

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

BY ZOOM

June 12, 2024

6:30 p.m.- 09:00 p.m.

VIRTUAL BOARD MEETING

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:
[https://us02web.zoom.us/j/964 9371 2127](https://us02web.zoom.us/j/96493712127)
Or Dial (669) 900-6833 to Join the Meeting
Code is 964 9371 2127 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Committee must enter the meeting via the above Zoom link or dial (669) 900-6833 and enter 964 9371 2127 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Meeting of the Woodland Hills – Warner Center Neighborhood Council [WHWCNC] meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future WHWCNC Board or Board meeting. Public comment is limited to 1 minutes per speaker, unless adjusted by the presiding officer of the Board.

SB 411 Updates:

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the Board control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the Board from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The Board shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the Board and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the Board, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

- (i) If the Board provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph to provide public comment until that timed public comment period has elapsed.
- (ii) If the Board does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.
- (iii) If the Board provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Board Members:

- Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
- Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell
- Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
- Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi
- Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
- Area 6 –William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell
- 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 – Tracey Rosen, 6:35pm

Pledge of Allegiance – *Not done due to zoom meeting*

Roll Call – Karen DiBiase

Quorum at time of meeting called to order: 18

Present: Karen DiBiase, Geoffrey Hobson (left early 7:09pm), Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Tracey Rosen, Dean Matthew, Harout Aristakessian, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobby Wasserman, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer

Absent: Peter Haber, Masha Dowell, Jayce Baron, Don Patterson, Dena Weiss, Allan Biggins, Janice Mendel, Kate Kennedy

Resigned: Paul Lawler, Christopher Waddy, Schyler Katz

Public Announcements:

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

- 1) DC3 picked Harout Aristakessian as our honoree was appointed rep for LGBTQ Week*
- 2) Concerts in Warner Park are starting this week!*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniell Vicente, West Valley Field Office Rep and Barri Worth Girvan (Oversees Outreach)*

- 1) Back to School Flyer, with backpack and school supplies, on Sunday Aug 4th, 11am-4pm, in Chatsworth.*
- 2) LA County lists homeless strides taken in 2023: 30% increase in services provided, including housing.*

Empower LA – *Prabhjot Chamber, DONE Rep for WHWCNC*

- 1) Required training deadline extended from June 3rd to July 1st.*

LAPD – *Brittany Gutierrez, SLO for Woodland Hills*

- 1) Neighborhood Watch Meeting – 3rd Wednesday at 6pm, Topanga Police Station’s Community Room*
- 2) Be aware of an increase of property crimes and residential burglary. Stay aware and safe.*

General Public Comment, by the Public, on Non-Agenda Items:

General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing.

- 1) Glenn Bailey-NC Budget Advocate, 2024-2025 Roll-over funds for any unspent funds, up to \$10K, should be available on Aug 1st.*

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board. 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 Meetings –Both the regular and special meetings held on May 8, 2024 and May 22, 2024.

See posted support document

Motion: Tracey Rosen, Second: August Steurer

Roll Call Vote for Minutes from May 8, 2024

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

- YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Tracey Rosen, Dean Matthew, Harout Aristakessian, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE:

NOTE: Geoffrey Hobson left the meeting at 7:09pm, due to internet issues. Did not vote on the Minutes.

Motion: Tracey Rosen, Second: Martin Lipkin

Roll Call Vote for Minutes from May 22, 2024

PASS Yes: 15 No: 0 Abstain: 2 Ineligible: 0 Total: 17

- YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Tracey Rosen, Dean Matthew, Martin Lipkin, Aava Dekordi, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer
- NO:
- ABSTAIN: Harout Aristakessian, July Waltrip
- INELIGIBLE:

B. Officer Reports

President – Dena Weiss - absent

Vice President – Tracey Rosen – 3 NC board members have resigned. Special thanks to Paul Lawler for his 21 years. Per our Bylaws, Masch Dowell, Allan Biggins and Rosaleen O’Sullivan will move up as Reps. We need sign-ups for the Concerts in the Park and let Tracey know if you will need the parking permit.

Treasurer – Heath Kline – Will incorporate comments when Discussing Item#1. We had \$3,745.14 of unspent funds at 6-30-24.

Secretary -Karen DiBiase – Thanks to everyone who has completed their training. I will follow up with anyone still pending on their training requirements prior to the next Board meeting.

Parliamentarian – Don Patterson - absent

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer (24-058) Approval of MER for May 2024

For discussion and possible action

Motion for the Board to approve the May 2024 Monthly Expense Report (MER).

See posted May 24MER [34 pages] supporting documents via the Board Calendar Event post.

Motion: Heath Kline, Second: Dean Matthew

Roll Call Vote

PASS Yes: 16 No: 0 Abstain: 1 Ineligible: 0 Total: 17

- *YES: Karen DiBiase, Shelley Schwartz, Julian Tu, Tracey Rosen, Dean Matthew, Harout Aristakessian, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer*
- *NO:*
- *ABSTAIN: Reina Cerros-McCaughey*
- *INELIGIBLE:*

Item No. 2

Heath Kline, Treasurer

(24-059) Motion to Adopt the WHWCNC FY24-25 Initial \$32,000 Board Budget Allocation and Submit to the City Clerk

For discussion and possible action

WHEREAS, the Woodland Hills-Warner Center Neighborhood Council (WHWCNC) Board has reviewed the Office of the City Clerk NC Funding Program Fiscal Year Administrative Packet for Fiscal Year 2024-2025 and

will follow the City Clerk's rules for creating budgets and spending public funds, as explained on pages 6 & 7† of the packet; and

WHEREAS, the WHWCNC Board has carefully examined the WHWCNC FY2023-2024 Annual Budget & Month by Month Spending Report†, which shows the Board's monthly spending (Columns F-Q) and total year-to-date spending (Column R) for each budget item. Using this information, along with the knowledge of experienced Board members and the Board's plans for the next fiscal year, the Board has created an initial FY24-25 Budget allocation (Column R1) for the \$32,000 in annual funding provided by the City; and

WHEREAS, the initial FY24-25 Budget allocation amounts are listed in Column R1 of the WHWCNC FY2024-2025 Draft Budget Allocation† document; and

WHEREAS, the WHWCNC understands that the adopted budget for Office/Operational Expenses allows for payment without additional board motions. However, for all other expenses (Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Projects), separate board motions must be made and passed before the expenditure is made, even if the expense is within the allocated budget for that category;

THEREFORE, the Woodland Hills-Warner Center Neighborhood Council *approves the Administrative Package for FY 24-25* and adopts the initial Fiscal Year 2024-2025 Budget allocation amounts shown in the WHWCNC FY2024-2025 Draft Budget Allocation document. The Board directs its funding officers to include this budget in the Office of the City Clerk NC Funding Program Fiscal Year Administrative Packet for Fiscal Year 2024-2025 and submit it to the City Clerk. The Treasurer is instructed to file this adopted budget with the City Clerk. *The Treasurer is instructed to file this adopted budget with the City Clerk* and use it as the operating budget for the Neighborhood Council until it is replaced by a new budget reallocation. The Treasurer will also ensure that separate board motions are made and passed before any non-Office/Operational expenditures are made.

†See referred to items [5 pages] in the supporting documents via the Board Calendar Event post.

Original Motion: Tracey Rosen, ***Second:*** Martin Lipkin

Substitute Motion: Tracey Rosen, ***Second:*** Martin Lipkin

Substitute Motion: Motion to include approval of Administrative Packet for Fiscal Year 2024-2-25. Revised wording added in *italics* to the above original motion.

Roll Call Vote

PASS Yes: 16 No: 0 Abstain: 1 Ineligible: 0 Total: 17

- **YES:** Karen DiBiase, Shelley Schwartz, Julian Tu, Tracey Rosen, Dean Matthew, Harout Aristakessian, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- **NO:**
- **ABSTAIN:** Reina Cerros-McCaughey
- **INELIGIBLE:**

NOTE: We need to approve both the WHWCNC FY 24-25 Annual Administrative Packet and Initial \$32,000 Board Budget Allocation and submit both to the City Clerk.

Item No. 3
Tracey Rosen, Vice President
(24-060) Attendance

For discussion and possible action

On May 21, 2024, the Governance Committee reviewed attendance in view of ongoing absences by Board Members recorded in the attendance chart. It was noted that per our Bylaws and Standing Rules, there are no “excused” absences. As guardian of rule enforcement, the Governance Committee voted to uphold our attendance requirements and request anyone who has had prolonged absences to explain these absences satisfactorily to the Board or be subject to a vote of removal. Motion for Paul Lawler to be removed from the Board absent explanation for protracted absences from Board meetings.

Vote at Governance: 3 to 2:

Dena Weiss-abstain, Tracey Rosen-yes, Don Patterson-yes, Heath Kline-yes, Karen DiBiase-abstain.

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

NOTE: Tracey Rosen spoke to the Board about the importance of attendance at our meetings and event participation. Paul Lawler has resigned, so no vote was taken/required for item#3

Item No. 4
Tracey Rosen, Vice President
(24-061) Virtual v. In Person Board Meetings

For discussion and possible action

Discussion and possible vote regarding schedule of virtual, as opposed to in person, meetings for every other monthly board meeting.

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

***Substitute Motion:** Tracey Rosen, Second: Shelley Schwartz*

***Substitute Motion:** Motion to switch in-person every other month with zoom (virtual) meetings, and to reassess and re-evaluate at the Dec 2024 Board meeting.*

In-Person: July, September, November

Zoom: August, October, December

Roll Call Vote

PASS Yes: 13 No: 1 Abstain: 3 Ineligible: 0 Total: 17

- YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Tracey Rosen, Dean Matthew, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers,

Bill Barnett, Bobbie Wasserman, Rosaleen O'Sullivan

- *NO: Heath Kline*
- *ABSTAIN: Harout Aristakessian, Joyce Fletcher, August Steurer*
- *INELIGIBLE:*

Item No. 5, Bobbie Wasserman, Chair

(24-062), Government Relations Committee (GRC), Motion to approve a Community Forum

For discussion and possible action

The Government Relations Committee (GRC) moves to approve that the Woodland Hills - Warner Center Neighborhood Council (WHWCNC) host a community forum with Supervisor Lindsey Horvath. Supervisor Horvath is confirmed to attend on Wednesday, September 4, from 7:00 to 8:30 PM, at a Woodland Hills high school (location pending final confirmation).

Other Neighborhood Councils (NCs) involved as co-sponsors/co-hosts will contribute to covering the costs of snacks and other incidentals (e.g., water). The GRC has been informally leading this initiative with four other NCs and intends to use this event as a foundation for future collaborative efforts.

Vote in Committee: 3 yes, 0 no, 1 absent

Original Motion: Bobbie Wasserman, Second: Heath Kline

Roll Call Vote

PASS *Yes: 16* *No: 0* *Abstain: 1* *Ineligible: 0* *Total: 17*

- *YES: Karen DiBiase, Reina Cerros-McCaughey, Julian Tu, Tracey Rosen, Dean Matthew, Harout Aristakessian, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer*
- *NO:*
- *ABSTAIN: Shelley Schwartz*
- *INELIGIBLE:*

Committee Reports.

Arts and Culture Committee – Masha Dowell, Chair, *Committee meetings will start in June*

Budget Committee – Heath Kline, Chair

Community Services Committee – Joyce Fletcher, Chair, *Toy Drive in Dec and a Family Forum being planned.*

Community Outreach Committee – Tracey Rosen, Chair, *2nd Newsletter being worked on with Harout. Updated resources are now on-line on the website.*

Education and Youth Committee – Julie Waltrip, Chair, *Thanks to our active committee with NPG’s issued.*

Environmental & Beautification Committee – Karen DiBiase, Chair, *Thanks to our dedicated committee + others for our 1st Saturday NC Cleanups beautifying our community.*

Governance Committee – Dena Weiss, Chair, *Absent*

Governmental Relations – Bobbie Wasserman, Chair, *Put together a “cheat sheet” of contacts*

Public Health and Homelessness Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs, *Asking community members to donate and sponsor a meal, bringing attention to the work of the food pantries.*

Public Safety and Transportation –Julie Waltrip and Shelly Schwartz, Co-Chairs, *3rd Wed is the SLO Neighborhood Watch meeting for Woodland Hills, 6pm, at the Topanga Police Station. 1st Wed is the Community Police Advisory meeting with Captain Lopez.*

PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs, *Need to work on a “next step” on the Community Plan and have our questions answered.*

WHIP Committee – August Steurer and Heath Kline, Co-Chairs, *Working on various CIS, and possible changes to the City Charter.*

Area Reports

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey, *SLO Brittany Gutierrez attended a gathering of 40 neighbors. Robberies are up in our area, so work with your Neighborhood Watches.*

Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell, *Concert in the Park are starting.*

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron, *The new In-N-Out on Ventura/Fallbrook has received an official approval by the City.*

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi, *It has been quiet in our area.*

Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins, *The Del Morano Neighbors are now united to solve the Vrbo rental problems. Waiting on required documents to the City.*

Area 6 –William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell, *Be aware of brush fire danger. Be careful of con-artists.*

Area 7 – Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, *Be aware of missing animal notices.*

Adjournment of Meeting: 8:57pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular Board meeting will be held in person on **July 10, 2024 (IN PERSON)**, once more at the Fire Station #84, unless otherwise indicated. 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

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- ***RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org
- **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.