need of housing, not the people who approved, designed, or administered the housing. It is of the utmost importance in this emergency to treat the unhoused currently experiencing homelessness in the City of Los Angeles as experts of the

systems that are supposed to address their housing and shelter needs. Those who are experiencing homelessness need a venue to provide feedback when programs fail to work as advertised, when resources and staff are misaligned, to provide an understanding of how new ordinances impact people who are unhoused, or how sexism, homophobia, and institutional racism impact services. CF19-1020 doesn't directly demand accountability, but it creates an official forum of unhoused advisors in forming the Commission for Lived Experiences in Homelessness (CLEH), allowing them to offer feedback so they may be heard by those who are interested, including policy makers. It will be a start on the long overdue process of reversing displacement on our streets. Unhoused people are the only people in Los Angeles who know exactly where to invest to best impact on homelessness, discuss real-life gaps in the current systems and policies and provide insights into the opportunities to improve the coordination of resources, care, and housing. However, we've never given them an opportunity to tell us, and if Council File 19-1020 expires on November 18, 2024 without any further action from the LA City Council, it is our fear that we never will. The Board of the Mid-City Neighborhood Council (MINC) supports Council File 19-1020 and we implore the LA City Council to take immediate action to keep this Council File alive and to truly invest in bringing the CLEH to life. It will be a start on the long overdue process of reversing displacement on our streets and making progress in our city reaching its very best potential.

Ref:MSG11066351

 **CIS 19-1020 .pdf**
121K

**MID-CITY
NEIGHBORHOOD
COUNCIL® OFFICERS**

PRESIDENT
Birgitta Croil-Snell

VICE-PRESIDENT
Roxie McClenton

SECRETARY
Jennifer Goodie

TREASURER
Luis Lopez

PARLIAMENTARIAN
Kirsten Albrecht

SERGEANT-AT-ARMS
Sarge Hall

**CITY OF LOS ANGELES
CALIFORNIA**



MINC®
P.O. Box 78642
Los Angeles, CA 90016
(323) 732-5085
info@mincla.org
mincla.org

Honorable Members of the Los Angeles City Council
Honorable Mayor Karen Bass
Honorable Members of the Board of Neighborhood Commissioners

**RE: Commission on Lived Experience with Homelessness
CF 19-1020**

When housing investments for the unhoused fail, it is incongruously blamed on people who are in need of housing, not the people who approved, designed, or administered the housing.

It is of the utmost importance in this emergency to treat the unhoused currently experiencing homelessness in the City of Los Angeles as experts of the systems that are supposed to address their housing and shelter needs. Those who are experiencing homelessness need a venue to provide feedback when programs fail to work as advertised, when resources and staff are misaligned, to provide an understanding of how new ordinances impact people who are unhoused, or how sexism, homophobia, and institutional racism impact services.

CF19-1020 doesn't directly demand accountability, but it creates an official forum of unhoused advisors in forming the Commission for Lived Experiences in Homelessness (CLEH), allowing them to offer feedback so they may be heard by those who are interested, including policy makers. It will be a start on the long overdue process of reversing displacement on our streets.

We wouldn't trust an LGBTQ+ committee that wasn't being legitimately advised by people who identify as gay, lesbian, trans, non-binary, gender-fluid, etc. We couldn't expect anything out of a body convening on racial justice that wasn't being officially informed by Black, Indigenous and other POC's lived experiences. We'd never trust an accessibility task force that didn't include feedback from a wide range of people living with sensory, mobility, cognitive, and developmental disabilities.

On March 30, 2022 the Chief Legislative Analyst (CLA) provided the requested analysis and report ¹ to create the Commission, which was then referred and approved by the Homelessness and Poverty Committee on October 27, 2022. On November 22, 2022, the LA City Council adopted ² the Homeless and Poverty Committee Report relative to preparing an ordinance to establish the CLEH under the Civil, Human Rights and Equity Department(CHRED); and identifying the budgeting and staffing resources necessary for the establishment of a CLEH. Since that time, there has been no action on this Council File.

Unhoused people are the only people in Los Angeles who know exactly where to invest to best impact on homelessness, discuss real-life gaps in the current systems and policies and provide insights into the opportunities to improve the coordination of resources, care, and housing. However, we've never given them an opportunity to tell us, and if Council File 19-1020 expires on November 18, 2024 without any further action from the LA City Council, it is our fear that we never will.

The Board of the Mid-City Neighborhood Council (MINC) supports Council File 19-1020 and we implore the LA City Council to take immediate action to keep this Council File alive and to truly invest in bringing the CLEH to life. It will be a start on the long overdue process of reversing displacement on our streets and making progress in our city reaching its very best potential.

Thank you for your time and consideration.

Best Regards,
Mid City Neighborhood Council

¹ https://clkrep.lacity.org/onlinedocs/2019/19-1020_rpt_cla_03-20-22.pdf

² https://clkrep.lacity.org/onlinedocs/2019/19-1020_caf_11-22-22.pdf



clerk CIS <clerk.cis@lacity.org>

Your Community Impact Statement Submittal - Council File Number: 19-1020

LA City SNow <cityoflaprod@service-now.com>
 Reply-To: LA City SNow <cityoflaprod@service-now.com>
 To: Clerk.CIS@lacity.org
 Cc: lindsay.imber.sonc@gmail.com

Tue, Sep 10, 2024 at 11:32 AM

A Neighborhood Council Community Impact Statement (CIS) has been successfully submitted to your Commission or City Council. We provided information below about CISs and attached a copy of the CIS.

We encourage you to reach out to the Community Impact Statement Filer to acknowledge receipt and if this Community Impact Statement will be scheduled at a future meeting. Neighborhood Council board members are volunteers and it would be helpful if they received confirmation that you received their CIS.

The CIS process was enable by the to Los Angeles Administrative Code §Section 22.819. It provides that, "a Neighborhood Council may take a formal position on a matter by way of a Community Impact Statement (CIS) or written resolution." NCs representatives also testify before City Boards and Commissions on the item related to their CIS. If the Neighborhood Council chooses to do so, the Neighborhood Council representative must provide the Commission with a copy of the CIS or rResolution sufficiently in advance for review, possible inclusion on the agenda, and posting on the Commission's website. Any information you can provide related to your agenda setting schedule is helpful to share with the NC.

If the CIS or resolution pertains to a matter *listed on the Commission's agenda*, during the time the matter is heard, the designated Neighborhood Council representative should be given an opportunity to present the Neighborhood Council's formal position. We encourage becoming familiar with the City Councils rules on the subject. At the Chair's discretion, the Neighborhood Council representative may be asked to have a seat at the table (or equivalent for a virtual meeting) typically reserved for City staff and may provide the Neighborhood Council representative more time than allotted to members of the general public. They are also permitted up to five (5) minutes of time to address the legislative body. If the CIS or resolution pertains to a matter *not listed on the agenda*, the designated Neighborhood Council representative may speak during General Public Comments.

We share this information to assist you with the docketing neighborhood council items before your board/commission. If you have questions and/or concerns, please contact the Department of Neighborhood Empowerment at empowerla@lacity.org.

***** This is an automated response, please DO NOT reply to this email. *****

Contact Information

Neighborhood Council: Sherman Oaks

Name: Lindsay Imber

Email: lindsay.imber.sonc@gmail.com

The Board approved this CIS by a vote of: Yea(12) Nay(2) Abstain(0) Ineligible(1) Recusal(0)

Date of NC Board Action: 09/09/2024

Type of NC Board Action: For

Impact Information

Date: 09/10/2024

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 19-1020

City Planning Number:

Agenda Date:

Item Number:

Summary: The Sherman Oaks Neighborhood Council (SONC) supports Council File 19-1020 which seeks to establish a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles. Considering the recent passage and multiple extensions of an Emergency Ordinance regarding the unhoused resident population, and the quickly approaching Council File deadline, this matter should be considered extremely urgent. We request that the Housing and Homelessness Committee Chair, Councilmember Raman of District 4 bring the item to City Council forthwith; and report back to SONC within 30 days.

Ref:MSG11070908



SONC CIS CF 19-1020.docx.pdf

127K



Sherman Oaks Neighborhood Council

Sherman Oaks Neighborhood Council (shermanoaksnc.org)

September 10, 2024

Los Angeles City Council and its Committees
Nithya Raman, Housing and Homelessness Committee Chair

For — [CF 19-1020](#). Commission on Lived Experience with Homelessness.

To City Council and Housing and Homelessness Committee Chair Nithya Raman,

The Sherman Oaks Neighborhood Council (SONC) in a 12-2 vote at its September 9, 2024 meeting adopted a position to support CF 19-1020. SONC requests Housing and Homelessness Committee Chair Nithya Raman bring this item to the City Council.

The motion is as follows:

The Sherman Oaks Neighborhood Council (SONC) supports Council File 19-1020 which seeks to establish a Commission on Lived Experience with Homelessness, composed entirely of people who are currently, or have been in the recent past, homeless in Los Angeles.

Considering the recent passage and multiple extensions of an Emergency Ordinance regarding the unhoused resident population, and the quickly approaching Council File deadline, this matter should be considered extremely urgent.

We request that the Housing and Homelessness Committee Chair, Councilmember Raman of District 4 bring the item to City Council forthwith; and report back to SONC within 30 days.

Thank you for your attention. If you have any questions, please feel free to contact me.

With Pride and Determination—

Lindsay Imber
President
Sherman Oaks Neighborhood Council
lindsay.imber.sonc@gmail.com

Item No. 6

Dena Weiss

**Virtual v. In Person Board Meetings- Motion to Consider
Current Schedule of every Other**

Month In Person / Virtual Board Full Board Meetings

Item No. 7

Governance Committee

**Should the WHWCNC switch from City Clerk run
Elections to a Self-Run "Selection Process?"**

From: EmpowerLA empowerla@lacity.org
Subject: Important: Information on NC Option to Change to Selection Update
Date: October 31, 2024 at 3:57 PM
To: NC-WHWCNC nc-whwcnc@lacity.org



Dear Neighborhood Council Leaders,

On Tuesday, October 29, the Office of the City Clerk sent out communications announcing that in response to concerns raised about the Vote-By-Mail (VBM) only election model, Neighborhood Councils will have an opportunity to change from an election to a selection process for the 2025 election cycle.

This decision is **entirely up to the Neighborhood Council**. Neighborhood Councils **are not required** to change from election to selection, or vice versa. If your Neighborhood Council is not interested in making any changes to your voting process, **no action is needed – your Neighborhood Council does not need to hold a vote to participate in the election process if elections are already in your bylaws.**

We wanted to provide some additional information to help your Neighborhood Council decide if selections are right for your community and share steps to take if your Neighborhood Council would like to move forward with the selection model for the 2025 election cycle.

What is a Selection?

Selection is a town hall-style process that Neighborhood Councils can use to seat their Governing Board or Board of Directors for a new term. Selections **are not the same as appointments**. Community stakeholders vote in a selection process at an in-person town hall-style event for the candidates they would like to serve on the Neighborhood Council. The primary distinction between voting models for elections and selections is that voters need to include their names when casting their votes during the selection process.

How Does the Selection Process Work?

The entire selection process happens over a 90-day period. To set the framework for the selection process the Neighborhood Council will complete a [Selection Procedures Stipulation Worksheet](#) form to determine the stakeholder verification and vote count methods. Additionally, the Neighborhood Council is responsible for composing a *Selection Outreach Plan* that is reviewed and approved by EmpowerLA. The outreach plan is to be executed for no less than 30 days before selection. Interested candidates apply on a Neighborhood Council-developed application that must be open to the public. Within 20 days of the selection, information about the process and candidates must be shared at the Neighborhood Council's posting location(s).

During the selection, a Neutral Third Party (NTP) selected and vetted by the Neighborhood Council will administer the selection process. The NTP must not be a member of the board or its committees, nor a candidate, and will not vote in the selection. The NTP will not be a staff member of EmpowerLA. During the selection, they will make sure each candidate has equal time to make a statement and respond to two minutes of questions each, as well as conduct the vote for each candidate. Should all seats up for election be uncontested and/or have no candidates running, the NTP will hold a Board Affirmation town hall instead of a selection at the

Neighborhood Council's next regularly scheduled meeting.

How Are Elections and Selections Different? While there are a number of similarities between selections and elections, there are also some critical differences. Please review the [attached tool](#) that explores these similarities and differences.

How To Adopt Selections

If your Neighborhood Council would like to discuss and possibly take action on changing from elections to selections starting with the 2025 Neighborhood Council Election cycle, please agendize the item at a regular or special board meeting. The motion will need to pass with a simple majority. Be sure to fill out the attached 2025 Selection Procedure Stipulation Worksheet and take a board vote. Board action must be taken and the stipulation worksheet must be completed before the following regional deadlines:

Region 11: Tuesday November 12, 2024

Region 12: Friday November 15, 2024

Region 9: Friday November 22, 2024

Region 10: Tuesday, December 3, 2024

Region 5: Friday December 6, 2024

Region 6: Friday December 13, 2024

Region 7: Friday December 20, 2024

Region 8: Friday, December 27, 2024

Region 1: Friday, January 3, 2025

Region 2: Friday, January 10, 2025

Region 3: Friday, January 24, 2025

Region 4: Friday, January 31, 2025

If you are unsure which regional deadline applies to your Neighborhood Council, can find your Neighborhood Council's service region [here](#).

If your Neighborhood Council does not have a regular board meeting scheduled prior to your regional deadline and would like to take this option under consideration, please plan to schedule a special board meeting.

The Department will be supporting outreach efforts for both elections and selections, as we want to ensure that as many stakeholders as possible hear about the Neighborhood Council. We will do this in collaboration with you.

We value your dedication to engaging stakeholders and ensuring a smooth election or selection process for your Neighborhood Council. Your proactive approach in adapting to recent changes will foster transparency and community participation. If you have any questions or need support, please don't hesitate to reach out to your Neighborhood Empowerment Advocate.

[Reference to 10/29/24 City Clerk e-mail]

Subject	Important - Option to Change to Selection
<p>Dear Neighborhood Council Board Members,</p> <p>We are writing to address concerns received from board members regarding the use of the all Vote-By-Mail election model to conduct the upcoming 2025 Neighborhood Council (NC) Elections. As mentioned to NCs previously, the Office of the City Clerk did not receive funding to conduct at-poll elections. As such, there will be no at-poll elections during the 2025 election cycle. However, in response to requests made to use a different voting model, NCs will have an opportunity to change from an election to a selection process for the 2025 election cycle. Please note, this change will require board action. EmpowerLA will provide additional information and steps for making the change from election to selection.</p> <p>The Office of the City Clerk will not be involved in the selection process. If a NC votes to proceed with the change, it cannot revert back to an election during the 2025 cycle.</p> <p>Since this change impacts candidate filing, any changes must be communicated to our office no later than (insert due date).</p> <p>If you have any questions or need further assistance, reach out to your NEA.</p> <p>Thank you.</p>	

--
Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751
EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.

To unsubscribe from this group and stop receiving emails from it, send an email to NC-WHWCNC+unsubscribe@lacity.org.

What's the Difference Between Neighborhood Council Elections and Selections?

	Elections	Selections
Primary Election Administrator	The Office of the City Clerk	Neutral Third Party approved and vetted by Neighborhood Council
Election Timeline	Neighborhood Councils follow the regional election timeline published by the Office of the City Clerk.	Neighborhood Councils approve the date of their selection and create their own timeline following the Department-recommended "Timeline for Selection Process"
Tools and Resources Available for Outreach	<p>The Office of the City Clerk and EmpowerLA will be creating templates, resources, and tools to support elections outreach</p> <p>Neighborhood Councils are encouraged to supplement outreach efforts in their neighborhood</p>	Neighborhood Councils are responsible for creating outreach materials to promote their selection process
Responsibility to Create Process Manual	The Office of the City Clerk	Neighborhood Council or the Department Standard Selection Process
Candidate Filing	Completed through the Office of the City Clerk's portal and managed by the Office of the City Clerk	Completed through Neighborhood Council-developed application and managed by Neighborhood Council
Voter Registration	Completed through the Office of the City	Completed on the day of selection and

	Elections	Selections
	Clerk's portal and managed by the Office of the City Clerk	managed by Neutral Third Party
Responsibility for Expenses Incurred	<p>The Office of the City Clerk is responsible for election administration expenses incurred</p> <p>EmpowerLA and the Neighborhood Council both fund election outreach expenses incurred to promote the election</p>	Neighborhood Council is responsible for all selection-related expenses incurred
Candidate Documentation Requirements	<p>Documentation requirements will be based on the board seat eligibility. The Office of the City Clerk provides the NC Election Documentation Guide to provide examples of documents.</p> <p>Documents verified by the Office of the City Clerk</p>	<p>Documentation requirements will be based on the board seat eligibility. The Office of the City Clerk provides the NC Election Documentation Guide to provide examples of documents.</p> <p>Documents verified by the Neutral Third Party</p>
Verifying Stakeholder Status (Voters)	<p>Stakeholder Verifications will depend on the NC bylaws if its documentation or self-affirmation.</p> <p>The Office of the City Clerk will take this responsibility</p>	<p>Stakeholder Verifications will depend on the NC bylaws if it is documentation or self-affirmation.</p> <p>The Neutral Third Party will take this responsibility</p>
Voter Experience	Voting takes place on a ballot delivered via USPS mail from the Office of the City Clerk	Voting takes place in person at a town hall style meeting within the boundaries of the Neighborhood Council

	Elections	Selections
	All votes are private and anonymous	Votes are not private or anonymous – names/serial number matched to registration form must be included on their ballot
Election Certification	Conducted by the Office of the City Clerk	Conducted by the Neutral Third Party
Election Location	<p>As an all vote by mail election, ballots will be returned via USPS mail or ballot drop boxes</p> <p>The Office of the City Clerk is responsible for mailing ballots to voters, collaborating with partners to host ballot drop boxes, collecting ballots from drop boxes, and processing ballots returned via USPS mail</p>	<p>Elections take place in person at a physical location within the boundaries of the Neighborhood Council</p> <p>The Neighborhood Council is responsible for securing this location and paying any associated costs, including but not limited to location fees, staffing fees, security fees, etc.</p>

NEIGHBORHOOD COUNCIL VOTER QUALIFICATION/ELIGIBILITY

The NC boundaries, map, open board seats, and qualifications for candidates and voters for this selection will be taken from the NC's approved bylaws.

Candidate Verification is done with Documentation.

Stakeholder Verification: SELF-AFFIRMATION DOCUMENTATION

Minimum Stakeholder Voting Age: Except with respect to a Youth Board seat, a stakeholder must be at least **16 years of age on the day of the selection** to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

VOTE COUNT METHOD

- SHOW OF HANDS (may not be possible for complex Board structures, in which case a signed ballot shall be used)
- SIGNED BALLOT (must have a signature line and an area for voters to print their name or some other method to match up the vote cast and the eligible voter)
- SIGNED VOTE-BY-MAIL BALLOT
(must have a signature line and an area for voters to print their name or some other method to match up the vote and the voter)

STAKEHOLDER ENGAGEMENT

Outreach Plan: Please complete and return the attached outreach plan with this worksheet (page 5).

Outreach for Candidates – The NC shall conduct outreach for candidates as described in its Outreach Plan for a period of no less than thirty (30) days prior to the selection.

Selection Day Outreach – Within thirty (30) days of the Selection information about the selection process and the candidates shall be on the NC posting locations. The Board and candidates will conduct outreach throughout the NC boundaries about the Selection Day to encourage stakeholders to participate in the Board selection.

STANDARD SELECTION PROCESS

Selection Process: The Standard Selection Process used by EmpowerLA shall be used for the NC selection unless the NC checks the box below and provides an alternate process.

- In lieu of the Standard Selection Process, the NC is submitting the attached selection process, which addresses all subheadings below. EmpowerLA will review and approve the selection process prior to taking effect.*

Candidate Application - Candidates may apply on an application developed by the Board, which, at a minimum, will require the applicant's name, address, age verification, contact information, how they qualify for the Board, and a candidate statement. The application should note that the information on the application is public. The Board shall designate a person(s) who will receive the application and who shall send a written acknowledgment via email to the candidates within one (1) day after receiving the application. This acknowledgment shall include the date of the Selection, the selection process, general candidate outreach information, and any other procedures necessary for the Selection Day. The Board shall provide the same information and shall provide the same filing period to all candidates. Within two (2) days of the candidate application deadline, all candidate applications shall be given to the NTP. The NTP shall have ten (10) days after the candidate application deadline to determine which candidates are qualified for the Board.

1. The NC shall use a town hall-style selection process for its permanent Governing Board. At the town hall, each qualified candidate shall have two (2) minutes to make a statement and two (2) minutes to answer any questions.
2. The candidates shall speak in alphabetical order of their last names. The NTP shall ensure an equal amount of time is allocated for each candidate.
3. After all the candidates have made their statements and answered any questions, the NTP shall take the vote for each candidate. Each stakeholder (including the candidates) present may vote for the seats they are eligible to vote for based on the bylaws.
4. Votes shall be counted openly by the NTP which shall note the number of votes on a tally sheet of all the candidates' names. The candidates with the most votes for each seat shall be selected for that seat and will be seated according to the Department Board Seating Policy.
5. The NTP has the discretion to enact any procedures necessary to conduct the selection process so long as the procedures do not conflict with the bylaws.

Vote-by-Mail Process - If the NC chooses a vote-by-mail style selection process for their Governing Board.

1. Stakeholders (including candidates) need to register for the vote-by-mail for the seats they are eligible to vote for based on the bylaws.
2. Votes shall be counted openly via livestream by the NTP and shall note the number of votes on a tally sheet of all the candidates' names.
3. The candidates with the most votes for each seat shall be selected for that seat and will be seated according to the Department Board Seating Policy.
4. The NTP has the discretion to enact any procedures necessary to conduct the vote-by-mail selection process so long as the procedures do not conflict with the bylaws.

Candidate Forum - Each qualified candidate shall have two (2) minutes to make a statement and have time to answer any questions. The candidates shall speak in alphabetical order of their last names. The NTP shall ensure an equal amount of time is allocated for each candidate. NTP must make sure to notify all candidates of the date and time of the candidate forum. Candidate forum may be held at the Selection Town Hall, virtually, or at a candidate forum event.

Virtual Tie Breakers - If two (2) candidates receive the same number of votes, a coin toss by the NTP shall determine the winner. Tie breakers will take place in public view (virtually) by the NTP following the vote.

Board Affirmation – If the NTP determines that all the Board seats are uncontested, i.e. have only one or no candidates, after the candidate verification period, the NTP will hold a board affirmation town hall instead of a selection for the NC at its next regularly scheduled meeting unless the NTP determines that a special meeting must be called before the next regularly scheduled meeting.

Vacancies – In the case of Board seats remaining unfilled at the end of the selection process, the selected Board members shall fill the vacancies pursuant to the vacancy clause. If the selected Board comprises less than a quorum of the Board, then the Board shall follow the Loss of Quorum policy enacted by the Board of Neighborhood Commissioners.

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to execute this Selection Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachment(s) was approved as an official action of the Board per the Neighborhood Council’s bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

Date of Board Action: ____/____/____

Board Vote: ____yes____no____abstentions

President/Chair Signature: _____

2nd Signatory Signature: _____

Print Name: _____

Print Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Please contact NC Support with any questions or if you require electronic support in submitting this document:
 (213) 978-1551 or ncsupport@lacity.org.

**NEIGHBORHOOD COUNCIL
 SELECTION OUTREACH PLAN**

PLEASE PROVIDE INFORMATION below on how your Neighborhood Council will conduct Stakeholder Outreach for the 2025 Selection. The Department recommends incorporating Selection Outreach into your existing outreach methods and planned events as well as working with other Neighborhood Councils in your region to maximize outreach funds.

1). What is your Neighborhood Council's **Selection Outreach BUDGET**: \$ _____

2). **Selection GOALS**: # of Candidates: _____ # of Voters in the Selection: _____

3). **Selection PUBLICITY**: How will your Neighborhood Council recruit candidates and publicize the selection?
(Please check all boxes that apply)

• Digital/Online Campaign Website E-mail Database E-Newsletter Twitter YouTube Facebook
 Other: _____

• Print Campaign Newsletters Flyers Direct Mail Street Banners Postings A-Frames
 Other: _____

• Media Campaign Cable Channel 35 Radio Spots Public Service Announcements
 Other: _____

• Canvassing Campaign Council Meeting Announcements Telephone Chain
 Other: _____

• Regional Campaign No

Yes, please explain: _____

4). **Which of these organizations will your Neighborhood Council enlist to help publicize the selection?**
(please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> CPAB | <input type="checkbox"/> Social Services/Food Banks | <input type="checkbox"/> Homeowners/Residential Associations |
| <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Religious Institutions | <input type="checkbox"/> Local Parent-Teacher Associations |
| <input type="checkbox"/> Local Library | <input type="checkbox"/> Historical Associations | <input type="checkbox"/> Community Based Organizations |
| <input type="checkbox"/> Other Organizations <i>(Please describe)</i> : _____ | | |

5). **How will your Neighborhood Council incorporate Selection Outreach into your existing outreach events?**

6). **Other information:** _____

Please attach any pertinent outreach materials. Thank you!



Chatsworth Neighborhood Council

2024 Selection Manual



Approved: November 1, 2023

Chatsworth Neighborhood Council

2024 Board Selection Procedures

This Board Selection Manual shall be reviewed and approved prior to each scheduled Board Selection by the Board, and submitted to the Department of Neighborhood Empowerment (“Department”) for review no later than ninety (90) days prior to the Board Selection. **Sunday, December 17, 2023.** The Chatsworth Neighborhood Council Board’s review will occur at a regularly scheduled Council Meeting that has been duly noticed in accordance with the Brown Act. **Wednesday, November 1, 2023.**

BOARD SELECTION DATE

The Chatsworth Neighborhood Council (CNC or “Council”) shall hold its Board Selection in the month of March each year.

Board Selection Day:

The date of the upcoming Board Selection is **Saturday, March 16, 2024.** The Board Selection will take place at the **Chatsworth Train Depot (Polling Place), located at 10038 Old Depot Plaza Road, Chatsworth, California, between the hours of 11:00 a.m. and 5:00 p.m.**

In order to comply with the Brown Act, the Board Selection Day shall be conducted such that no business other than the Selection will take place.

SELECTION COMMITTEE

A Selection Committee (“Committee”) shall be appointed to oversee the Selection process at the beginning of each new Board year, when new board members are installed after a Selection has been certified. Appointment of the Selection Committee shall follow the same rules as those in the CNC Bylaws and standing Board rules that cover all other Board Committees.

Selection Committee Composition:

The committee shall include at least three (3) Boardmembers who are not applying as candidates for the Board Selection.

For information on the current CNC Selection, contact:

Committee Chair: Jim Van Gundy

Phone: 818-464-3511; Email: VanGundyCNC@aol.com

Members: Vicki Briskman, Jeff Hammond, Shawn Shawmlou, Shelly Thompson

Responsibilities:

This Committee shall be responsible for establishing, overseeing, and implementing all activities related to the Council's Board Selection, including, but not limited to:

- Reviewing this Board Selection Manual and recommending Board approval
- Designating the date, time and location of the Board Selection in compliance with the Council's Bylaws, and subject to the Board's approval.
- Securing the services of a Selection Administrator, who is the Neutral Third Party (NTP), who will oversee the Selection and perform other administrative duties.
- Preparing and distributing all Candidate information.
- Overseeing eligibility and verification of all Candidates and Stakeholders.
- Overseeing notification and outreach of the Selection and all processes connected with the Selection to the community.
- Receiving and resolving any Challenges.

STAKEHOLDERS AND OUTREACH

Stakeholder Definition:

Membership in this Council is open to any and all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a Community Interest Stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations. A Stakeholder includes those who board one (1) or more horses within the Council boundaries.

All Stakeholders and Candidates must provide Documentation that is valid as of **January 1, 2024**. **(See Attachment C for examples of acceptable forms of identification and documentation for voters.)**

Organizations may provide a roster of members to assist with documentation. Any such roster must be submitted to the Committee or NTP by **January 10, 2024**.

Minimum age for Candidates is eighteen (18) years of age and for Voters is sixteen (16) years of age on the date of the Selection.

Outreach to Stakeholders:

To be fair and inclusive, efforts will be made to ensure that all Stakeholders are aware of the Board Selection proceedings, and to the best extent possible, have an opportunity to participate.

Outreach efforts shall begin no later than seventy-five (75) days prior to the Selection date. **By Monday, January 1, 2024**. An effort shall be made to solicit participation via the following methods:

- Board Selection information will be placed at each of the Council’s designated posting locations.
- Announcements and flyers will target schools, seniors, religious groups, businesses, the library, neighborhood groups, etc.
- E-blast, social media and other methods will be used.

These outreach methods will be used to solicit Candidates and Voters.

CANDIDATES

Candidacy Requirements:

The Chatsworth Neighborhood Council consists of twenty-one (21) positions. All seats are “at-large.” In even years, there will be ten (10) board seats open; in odd years there will be eleven (11) board seats open.

All Stakeholders who wish to run for a position on the Board must complete a current Candidate Filing Form. This form shall serve as written acceptance of the Stakeholder’s desire to run for a position on the Board.

Candidate Filing Forms must be completed and submitted to the CNC, along with documentation of identity and qualification, including acceptable proof that the person is a Stakeholder. Forms must contain a mailing address, e-mail address and phone number. All forms must be **received by 11:59 p.m. Thursday, February 15, 2024.**

Candidate Filing Forms and other Selection information will be available on the Council website chatsworthcouncil.org and through the Selection Committee Chair listed above. Forms will also be available at all Council and Committee meetings held up to the date of closure of the nominating process. **Thursday, February 15, 2024.**

Candidate Information:

After submitting a Candidate Filing Form, all Candidates shall receive links to the following information:

- Chatsworth Neighborhood Council Board Selection Procedures
- Chatsworth Neighborhood Council Bylaws
- Information on Candidate statements, campaigning rules, and the Candidate Forum
- Any additional information that may be pertinent to the Selection process.

The Selection Committee will have copies of all information in a binder that is made available at all Board meetings for any potential Candidate to read prior to completing a Candidate Filing Form.

Eligibility/Qualifications:

Any person of at least eighteen (18) years of age who qualifies as a Stakeholder is eligible for one (1) of the twenty-one (21) positions available on the Chatsworth Neighborhood Council Board.

Verification:

Designated Selection Committee members and/or the NTP shall review each and every Candidate Filing Form and required documentation to verify that the individual meets the Stakeholder eligibility qualifications.

Candidate Filing Forms shall include a line that requires the Stakeholder to verify that all information provided is true and correct under penalty of perjury.

Upon receipt of a Stakeholder's Candidate Filing Form and documentation, the form and associated documentation shall be used as written verification of a Stakeholder's eligibility to run for a Board position.

A potential Candidate shall be notified via e-mail if their Candidate Filing Form is incomplete. Steps necessary to complete the filing process will be provided.

Verification of all Candidates shall be completed within three (3) calendar days after the close of the Nomination Period. **Sunday, February 18, 2024.**

The final list of certified candidates will be released 15 days before the Selection. **Friday, March 1, 2024.** Names on the ballot may not include any professional designation.

Disqualification:

Candidates who do not meet eligibility requirements shall be disqualified. Candidates who are disqualified shall be notified by phone or e-mail within three (3) calendar days after the close of the Verification Process. Notification shall include the specific reason why the Candidate has been disqualified. **Wednesday, February 21, 2024.**

Candidates who are disqualified may submit a letter or e-mail no later than four (4) calendar days after the deadline of disqualification asking for a reconsideration of their candidacy. Letters must include a specific rationale of why the Candidate feels they have been disqualified in error along with any other pertinent information that will be of assistance to the Selection Committee in order to reconsider the matter. **Sunday, February 25, 2024.**

Reconsideration:

A decision on reconsideration of a Candidate shall be made within two (2) calendar days after the deadline for Reconsideration. The Candidate shall be notified immediately by phone or e-mail. **Tuesday, February 27, 2024.**

Withdrawals:

Any Candidate who wishes to withdraw and have their name removed from the ballot must do so **in writing** to the NTP or Selection Committee Chair no later than fifteen (15) calendar days after the close of the Nomination Period. **Friday, March 1, 2024.**

In the event a Candidate withdraws after the ballots are printed, any votes cast for that Candidate will not be counted.

TERM OF OFFICE

The term of office is two (2) years.

NOMINATIONS

Nominations shall open seventy-five (75) calendar days prior to the scheduled date of the Board Selection and shall continue for forty-five (45) calendar days thereafter.

Open: Monday, January 1, 2024.

Close: Thursday, February 15, 2024.

All nominations shall be made by filling out the current Candidate Filing Form and submitting it to the chair of the Selection Committee or NTP at a Board meeting, online, by e-mail or postal mail. The paper form will include an e-mail address and postal address. **All submissions by any method must be received by 11:59 p.m. Thursday, February 15, 2024.** Any forms received after the deadline will be automatically disqualified. Candidates are responsible for submitting readable information.

The current Candidate Filing Form and current list of acceptable identification and documentation will be made available at each Council and Committee meeting and on the Council website, beginning on **Monday, January 1, 2024.**

CAMPAIGNING

Candidate Materials/Contributions:

Although no maximum amount will be set, it should be understood that all campaign costs should be reasonable.

Candidate Statements:

Each Candidate shall be given the opportunity to write a maximum 250-word statement that lists their qualifications and explains to Stakeholders their reasons for wishing to serve as a Council Board Member. Each Candidate may also submit a passport-style photo of the person alone. These statements and photos will be posted on the Council website as they are submitted.

In addition, Candidates may submit a one-page statement for inclusion in binders that will be available at the poll for Stakeholders to inspect. This statement must fit on one side of 8½ by 11 paper and must be submitted to the Selection Committee at least one week before the Selection. **By Saturday, March 9, 2024.**

Candidate Forum:

On **Wednesday, March 6, 2024,** at a noticed monthly Council Meeting, or at a separate date and time set by the Selection Committee, a Candidate Forum shall be conducted. Each candidate shall be given an equal amount of time to express why they should hold a Board position. A question and answer period shall follow. Rules shall be provided to all Candidates prior to the Candidate Forum.

The Neutral Third Party shall facilitate the Candidate Forum in order to ensure the fairness of the process. Order of presentation shall be determined by random drawing of Candidate names.

Campaign Tactics:

Candidates should not engage in any type of character defamation (i.e. mudslinging), assault, or attack on any other Candidate or Stakeholder. Proof of the use of character defamation, assault, or attack by a Candidate may result in disqualification. Such disqualification will be determined by the NTP in consultation with the City Attorney.

Candidates may not use the Chatsworth Neighborhood Council logo or City Seal on **any** campaign materials they produce. Persons violating this requirement will be asked to immediately remove the NC logo and/or City Seal. Failure to do so may result in disqualification.

On the scheduled day of the Board Selection, there shall be no electioneering within 100 feet of the polling place. Any person violating this requirement will be asked to leave the Selection site/area; any Candidate violating this rule may be subject to disqualification.

Electioneering includes, but is not limited to:

- Soliciting a vote or speaking to a Voter on the subject of marking the ballot
- Placing any sign relating to any Candidate
- Distributing or wearing material relating to any Candidate
- Placing a sign, distributing material or talking with a Voter on the subject of their qualifications to vote.

There can be no posted Candidate signage (for example, flyers) within 100 feet of the Selection location on the day of the Board Selection. Signage posted in violation of this requirement will be removed. No audio equipment may be used to project Candidate information on the day of the Board Selection. Any violators will be asked to cease and desist and may be asked to leave the voting area.

STAKEHOLDER REGISTRATION

All Stakeholders, including Candidates, who meet the criteria for the definition of a Stakeholder, as listed in the Council Bylaws and above, shall be eligible to vote on the day of the Selection. All Stakeholders, including Candidates, will be required to show acceptable forms of identification and documentation. **(See Attachment C for examples of acceptable forms of identification and documentation for voters.)**

Stakeholders may register to vote at the Polling Place the day of the Selection. In addition, Stakeholders may register to vote using an online platform and by other means as announced beginning seventy-five (75) days prior and up to seven (7) days prior to Selection Day. **Monday, January 1, 2024 to Saturday, March 9, 2024.** Stakeholders who pre-register will still need to visit the Polling Place during voting hours to receive and to cast their Ballot.

VOTING PROCESS

No secret balloting is allowed. All ballots will be numbered.

The NTP shall use a documented random process, such as drawing from a hat, to determine order of Candidates' names on the ballot. Order on the ballot shall be determined no later than **Wednesday, February 28, 2024.** The ballots shall clearly state that each Stakeholder may vote for a maximum of ten (10) Candidates in even-numbered years or eleven (11) Candidates in odd-numbered years, but may cast only one vote per Candidate. Any ballot with votes for more than the specified number of seats to be filled will be disqualified.

No write-in Candidates shall be allowed. No absentee or proxy voting shall be allowed.

Procedures:

After entering the Polling Place, Stakeholders will start at the Registration Station. Unless pre-registered, each Stakeholder must fill out a current Voter Registration Form and present acceptable identification and documentation **(See Attachment C)**. All pre-registered voters must present photo identification to obtain their ballot. Registered Stakeholders will receive a numbered ballot at the Ballot Table. The ballot number shall be noted on the Voter Registration Form.

The Stakeholder is then admitted to the voting room. Binders containing all submitted Candidate statements shall be available for viewing by Stakeholders to assist in their selection.

Poll Volunteers shall monitor the voting room and assist Stakeholders with any questions regarding procedures, **but not Candidates.** The NTP shall be notified of any violations or disruptions in the voting process.

Completed ballots shall be deposited into the Ballot Box. A Poll Volunteer shall monitor the Ballot Box at all times. The Ballot Box shall be unsealed only after the closing of the poll and in the presence of the NTP.

Curbside voting will be provided along the north side of the Chatsworth Train Depot building for voters with a disability or who are otherwise unable to access the polling place.

No Candidate may participate in any way in the handling or counting of ballots, Voter or Candidate registration or verification, and/or assisting voters in the act of voting in translating or interpreting the voting materials or explaining the voting process.

Vote Counting:

The NTP shall unseal the Ballot Box after voting has concluded and shall oversee the entire counting process. Counting requires a minimum of six (6) volunteers, who shall be divided into pairs, resulting in a minimum of three (3) pairs of counters. Ballots shall be counted in batches of approximately 50 ballots by at least two (2) pairs of volunteers, and recounted separately by each of the pairs. Any discrepancy in the tally by the groups shall result in an additional recount of that batch of ballots. Each ballot shall be counted multiple times, as necessary, to assure accuracy. The public, including candidates, may observe the ballot count in person or virtually, as allowed, but may not interfere.

After the count is completed to the satisfaction of the NTP, the results shall be tabulated and posted. A recount conducted by the NTP may be requested within four (4) calendar days after the Selection only if there is a vote difference of 10% or less between candidates. **Wednesday, March 20, 2024.**

Ties:

In the event of a tie, the winner shall be determined by drawing straws, or a virtual coin toss if necessary, with that process overseen by the NTP.

Provisional ballots:

A Voter may cast a provisional ballot if the Voter's eligibility cannot be determined in favor of the Voter on Selection Day. The only acceptable basis for challenging a Voter's right to vote at the polling place will be that the person is not a valid Stakeholder as defined by the Chatsworth Neighborhood Council Bylaws.

If a Voter is challenged on the basis of insufficient documentation, the Voter may produce any of the documentation outlined in these Selection Procedures, at which time the Voter will be issued a regular ballot.

If a Voter cannot produce the required documentation, the Voter will be offered the opportunity to submit a provisional ballot. The provisional ballot will be the same as a regular ballot, except that prior to being placed in the ballot box the provisional ballot will be put inside a specially marked envelope. On the outside of the envelope, the Voter shall provide:

1. The voter's name.
2. The voter's address.
3. The voter's stakeholder status.

4. The voter's telephone number.
5. The voter's email address.

When a Voter casts a provisional ballot, the Voter will be issued instructions that explain what steps the Voter must take to qualify the provisional ballot, including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) calendar days after the Selection by **11:59 p.m. Tuesday, March 19, 2024.** The Selection Committee and/or the NTP will be responsible for verification of provisional ballots.

CHALLENGES

Contesting the Selection:

Stakeholders who wish to contest the eligibility of a Candidate must submit a written Challenge to the NTP within seven (7) days of the close of the Nomination Period. **Thursday, February 22, 2024.**

Stakeholders who wish to contest the Board Selection or some part of the Board Selection process (stakeholder status, violations of Selection Procedures or Council Bylaws) must submit a written Challenge to the NTP, or online through chatsworthcouncil.org, within five (5) calendar days following the Board Selection. Any Challenge must be received by the NTP, or submitted online, by **11:59 p.m. Thursday, March 21, 2024.** Challenges must include a specific rationale of why the Stakeholder feels the Board Selection or Selection Process has been violated along with any other pertinent information that will be of assistance.

The Selection Committee shall review and investigate all Challenges. The Committee shall have the authority to interpret these Selection Procedures and to act as arbitrator to resolve any disputes which may arise.

Ruling:

A ruling shall be made within ten (10) calendar days of the deadline to receive a Challenge. **Sunday, March 31, 2024.** Written notice of the decision shall be issued immediately. Decisions of the Selection Committee are final.

ANNOUNCEMENTS OF RESULTS

The Board Selection unofficial results shall be posted at the Chatsworth Train Depot within 28 hours following the voting. **By 9:00 p.m. Sunday, March 17, 2024.**

Certification of Board Selection Results:

The Selection Committee shall certify the Board Selection results as officially valid after six (6) calendar days following the Selection if no written Challenges have been received. **Friday, March 22,**

2024.

In the event of a contested Board Selection, the Committee shall certify the Board Selection as officially valid immediately after the resolution of any and all Challenges to the Selection.

RECORD RETENTION

All Board Selection records shall be kept by the Neighborhood Council within a CNC storage area for at least one year following the date of the scheduled Board Selection. Records are open to the public pursuant to the California Public Records Act (CPRA) and available for viewing upon request.

POST-SELECTION TIMELINE

The Selection Committee shall provide the Department with a copy of the Board Selection results on the day the official certified results are released.

The Selection Committee shall hold a debriefing meeting within thirty (30) calendar days following the Board Selection (by Monday, April 15, 2024) to evaluate the proceedings. This evaluation shall be written and presented as a Selection Committee report to the Board.

The previously selected Board shall serve until the newly selected Board is installed.

The newly selected Board shall be installed as a group at the next scheduled monthly meeting of the Chatsworth Neighborhood Council. The President or Vice President of the outgoing Board shall preside over the installation process. If no challenges are filed, this would be on Wednesday, April 3, 2024.

VACANCIES AND SPECIAL SELECTIONS

A vacancy on the Board shall be filled using the following procedure:

- A. A vacancy shall be announced at the next regular meeting of the Board and then the matter placed on the agenda for the following regular meeting.
- B. Any stakeholder(s) interested in filling a vacant seat on the Board shall submit written application(s).
- C. If the number of stakeholders submitting applications equals the number of vacant seats available, then a vote of the Board shall be taken on each applicant separately and the applicant installed by a majority vote of the Board members present. If there are more applicants than the number of vacant seats, then a vote shall be taken either at a special Selection or at the next regular Board meeting by all registered stakeholders present. The vote shall be presided over by the Selection Committee or its designee and shall include one (1) vote per Board vacancy per registered stakeholder.
- D. When the process mentioned above fills a vacant seat, the seat shall be filled for the

remainder of the term for that seat. In no event shall a vacant seat be filled where a general Selection is scheduled to occur within ninety (90) days of the date that a special Selection could otherwise be scheduled

E. A special Selection held to fill a vacancy on the Board may be conducted during the business portion of a duly noticed monthly Board meeting.

F. If more than one (1) vacant seat is filled in the same special Selection, winning candidates shall be ranked in order by their number of votes and the seat(s) shall be awarded in order based on the highest vote count(s) getting the longest remaining term(s).

G. If more than one (1) vacant seat is filled by vote of the Board where the number of seats available equals the number of applicants, and the remaining terms are of different lengths, straws shall be drawn to determine which candidates are awarded the seats with the longest remaining terms.

H. If a vacancy occurs after the December Board meeting, the special Selection shall be held in conjunction with the regularly scheduled March Selection. All candidates shall be ranked in order by their number of votes. The candidates with the highest vote counts shall be awarded seats with terms that are designated for the regular Selection, with 10 seats filled in years ending with even numbers and 11 seats in years ending with odd numbers. Vacant seat(s) shall be filled following the same order by the rest of the candidates based on their number of votes

I. Because a special Selection is designed to result in the voting and seating of new Board member(s) at one meeting, there shall be no challenges allowed.

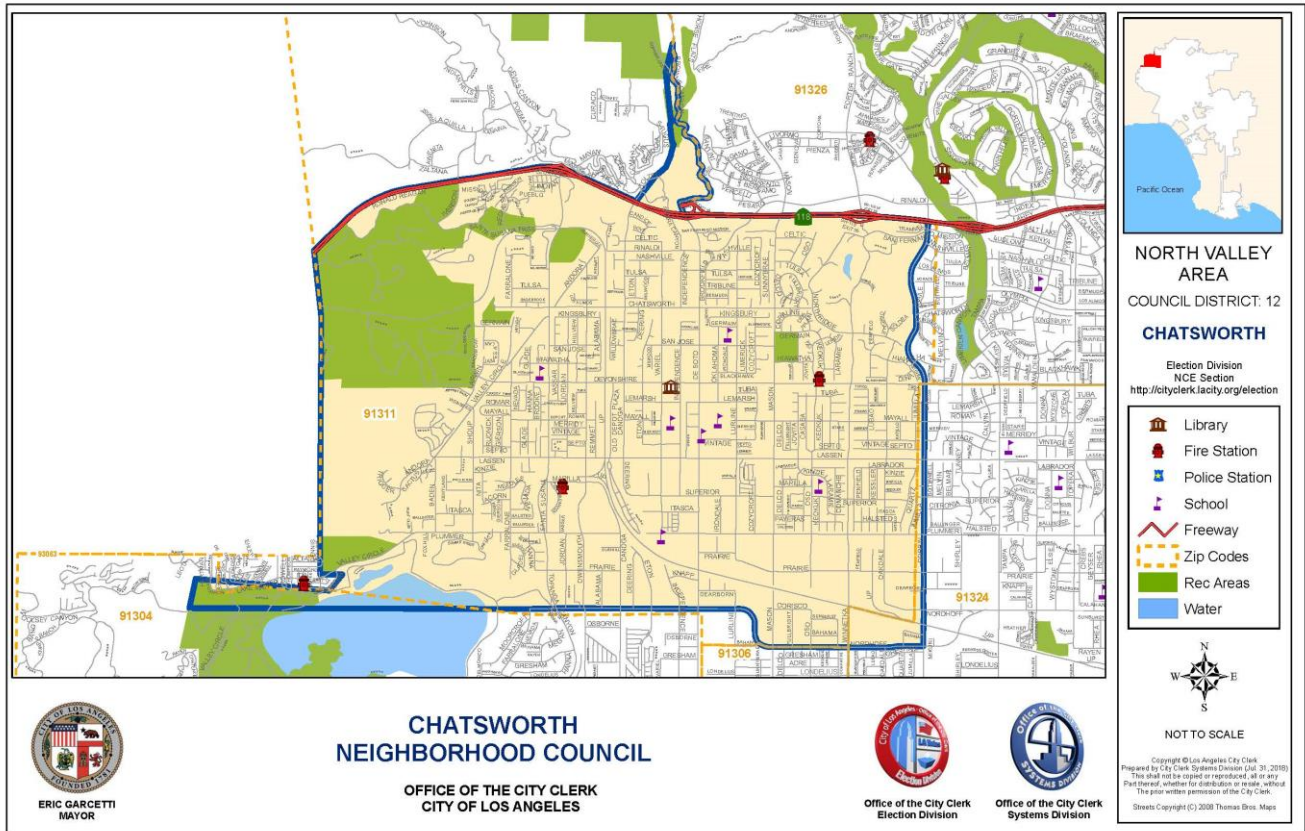
J. All regular and special Selections require extensive outreach to attract candidates for the Board.

CNC Selection Committee and NTP will refer to the City Clerk’s “2023 Neighborhood Council Election Handbook” for guidance on any policies or issues not covered in these Selection Procedures. These procedures are deemed approved ten (10) days after submittal to the Department of Neighborhood Empowerment unless written notice is given to vote@chatsworthcouncil.org before that time.

Due to the uncertainty associated with the COVID-19 pandemic and the unpredictability of natural and manmade disasters that may occur between the time this Selection Manual is submitted and the Selection process is completed, the Chatsworth Neighborhood Council reserves the right to make any reasonable modifications, if necessary, to comply with rules, regulations and guidelines from the City, County, State, and/or Federal governments. In the event that an in-person Selection is not allowed in 2024, a Vote By Mail Selection will be conducted. See Vote By Mail procedures in Attachment E and the CNC’s website chatsworthcouncil.org for updated information.

ATTACHMENT A

Chatsworth Neighborhood Council Boundary Lines



The Chatsworth Neighborhood Council includes a geographic area that includes in excess of 35,000 residents. **The boundaries include all areas within the City of Los Angeles** described as follows:

- A. The Northern line shall be from the most northwesterly point of the Los Angeles City / Los Angeles County boundary at SR-118, northeast along said boundary to Browns Canyon Road, then south along Browns Canyon Road to the gate at its southern terminus, then south in a straight line to SR-118, then east to Corbin Avenue.
- B. The Eastern line shall be centerline of Corbin Avenue from SR-118 to Nordhoff Street.
- C. The Southern line shall be the centerline of Nordhoff Street from Corbin Avenue west to its termination, thence continuing in a straight line to the Los Angeles City / Los Angeles County boundary.
- D. The Western line shall be the western Los Angeles City limit from the extended centerline of Nordhoff Street north to SR-118.

ATTACHMENT B

2024 Selection Timeline – In Person Voting

Days Before (-) After (+) Selection	Deadline/ Date/Time	Event
	11/1/23, 6:30pm	Chatsworth NC Board meeting to consider 2024 Selection Procedures for approval
S-90	12/17/23	Last day to submit approved 2024 Selection Procedures to Department of Neighborhood Empowerment
S-75	1/1/24	First day to file Candidate Filing Form
S-75	1/1/24	First day for Stakeholders to register to vote in advance of the Selection Day
S-75	1/1/24	Candidate Filing and Voter Registration Forms made available on CNC website and at each Council and Committee meeting
S-75	1/1/24	Selection information posted at CNC posting locations
S-75	1/1/24	Distribute announcements and flyers to schools, seniors, religious groups, businesses, library, neighborhood groups, etc.
S-75	1/1/24	Send e-blast, social media, and other digital outreach
	1/10/24	Last day for community groups to submit membership rosters
	2/7/24	Chatsworth NC Board meeting
S-30	2/15/24, 11:59pm	Last day to file Candidate Filing Form
S-27	2/18/24	Deadline for Selection Committee/NTP to verify candidates
S-24	2/21/24	Deadline for Selection Committee/NTP to notify disqualified candidates
S-23	2/22/24	Last day to file candidate eligibility Challenges
S-20	2/25/24	Last day for disqualified candidates to request reconsideration
S-18	2/27/24	Deadline for Selection Committee/NTP to reconsider and to notify disqualified candidates
S-17	2/28/24	Deadline to determine ballot order Candidate Forum and Chatsworth NC Board meeting
S-15	3/1/24, 5 pm	Last day for candidates to withdraw and have name removed from ballot. List of candidates to be released
	3/6/24, 6:30 pm	Candidate Forum and Chatsworth NC Board meeting
S-7	3/9/24	Last day to submit Candidate Statements
S-7	3/9/24	Last day for Stakeholders to pre-register to vote prior to Selection Day
S	3/16/24, 11am – 5pm	Chatsworth NC Selection, Chatsworth Train Depot
S+1	3/17/24, 9pm	Deadline to post unofficial Selection vote results at Train Depot
S+3	3/19/24	Last day for Provisional Voters to submit documentation
S+4	3/20/24	Last day to request recount
S+5	3/21/24, 5pm	Last day to file a Challenge to the Selection process
S+6	3/22/24	Deadline for Selection Committee to certify results if no Challenges have been filed*

S+15	3/31/24	Deadline for Selection Committee to rule on Challenges and certify results
	4/3/24, 6:30pm	*New Board seated at Chatsworth NC Board meeting
S+30	4/15/24	Deadline for Selection Committee to hold debriefing meeting

ATTACHMENT C

Acceptable forms of documentation for candidates and voters for CNC Board seats

At least one form of documentation must show a Chatsworth street address within the boundaries of the Chatsworth Neighborhood Council. No P.O. Boxes are acceptable. No store receipts are acceptable. **All Documentation must be valid as of January 1, 2024.** In addition to a photo ID, acceptable forms of documentation for CNC candidates and voters include, but are not limited to:

STAKEHOLDER, all require an address in Chatsworth.

- Current CA Driver's License/Identification Card with Chatsworth street address. If a P.O. Box is listed, additional documentation from appropriate list below must be provided.
- A valid Passport may be used as a photo ID but additional documentation from appropriate list below must be provided.

RESIDENT

- Mail with name and Chatsworth street address
- Current utility bill (gas, water, cable, etc.)
- L.A. County property tax bill
- Home mortgage statement
- Rental/lease agreement
- Homeowners association (HOA) bill/agreement
- Homeowner or rental insurance

EQUESTRIAN

- City of Los Angeles license showing ownership of an equine in Chatsworth
- Copy of a rental agreement for a stable in Chatsworth
- Letter/receipt for horse boarding with a street address in Chatsworth
- ETI Corral 54 membership

BUSINESS/COMMERCIAL, all require a street address in Chatsworth

- Badge/identification card from employment in Chatsworth

- Letter from employer verifying employment in Chatsworth
- Personal business card
- Current business utility bill
- Mail showing a business name and street address in Chatsworth
- Commercial mortgage statement or receipt
- Commercial lease agreement or receipt
- City of Los Angeles business license
- L.A. County property tax bill
- Member of Chatsworth/Porter Ranch Chamber of Commerce
- Member of Chatsworth Business Improvement District

NON-PROFIT, EDUCATIONAL, RELIGIOUS, AND CHATSWORTH COMMUNITY ORGANIZATIONS

- PTSA membership from a school in Chatsworth
- Students at least 16 or older with ID from a Chatsworth school
- Letter from a Chatsworth school showing enrollment or volunteer participation
- Parent showing report card or school ID of child attending a school in Chatsworth
- Member of a Chatsworth community or religious organization with proof of membership (personalized letter, ID badge/card, membership roll/list, program with your name, etc.)
- Membership or ongoing participation in Chatsworth community organizations (*for example*, Kiwanis, Rotary, Chatsworth Community Coordinating Council, Women's Club, Friends of the Chatsworth Library, SSMPA, Basic Car/Neighborhood Watch, Historical Society, Genealogical Society, FPSSM, Chatsworth Fine Arts Council, West Valley Homes YES!)

ATTACHMENT D

Duties of the Selection Administrator

The Selection Administrator, who is the Neutral Third Party (NTP), in coordination with the Selection Committee of the Chatsworth Neighborhood Council (CNC), shall be responsible for the following duties:

- Conducting the CNC Selection according to the CNC Bylaws, **2024** Selection Procedures and any other applicable legal documents.
- Processing Candidates, including verification of eligibility.
- Processing Voters, including verification of eligibility as applicable.
- Distributing and receiving ballots from the Voters on Selection Day.
- Verifying any provisional ballots.
- Counting all ballots.
- Issuing Selection results.
- Securing and submitting all Selection materials for record retention in accordance with the Selection Procedures.
- Other duties as necessary to conduct the Selection and finalize results.
- Facilitate viewing of Selection records upon request per the California Public Records Act (CPRA).

ATTACHMENT E

Vote By Mail Provisions

Due to the uncertainty associated with the COVID-19 pandemic and the unpredictability of natural and manmade disasters that may occur between the time this Selection Manual is submitted and the Selection process is completed, the Chatsworth Neighborhood Council reserves the right to make any reasonable modifications, if necessary, to comply with rules, regulations and guidelines from the City, County, State, and/or Federal governments.

In the event an in-person Selection cannot be held, the following Vote By Mail provisions will be utilized to conduct the Selection as applicable. The timeline for the Selection will be modified to accommodate a Vote By Mail Selection. To obtain the Vote By Mail timeline, please see the Chatsworth NC website (ChatsworthCouncil.org) or email vote@ChatsworthCouncil.org to request a copy.

Campaign Tactics

On the scheduled day of the Board Selection, there shall be no electioneering within 100 feet of the Ballot drop box. Any person violating this requirement will be asked to leave the Selection site/area; and any Candidate violating this rule may be subject to disqualification.

There can be no posted Candidate signage (for example, flyers) within 100 feet of the Selection Ballot drop off location on the day of the Board Selection. Signage posted in violation of this requirement will be removed. No audio equipment may be used by any Candidate to project Candidate information on the day of the Board Selection that is audible at the Ballot drop off location. Any violators will be asked to leave the vicinity of the Ballot drop off location.

Stakeholder Registration

The Voter Registration process includes the submittal or showing of acceptable forms of identification and documentation prior to the registration deadline. Documentation may be shown virtually via an online platform by appointment. In-person documentation may be available on a specific date/time that will be announced if a Vote By Mail Selection is held.

Ballots

Every Stakeholder wishing to vote must fill out a **2024** Voter Registration form by the stated deadline in order to receive a Ballot. Registration may be done online or by sending the completed official and current Voter Registration form via email or by postal mail. Stakeholders are responsible for submitting complete and readable Voter Registration form by the stated deadline or their request for a Ballot shall be disqualified. All verified Voters will be mailed an official CNC issued Ballot beginning twenty-nine (29) days prior to the Selection. **Friday, February 16, 2024**

Returned Ballots must be postmarked by Selection Day **Saturday, March 16, 2024** and must be received by the Chatsworth NC by **Tuesday, March 19, 2024 at 5:00 p.m.** Alternatively, completed Ballots may be dropped off on Selection Day **Saturday, March 16, 2024** at the Chatsworth Train Depot north entrance, 10038 Old Depot Plaza Road, Chatsworth, California between the hours of 11:00 a.m. and 5:00 p.m. There will be no exceptions to these deadlines.

Questions about the registration or voting process may be emailed to vote@chatsworthcouncil.org or by calling 818-564-6819.

Vote Counting

The initial counting of the Ballots shall commence the day after the Selection. **Sunday, March 17, 2024.**

After the count is completed to the satisfaction of the NTP, the results shall be tabulated and posted. A recount conducted by the NTP may be requested within seven (7) calendar days after the Selection only if there is a vote difference of 10% or less between candidates. **Saturday, March 23, 2024.**

Provisional Ballots

Due to an all Vote By Mail Selection, there will be no Provisional Ballots issued.

Item No. 8

Governance Committee

**Motion to Approve Additional Board Authorized Filers of
CIS on the City Clerk CIS Portal**

Thank you and
Happy Holidays!