



MINUTES – WHWCNC FULL BOARD MEETING

Wednesday, August 8, 2018 - 6:30 p.m. – 9:30 p.m.

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

Call to Order – called to order at 7:42pm by Sheppard Kaufman

Pledge of Allegiance – Aaron Williams

Roll Call – by Karen DiBiase

- Karen DiBiase, Linda Kouy-Ghadosh, Tamera Johnson, Ray Cole, Sean McCarthy, Paul Lawler, Nancy McLean (left before Special Meeting), Martin Lipkin, Don Patterson, Bill Anderson, Cameron Gil, Mercy Alpert, Gilbert Yablon, Lauren Coffman, Aaron Williams, Marie Pierre, Sheppard Kaufman, Ved Kulkarni (left before Special Meeting)

Quorum - 18

Approval of Minutes: Board Meeting –July 11, 2018

Motion by Paul Lawler

Second by Karen DiBiase

Yes: 16

No: 0

Abstain: 2

1. Organization, Operation, Policies, & Procedures:

Public Announcements:

LAPD Topanga Division – Lead Officers, Sean Dinse and Brent Rygh – not at meeting

Office of Councilman Bob Blumenfield

Tim Glick – Councilman Blumenfield will be at their booth for the last two Concerts in the Park

New Empower LA representative for WHWCNC – Gibson Nyambura, Jose Galdamez

Office of other Local and State Officials and Other Public Announcements and Presentations

Barbara Metzenbaum – The Woodland Hills Library is celebrating their 50 year Anniversary

Glenn Bailey – VANC, Save the date of 9-22-18 for the Congress of Neighborhoods, must register to attend

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

Organization, Operation, Policies, & Procedures, Officer Reports:

President - Joyce Fletcher - Absent

Vice-President – Sheppard Kaufman – Acting President for meeting

Treasurer - Heath Kline – Absent

Secretary – Linda Kouy-Ghadosh

Parliamentarian – Don Patterson

PRESENTATION, DISCUSSION and Q&A

PRESENTATION AND Q & A

HOMELESSNESS IN WOODLAND HILLS – PANEL DISCUSSION

Discussion from 8:00 – 9:06pm

Jenny Portillo – Senior Field Deputy for Councilmember Bob Blumenfield
Tanaz Golshon – West Valley Field Representative for Mayor Eric Garcetti
Erin Schneider – West Valley Field Deputy for L.A. County Supervisor, District 3, Sheila Kuehl
Catherine Coddington – Field Representative for Assemblymember Jesse Gabriel
Kevin Taylor – District Director for State Senator Henry Stern

The panel discussed a variety of issues, concerns and possible solutions related to homelessness in the San Fernando Valley. The panel discussion was followed by a question and answer period.

2. Items for Board discussion and possible action:

Item No. (1) August Steurer, Chair, WHIP Committee **(18-067) Neighborhood Council Funding**

A motion to the Board of the Woodland Hills – Warner Center Neighborhood Council from the Woodland Hills Impacts and Policies Committee in response to a Work Group of Neighborhood Council members to advise the Board of Neighborhood Council Commissioners in regard to how funding for Neighborhoods Councils (NCs) should be distributed to NCs.

Regarding funding equity for NCs, the WHIP Committee of the Woodland Hills – Warner Center Neighborhood Councils moves that the Board of the Woodland Hills – Warner Center Neighborhood Council find:

WHEREAS, currently all NCs receive equal funding of \$42,000 regardless of their size and activities; and,

WHEREAS, in the early years of NCs, they were able to rollover funds not used to their next budget; and,

WHEREAS, at that time the WHWCNC was able to use accumulated rollover funds to fund and promote multiple public workshops and newsletters regarding the start of the Warner Center Specific Plan revision, which led to its adoption; and,

WHEREAS, NCs cannot currently rollover unspent funds; and

WHEREAS, many NCs try to spend all funds before the end of the fiscal year when those funds would be better used in the next fiscal year if they had rollover; and

WHEREAS, the WHWCNC firmly believes that equitable funding should mean serving all stakeholders equitably to the degree possible; and

WHEREAS, currently a NC of 3800 residents receives about \$11 per resident and a NC of 95,000 residents receives about 44¢ per resident, the current policy of equal funding across NCs is grossly inequitable distribution of money back to city residents; and,

WHEREAS, the WHWCNC believes that to fulfill the LA Charter’s Purpose for Neighborhood Councils, which is “promoting more citizen participation in government and making government more responsive to local needs,” stakeholder outreach is a primary purpose of NCs; and,

WHEREAS, costs of doing outreach have significantly increased since the early years; and,

WHEREAS, NCs ability to effectively use social media at no cost is rapidly declining and becoming pay per play; and,

THEREFORE, the Woodland Hills Impacts and Policies recommends that the Board of the Woodland Hills – Warner Center Neighborhood Council advise the Board of Neighborhood Commissioners that:

- 1.) A portion (not more than 35%) of the funds provided annually in the City Budget for funding the NCs be divided equally among all neighborhood councils for the purpose of providing a base amount for funding each NC.
- 2.) The remaining portion of funds for NCs be divided proportionately based on each NC’s population percentage of the total NC system population.
- 3.) NC population for funding is to be based on the basis of population actually within each NC’s borders and not just the community, as NC boundaries may vary from the community.
- 4.) NC’s be allowed to rollover *up to* 35% of their annual allocation of funds into subsequent years.

This resolution is to be transmitted to the Board of Neighborhood Commissioners, Councilman Bob Blumenfield, and the Mayor's Office plus submitted as a community impact statement to any related legislation by City Council.

Motion by August Steurer Second by Paul Lawler
Yes: 14 No: 0 Abstain: 2 Out of Room: 1

Friendly amendment by Karen DiBiase on item #4, add "up to" before 35%

Glenn Bailey – Work Group did not vote to approve motion yet. They support 35% instead of flat 10% amount

Item No. (2) August Steurer, Chair, WHIP Committee
(18-068) City Council File 18-0467

A motion to the Board of the Woodland Hills – Warner Center Neighborhood Council from the Woodland Hills Impacts and Policies Committee in response to a City Council Motion in City Council File 18-0467, which seeks to study potential changes to the system of Neighborhood Councils and seeks input on those changes.

WHEREAS, (1) the Council Motion (CM) suggests changing the name of the Department of Neighborhood Empowerment (DONE) to the Neighborhood Council Department and changing the name of the Board of Neighborhood Commissioners (BONC) to the Neighborhood Council Commission; and,

WHEREAS, BONC is not a Commission made up of NCs; and

WHEREAS, many other Departments are named conventionally as the Department of "something", such as the Department of City Planning and the Department of Transportation; and,

WHEREAS, Neighborhood Councils (NCs) empower communities instead of the DONE; and

WHEREAS, the DONE's role should be providing training, essential platforms, resources and generally supporting NCs in performing their community role; and,

WHEREAS, (2) the CM suggests removing "Community Interest Stakeholder" from the Los Angeles Administrative Code; and,

WHEREAS, (3) the CM suggests removing "Selections" as a way to constitute NC Boards; and,

WHEREAS, (4) the CM suggests having BONC on a one-time basis review all NC bylaws for equitable representation of stakeholder groups; and,

WHEREAS, NCs bylaws have been reviewed for equitable representation in the NC formation process; and

WHEREAS, (5) the CM suggests having a uniform voting age across all NCs, and

WHEREAS, (6) the CM suggests developing and requiring training for Chairs and Vice-Chairs of planning and land use committees; and,

WHEREAS, (7) the CM suggests creating a process for NCs to roll-over a non-cumulative funding amount of \$10,000 each fiscal year; and

WHEREAS, (8) the CM suggests a process to reinstate the ability of NCs to accept in-kind and monetary donations; and

WHEREAS, (9) the CM suggests investigating the feasibility of having all NC elections on the same day in order to provide uniform advertising and outreach; and

WHEREAS, (10) the CM suggests creating a process to have the General Services Department and the City Clerk assist NCs in accessing shared space in City facilities; and,

WHEREAS, (11) the CM suggests developing how-to-guides based on a compendium of NC best practices; and,

WHEREAS, Training for NC members and Stakeholders would be more efficiently delivered online when they need it and not just periodically; and,

WHEREAS, (12) the CM suggests establishment and training of liaisons in each City Department to assist and communicate with a corresponding liaison within each NC; and,

WHEREAS, the maker of the CM, Councilman Ryu, has requested that NCs respond directly to the City Council Committee that he chairs, which is responsible for handling issues related to NCs;

Therefore; the Board of the Woodland Hills – Warner Center Neighborhood Council (WHWCNC) advises the City Council of the following:

- 1) WHWCNC supports renaming the DONE to the *Department of Neighborhood Councils* (DNC) and renaming BONC to the *Commission on Neighborhood Councils* (CNC).
- 2) WHWCNC supports (a) removal of “Community Interest Stakeholder” from the Los Angeles Administrative Code. Each NC Board should be able to determine its structure and voter eligibility.
- 3) WHWCNC supports NCs retaining the option of using Selections or Elections as each may be the most viable option for an NC.
- 4) WHWCNC believes that BONC only creates policy and should only review changes and not initiate/dictate changes to NC bylaws.
- 5) WHWCNC believes NC’s should have a choice on minimum voting age and does not support a uniform voting age requirement.
- 6) WHWCNC supports necessary funding and online course development for requiring all NC Board members to take a basic course on land use and planning. In addition, require the development and attendance in additional training courses for land use committee chairs and committee members.
- 7) WHWCNC supports using a percentage of 35% of an NCs annual funding for purposes of determining allowable amount for rolling over funds on a non-cumulative basis.
- 8) WHWCNC supports reinstating the ability of NCs to accept in-kind and monetary donations.
- 9) WHWCNC ~~supports or~~ does not support the concept of having all NC elections on the same day if realistic funding, staff and resources are provided to make the election process more successful than the current system.
- 10) WHWCNC supports (a) the concept of City Departments assisting NCs to have access to shared space in City facilities and (b) City Departments acquiring additional space in Woodland Hills – Warner Center or making existing Libraries and ~~Police Department~~ *Recs and Parks Department* or Fire Department facilities more available.
- 11) WHWCNC supports developing how-to-guides and online training based on a compendium of NC best practices.
- 12) WHWCNC supports establishment and training of liaisons in each City Department to assist and communicate with a corresponding liaison within each NC.

This resolution is to be transmitted to the Board of Neighborhood Commissioners, Councilman Bob Blumenfield, the Health, Education and Neighborhood Councils Committee of the City Council and submitted as a community impact statement to any related legislation by City Council.

Motion by August Steurer Second by Sean McCarthy
Yes: 15 No: 1 Abstain: 1

Amendment by Sheppard Kaufman for item #9 “to support”. Motion by Sean McCarthy Second by Ray Cole
Yes: 6 No: 7 Abstain: 4

Glenn Bailey (VANC) opposes item #9 due to lack of volunteers.

Friendly Amendment by Sheppard Kaufman for item #10: replace “Police Department” with “Recs and Parks Department”

Item No. (3) Sheppard Kaufman, VP & Chair, Public Safety Committee & Ved Kulkarni, Youth Board Member & Committee Member, Public Safety.
(18-069) Related to: SB-1045 (Stern/Wiener)

Conservatorship: “Serious Mental Illness and Substance Use Disorders” & LA Council File# 18-0002S28 In Support of SB-1045

Motion:

WHEREAS, California State Senate Bill 1045 (As amended July 02, 2018) provides for an experimental and limited expansion of Conservatorship programs to serve the needs of those individuals suffering from serious mental illness and a substance abuse disorder who are shown not *to* have the capacity to care for themselves; and

WHEREAS, the current version of the proposed legislation adds numerous protections for the proposed conservatee; and, WHEREAS, the goal of the legislation is to provide a path to rehabilitation and self-sufficiency for the conservatee in the least restrictive, yet effective, manner; and,

WHEREAS, the City of Los Angeles is directly affected by and supports the proposed legislation;

THEREFORE, it is resolved that The WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL supports the action taken in CF 18-0002-S28 and the pilot program outlined in SB-1045 with the following comments: (Sec 5452): Consider providing further clarity on licensing and training standards required – as defined by the American Psychiatric Association, the American Medical Association, or other nationally recognized medical professional standards organization – in order to serve as a “qualified person” to provide evaluation services.

(Sec 5462) Provide the conservatee written notice if the conservator has petitioned the court for an extension of the conservatorship.

Provide clarity on the housing of children where their parent(s) is (are) committed to conservatorship.

(Sec 5459) - As the conservator is required to have a fiduciary duty to protect and care for the conservatee, please further include the that conservator shall have successfully completed fiduciary duty training provided by an entity approved by the California Department of Consumer Affairs Professional Fiduciaries Bureau prior to beginning the conservatorship unless the conservator is a close relative of the conservatee.

We further suggest that when a non-governmental conservator is appointed there be a County or City official assigned to oversee the actions of conservators on a regular basis in order to ensure that the best interests of the conservatee are being maintained and that the conservator is fully trained in all of the requirements set forth in the legislation.

Article 5555 calls for a working group to submit a preliminary report of the effectiveness of the program by Jan 1, 2021; we request that there be mandatory yearly (or more frequent) legislative reviews in order to make adjustments to the program based on the findings of the Working Group –including the discontinuation (or extension) of the program based on the Working Group’s findings and public input.

Further, we request that the funding mechanism(s) for the programs be clearly defined and in place – including any applicable state funding available to support requirements of the legislation – prior to implementation of the program(s).

The final statement will be submitted to the California Legislative portal, the offices of the bill’s authors, the office of Councilmember Blumenfield and to the referenced council file.

Motion by Ved Kulkarni Second by Cameron Gil
Yes: 16 No: 1 Abstain: 1

Item No (4) Heath Kline, Treasurer

(18-070) Approval of Monthly Expense Reconciliation (MER) for June 2018

Motion to approve the WHWCNC Budget for Fiscal Year 2017-2018 Monthly Expense Reconciliation [MERs] for June 2018 with a beginning balance of \$22,379.38 and an ending FY unspent funds remaining of \$3,855 which will be returned to the City and will not be available to the NC to spent. [52 pages see [June 2018 MER 20180630](#) posted with this agenda]

Motion by Sheppard Kaufmann Second by Don Patterson
ROLL CALL VOTE: Yes: 15 No: 0 Abstain: 0 Ineligible: 2

Item No. (5) Heath Kline, Treasurer

(18-071) Approval of Monthly Expense Reconciliation [MER] for July 2018

Discussion and possible action:

Motion to approve the WHWCNC Budget for Fiscal Year 2018-2019 Monthly Expense Reconciliation [MER] for July 2018 with a beginning FY budget of \$42,000 and an ending balance of \$41,939.09. *The July 2018 MER was not available from the City when the August 2018 agenda was posted. Therefore, copies were provided to the board and the public at the August 8, 2018 board meeting before this item was considered. [2 pages].*

~~As of the time the August Agenda must be finalized and posted the MER is not available from the City. If it becomes available before the August 8 meetings copies will be distributed to the public and to the board to review and vote upon. If it is not available the vote will be tabled until the September meeting.~~

Motion by Sheppard Kaufmann

Second by Sean McCarthy

ROLL CALL VOTE: Yes: 14

No: 1

Abstain: 0

Ineligible: 2

Item No. (6) Heath Kline, Treasurer

(18-072) Report on FY2018 Spending and Financial Policy Changes & Updates FY2019

TABLED until next month, but board members should familiarize themselves with the new funding guidelines s they govern how we must do our funding activities going forward, and they will be different that how we did some things in the past.

Report and Discussion:

Final budget report for FY2018 and updates on policy changes & updates that will affect board member responsibilities and spending going forward.

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

Motion by to postpone Item No. (6) until the next month: Sheppard Kaufmann

Second by Mercy Alpert

Yes: 14

No: 01

Abstain: 0

Ineligible: 0

Item No. (6) is postponed until the next month

Item No. (7) Bill Anderson, Chair, Education Committee

(18-073) Funding for WHWCNC/LAUSD Poster Contest

Motion to approve the following purchases, approved by the WHWCNC Board as part of the 2018/2019 WHWCNC Budget, for the WHWCNC Poster Contest which is a part of the Fall Fair to be held 27 October at the Woodland Hills Recreation Center:

Up to \$1,600.00 for 3,300 sheets of watercolor paper, cold press, 11" x 15" from Carter Sexton Artist Materials or like vendor

Up to \$85.00 for mailing labels from Office Depot or like vendor

Up to \$210.00 for wire ties from Home Depot of like vendor

Up to \$80.00 for a Swingline Lever-Handle Heavy Duty Punch

Up to \$50.00 for purchase of refreshments for volunteers assembling poster materials

***This event will take place regardless of WHWCNC participation. Therefore, the NC is not a sponsor or so-sponsor of the event and no City prior approval is required per funding policy.*

Motion by Bill Anderson

Second by Don Patterson

ROLL CALL VOTE: Yes: 15

No: 0

Abstain: 0

Ineligible: 2

4. Board Member Area Reports:

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

5. Committee Reports:

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

Announcements: *The next Board meeting will be held on Wednesday, September 12, 2018.*

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

Adjournment of meeting: 10:15pm