

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board Officers:**

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



WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

200 N. Spring Street Los
Angeles, CA 90012

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

Regular Full Board Meeting
City of Los Angeles Fire Station
#84, in the Community Room
21050 Burbank Blvd., Woodland Hills, CA,
91367
March 13, 2024
6:30 p.m.- 9:30 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, Rochelle / 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, Vacant seat for Alternate
- Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
- Area 6 –William Barnett, Heath Kline, Bobby Wasserman, Janice Mendell
- Area 7 – Kate Kennedy, Lillian / Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan
- At-Large – August Steurer, Vacant Seat for Alternate
- Youth Member – Vacant seat

AGENDA

- Call to Order
- Pledge of Allegiance
- Roll Call

Public Announcements:

- Office of Councilmember Bob Blumenfield – if available **(2 minute each)**
- Office of Local and State Officials – if available **(2 minute each)**
- Other Local Agencies – if available **(2 minute each)**

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 at the fire station venue.

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 Meeting – February 15, 2024 (5 minutes)

See posted support document

Roll Call Vote

B. Officer Reports (5 minutes)

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

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer

(24-027) Approval of MER for February, 2024

For discussion and possible action:

(5 minutes)

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

See February MER (39 pages) included in supporting documents.

Roll Call Vote

Item No. 2

Dena Weiss, Chair of Governance Committee

(24-028) Stakeholder Appointment to Area-4 Alternate Representative Seat

Discussion and possible action:

(10 minutes)

Motion for the Board to appoint Aava Dekordi to be the Area-4 Alternate Representative.

Qualification vetted at Governance Committee: vote- unanimous (5 Yes)

YES: Dena Weiss, YES, Heath Kline, Karen DiBiase, Don Patterson, Tracey Rosen.

Roll Call Vote

Item No. 3

Shelly Schwartz, Education Committee Member

(24-029) Motion to Approve \$3000.00 NPG Calabash Charter Academy Elementary School Friends of Calabash PTO

For discussion and possible action:

(10 minutes)

WHEREAS, The Education Committee received an NPG Application from the Friends of Calabash, Inc, dba Calabash PTO [Parent Teacher Organization] (PTO), the 501(c)(3) non-profit organization for Calabash Charter Academy Elementary School (Area 7- south of Ventura Boulevard and east of Valley Circle). The Education Committee voted to approve and is requesting funding of \$3,000 toward their cost of \$4,565 plus incidental travel costs to provide supplemental science education from Discovery Cube, an outside vendor. These on-campus STEM workshops are scheduled annually for a school day TBD in May 2024, and will happen regardless of how much funding the Neighborhood Council chooses to grant (see attached NPG & supporting documentation).

Mitra Hormozian, PTO Vice President provided the committee a detailed presentation of the elements of the program, including an invoice from the vendor costing \$11.00 per student for curriculum differentiated by grade level. Discovery Cube is the vendor, delivering hands-on science education for the past 35 years in STEM proficiency, early childhood education, healthy living, and environmental stewardship. Discovery Cube's education teams transform the typical teacher-centered classroom by executing workshops and assemblies that require students to actively engage in hands-on experiences and discovery to find solutions to everyday challenges. These real-world applications give learners an opportunity to identify science as a solution and as a force for good in their communities. This STEM program serves all 415 Calabash students: TK through 5th grade students including students with special educational needs; and,

Upon support of this grant request, Mitra Hormozian has conveyed that the PTO has offered NC recognition in their parental email blasts and the WHWC Neighborhood Council free space and an outreach table (we can bring our pop-up 10x10 booth setup – NC volunteers needed) at their Spring Carnival Saturday April 13, 2024, at the LDS Church off Mulholland (4501 Deseret Dr. WH, Ca 91364) from 12:00 pm to 4:00 pm; and,

WHEREAS, The WHWC Neighborhood Council has granted this request to the Calabash PTO in the past; and,

WHEREAS, The Education Committee, after receiving input and having discussion via Zoom at a properly noticed virtual meeting under SB-411 voted to recommend to the full Board passage and funding of the attached NPG; and,

THEREFORE, The Education Committee, moves-requests that the WHWCNC full board (1.) Approve the attached Calabash PTO NPG for \$3000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding; and (2.) Rally our Area-7 Board Members, Outreach and Community Services Committees to help provide table items and booth support at the April 13th event and encourage many of our board members to sign up for volunteer time.

YES: Julie Waltrip, Heath Kline, Shelly Schwartz, Allan Biggins. ABSTAIN: Reina Cerros McCaughey.
[4-YES, 1-ABSTAIN]

See Calabash NPG (17 pages) included supporting documents.

Roll Call Vote

Item No. 4

Tracey Rosen, Chair of Outreach Committee

(24-030) Motion to Approve up to \$275 for Printing Rack Cards

Discussion and possible action:

(5 minutes)

Motion to approve up to \$275 from the Outreach Events budget for the printing of 1,000 Rack Cards by Minute Man Press in Woodland Hills, or another local printer, to be distributed at Community Events to promote the Woodland Hills Warner Center Neighborhood Council and educate Stakeholders about our activities. The Community Outreach Committee voted in favor on February 26, 2024

PASS: YES: 5 NO: 0 ABSTAIN: 0 TOTAL: 5

YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers

See posted support document

Roll Call Vote

Item No. 5

Tracey Rosen, Chair of Outreach Committee

(24-031) Motion to Approve up to \$5,000 to purchase Promotional Items

Discussion and possible action:

(5 minutes)

Motion to approve up to \$5,000 to purchase promotional items from Outreach budget line item in revised budget 4Imprint to be distributed at Community Events where the WHWCNC will be tabling. The \$5,000 will be taken from Outreach line item in the revised budget. The Community Outreach Committee voted in favor on February 26, 2024.

Because of a daily maximum charge of \$1,000 on the WHWCNC credit card, and because each item is custom manufactured to order, which may result in multiple items shipping on the same date and/or all different dates,

which may result in the need for the treasurer to obtain temporary daily spending limit increase(s) from the City Clerk. In addition, depending on when items ship on this order, combined with NCs other normal credit card spending, the treasurer may need to seek an override to the \$5,000 monthly spending limit on the NC credit card from the City Clerk. To facilitate working with the City Clerk on any needed overrides, the order will be divided and placed as follows:

- a. 2,000 WHWCNC 3”x3” Branded Sticky Pads up to \$1,000 (\$0.39 each + tax & shipping) \$937.71
- b. 550 Green WHWCNC Branded Value Grocery Totes up to \$1,000 (\$1.21 each + \$50 set-up, tax & shipping) \$980.48
- c. 1,000 WHWCNC Branded Hand Fans up to \$775 (\$0.56 + \$65 set-up, tax & shipping) \$747.46
- d. 650 WHWCNC Branded Sunglasses up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) \$953.61
- e. 825 WHWCNC Branded Power Clips up to \$950 (\$0.86 each + \$55 set-up, tax & shipping) \$917.38

PASS: YES: 5 NO: 0 ABSTAIN: 0 TOTAL: 5

YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers

[See posted support document](#)

Roll Call Vote

Item No. 6

Dena Weiss, President

(24-032) Motion to Approve up to \$2,500 to purchase WHWCNC T Shirts

Discussion and possible action:

(5 minutes)

Motion to approve up to \$2,250 for 100 screen printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in revised budget. This includes:

- a. 50 unisex American Apparel cotton navy T-shirts at \$10.79 each \$539.50 + tax

Incl. screen printing of WHWCNC logo on front & back

- b. 50 women’s Next Level V-Neck cotton navy T-shirts at \$11.96 each \$598.00 + tax

Incl. screen printing of WHWCNC logo on front & back

- c. 36 unisex Devon & Jones Performance Polos \$819.36 + tax

Incl. embroidery of WHWCNC logo in front left corner

- a. 10 unisex American Apparel cotton green T-shirts at \$10.79 each \$107.90 + tax for First Saturday

Incl. screen printing of WHWCNC logo on front & back

Order will be placed as individual line items to facilitate any over limit spending authorization(s) required from the City Clerk.

[See posted support document](#)

Roll Call Vote

Item No. 7

Heath Kline, Treasurer & Tracey Rosen, VP and Outreach Chair

(24-033) Motion to Approve \$400 Expenditure to renew our current annual Zoom licenses and acquire a second Zoom license

For discussion and possible action:

(5 minutes)

WHEREAS, Empower LA [DONE] has previously negotiated a discounted bulk purchase agreement with Zoom on behalf of the 99 NCs at a cost of \$200.00 per license and covered the cost for the first license for each NC from their own budget. DONE has informed the WHWCNC that our current annual Zoom license is up for renewal in April, and going forward DONE will no longer cover this cost for NCs.

With the passage SB-411, NCs once again have the option to meet 100% remotely and invite public participation using Zoom (that was quite effective for this NC during the COVID health emergency) and NCs have options, with restrictions, under SB-411 and AB-2449 to conduct hybrid-remote and in person meetings with public participation using Zoom, that this NC has voted to do, and our full board has done using borrowed equipment at a successful test in December. Recently committees of the NC have conducted successful 100% remote meeting using our Zoom license.

Prior to COVID the WHWCNC has occasions to have multiple committees meet at the same time in person. However, had scheduling difficulties and conflicts during COVID with only one Zoom licensee to share-use. Zoom has also been used by board members to carry out their collaborative implementation duties efficiently.

THEREFORE, the NC treasurer is directed to (a.) Renew the NC's expiring Zoom license at an annual cost of \$200.00; and (b.) obtain a second Zoom License at an annual cost of \$200.00 through DONE. The treasurer is directed to complete any necessary documentation with the City Clerk and DONE to facilitate the transfer of NC funds to DONE to cover these annual Zoom license costs.

These reoccurring NC operating expenses are to be expensed under the **Office/Operation Expenditures [OOE]** budget category. The treasurer is directed to create a new *Zoom Virtual Meeting SaaS* budget line under **OEE**

The governance committee passed this motion unanimously. [5 Yes].

Yes: Weiss, Rosen, Kline, DiBiase, Patterson.

Roll Call Vote

Item No. (8)

Heath Kline, Treasurer

(24-034) Budget Reallocation Motion to support new funding approved in Agenda items 3-7 (24-029 through 24-033) above

Discussion and possible action:

(5 minutes)

To facilitate the spending authorized in the proceeding March motions Items 2-7 (24-029 through 24-033) increases are required to the **Outreach** and Neighborhood Purpose Grant [NPG] Budget Categories, that can come from unspent funds available in the Community Improvement Project [CIP] Budget Category.

Therefore, the Treasurer is directed to (a.) *decrease* the CIP Budget Category from \$4,000 to \$3,000 a change of **(\$1,000.00)**; and (b.) *increase* the NPG Budget Category from \$7,700 to \$7,800 a change of **\$100.00**; and (c.) *increase* the Outreach Budget Category from \$16,050 to \$16,950 a change of **\$900.00**.

In addition, the Treasurer is directed to make the follow changes within Budget Categories:

In the **Office/Operational Expenditures [OOE]** Budget Category (a) *decrease* by **(\$400.00)** the budget line **Email and Web Hosting and Support** changing it from 3,000.00 to 2,600.00; and (b.) create a new budget line **Zoom Virtual Meeting SaaS**; and (c.) provide it with a budget of **\$400.00**.

The treasurer should make the following changes of importance to our NC’s internal budget and expense tracking, (but not the City Clerk who only recognizes budget line details in categories other than OEE when a BAC is submitted):

In the **NPG** Budget Category give a \$3,000 budget for the Friends of Calabash NPG budget line.

In the **CIP** Budget Category set the Education Project budget line to \$0 (The Education Committee has no plans for a CIP this FY.)

In the **OUTREACH** Budget Category give the necessary budget line funding to the March expenditures; (a.) Minuteman Press Rack Cards \$275, (b.) 4Imprint \$5,000, (c.)T-Shirt Guy \$2,500 and change the previous existing budget line details as follows; (d.) Social Media \$0, (e.)Warner Center News \$0, (f) Website Hosting \$19.99, Website Webmaster \$0, General Outreach \$174.01.

The Board approves and authorizes all the budget changes outlined above and directs the treasurer to file this updated budget with the City Clerk, as required, and use this updated budget going forward.

The Board and public can see all the above changes, and March proposed spending motions (shown in blue), as well as all our YTD spending activities on the “**Draft Reallocation Budget MOTION 3/13/24 Item 8 (24-034)**” spread sheet PDF document included in the March support documents.

Roll Call Vote

Item No. (9)
Dena Weiss, Chair of Governance
(24-035) Motion to Approve Changes to Bylaws

Discussion and possible action:

(20 minutes)

Motion to approve updates and revisions to Bylaws for the WHWCNC. The changes have been cultivated after submission by Board members for consideration at the Ad Hoc committee and final review by Governance. The deadline for submission of changes to Bylaws is the end of this month.

Vote at Governance: PASS: YES: 5 NO: 0 ABSTAIN: 0 TOTAL: 5

YES: Dena Weiss, Tracey Rosen, Heath Kline, Don Patterson, Karen DiBiase

See posted Bylaws support documents

Roll Call Vote

Item No. (10)

PLUM Committee – Don Patterson, Chair

(24-036) Letter/Recommendation per Lot Splits Exemptions for Walnut Acres and RA1 Zones

Discussion and possible action: (5 minutes)

Motion for the board to approve a Letter/Recommendation related to SB 9 and Lot Split / Flag Lot Exemptions in RA1 Zones and in the Walnut Acres Community in Woodland Hills, California.

Vote at PLUM: YAYS: Don Patterson, Marty Lipkin, Bobby Wasserman, Henry Stern, Joyce Fletcher, Matt Richman

NAY: August Steurer.

[See posted support document](#)

Roll Call Vote

2. **Committee Reports,** (10 minutes)

- Budget Committee – Heath Kline, Chair
- Community Services Committee – Joyce Fletcher, Chair
- Community Outreach Committee – Tracey Rosen, Chair
- Education and Youth Committee – Julie Waltrip, Chair
- Environmental & Beautification Committee – Karen DiBiase, Chair
- Governance Committee – Dena Weiss, Chair
- Public Health and Homelessness Committee – Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs
- Public Safety and Transportation – Julie Waltrip, Chair
- PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs
- WHIP Committee – August Steurer and Heath Kline, Co-Chairs

Area Reports (5 minutes)

- Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / 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, Vacant seat for Alternate
- Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
- Area 6 – William Barnett, Heath Kline, Bobby Wasserman, Janice Mendell
- Area 7 – Kate Kennedy, Lillian / Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan

Adjournment of Meeting

The next Regular Board meeting will be held in person on April 10, 2024, once more at the Firestation # 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.