

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood
Council Governing
Board Officers:**
President - Vacant
Vice President
Vacant
Secretary
Karen DiBiase
Treasurer Heath Kline
Parliamentarian Vacant



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
July 9, 2025
6:30 p.m.- 9:00 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, Jon Mann
Area 3 –Dean Mathew, Harout Aristakessian, August Steurer
Area 4 –Paul Scola, Martin Lipkin, Mary Jo Rizvi
Area 5 – Julie Waltrip, Steve Sommers, Megan Jacoby
Area 6 – Danny Mulvihill, Heath Kline, Leslie Payne, Terry Stobie
Area 7 – Kate Kennedy, Joyce Fletcher, Juliet Schwarz
At-Large –Marc Shapiro, Melanie Kirschbaum
Youth Member – Vacant seat

AGENDA

Call to Order
Pledge of Allegiance
Roll Call

Swearing in of Board Members

WOODLAND HILLS – WARNER CENTER
NEIGHBORHOOD COUNCIL
OATH OF OFFICE

I pledge to represent Woodland Hills with dignity, integrity, and pride.

I will encourage other points of view, even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will find the good in my neighborhood and praise it and promote it.

To my neighbors and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.

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)
Warner Center Active Transportation Hub Community Advisory Board- Update by Steve Sommers	(5 minute each)

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

General Public Comment is limited to one (2) minutes per speaker unless adjusted by the President.

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.

Item No. (1) Empower LA (25-056) Officer Elections for:

President, Vice President, Treasurer, Secretary and Parliamentarian.

Thank you to the Officers who have served the previous term of office.
The following Bylaws govern this election:

BYLAWS: ARTICLE VI - OFFICERS

Section 1:

The Officers of the Board (“the Officers”) shall consist of a President, a Vice-President, a Treasurer, a Secretary and a Parliamentarian. These Officers shall be elected by the Board as provided below, and all must be *elected* members of the Board. An appointed member of the board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position. The Youth member and Alternate members cannot serve as an Officer of the Board.

Per the Bylaws, see below the list of *Elected* voting board members who are eligible to be nominated for an Officer position. Appointed members, alternate members and alternate members who were elected as an alternate then later appointed to a voting board seat, **are not** eligible to be elected to an Officer position.

Elected Board Members

Area 1

Karen DiBiase, Geoffrey Hobson and Shelly Schwartz

Area 2

Julian Tu, Masha Dowell, Jon Mann

Area 3

None

Area 4

Martin Lipkin, Paul Scola

Area 5

Julie Waltrip

Area 6

Danny Mulvihill, Heath Kline, Leslie Payne

Area 7

Joyce Fletcher

At-Large

Marc Shapiro

Should no elected Board member agree to be nominated or elected for a particular position, the presiding officer will request approval from the Board to allow an *appointed* Board member to be nominated and elected to hold the Officer position for that particular seat. Per the Bylaws, alternates cannot be elected to be an Officer.

List of Appointed Board members by Area:

Area 3

Dean Mathew, Harout Aristakessian, August Steurer

Area 4

Steve Sommers, Megan Jacoby

Area 7

Kate Kennedy, Juliet Schwarz

List of Ineligible Board members by Area:

Area 1

Reina Cerros-McCaughey

Area 4

Mary Jo Rizvi

Area 6

Terry Stobie

At-Large

Melanie Kirschbaum

Nominations and voting.

(30 minutes)

Roll Call Vote

2. Items for Discussion and Possible Action and roll call votes:

Item No. 1 President

(25-057) Approval of the Minutes

Regular Board Meeting – June 11, 2025

(estimated time 5 minutes)

Roll Call Vote

Special Board Meeting – June 30, 2025

(estimated time 5 minutes)

See posted support documents

Roll Call Vote

Item No. 2 Treasurer

(25-058) Motion to Approve the June MER

For discussion and possible action

(estimated time 5 minutes)

Motion to approve the June 2025 Monthly Expenditure Report [MER]

See posted MER (54 pages) supporting document

Roll Call Vote

Item No. 3 Treasurer

(25-059) Motion to Adopt the WHWCNC FY 2025-2026 Annual Administrative Packet and Initial \$25,000 Board Budget Allocation and Submit both to the City Clerk

For discussion and possible action

(estimated time 10 minutes)

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 2025-2026** and will follow the City Clerk's rules for creating budgets and spending public funds, as explained on pages 6 & 7 [pages 7 & 8 of the PDF attached] of the admin packet; and

WHEREAS, the WHWCNC, will conduct officer elections at its July 9, 2025 meeting, including its Financial Officers: President, Vice President and Treasurer and these newly elected officers will need to complete pages 2 through 5 [pages 3-6 of the PDF attached] of the Financial Officer section of the **NC Funding Program Fiscal Year Administrative Packet for Fiscal Year 2025-2026** and will do so prior to the Treasurer submitting the document to the City Clerk; and

WHEREAS, the WHWCNC Board has carefully examined the prior year **WHWCNC FY2024-2025 Annual Budget & Month by Month Spending Report** [page 15 of the WHWCNC FY25-26 Annual Administrative Packet supporting document pdf], which shows the Board's monthly spending (Columns F-Q) and total year-to-date spending (Column R) for each budget item last FY. Using this information, along with input from experienced Board members and the Board's obligations for the next fiscal year, the Board has created an initial FY2025-26 Budget allocation (Column R1) for the \$25,000 in annual funding provided by the City; 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 FY25-26 and adopts the initial Fiscal Year 2025-2026 Budget allocation amounts shown in the **WHWCNC FY2025-2026 Draft Budget**

Allocation [page 14 of the pdf document]⁷. 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 2025-2026** and submit it to 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 posted WHWCNC FY2025-2026 Admin Packet & Budget (15 pages) supporting document

Roll Call Vote

Item No. 4 President
(25-060) 2025 Board Retreat

For Discussion and possible action

Motion to approve holding a Saturday Board retreat. Date TBD.

An Ad Hoc Retreat Committee can be established to set up the location and agenda.

Roll Call Vote

(estimated time 10 minutes)

Area Reports:

(estimated time 10 minutes)

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey

Area 2 – Julian Tu, Masha Dowell, Jon Mann

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Area 7 – Kate Kennedy, Joyce Fletcher, Juliet Schwarz

At-Large – Marc Shapiro, Melanie Kirschbaum

Committee Reports.

(estimated time 10 minutes)

Budget Committee – Heath Kline, Chair

Arts and Culture Committee – Masha Dowell and Harout Aristakessian, Co-Chairs

Community Services Committee – Joyce Fletcher, Chair

Community Outreach Committee –August Steurer, Chair

Education and Youth Committee – Julie Waltrip, Chair
Environmental & Beautification Committee – Karen DiBiase, Chair
Governance Committee – No Chair
Government Relations Committee- Reina Cerros McCaughey, Chair
Homeless and Social Justice Advocacy Committee – Juliet Schwarz, Chair
Public Safety and Transportation –Julie Waltrip, Chair
PLUM Committee –Marty Lipkin, Chair
WHIP Committee – August Steurer and Heath Kline, Co-Chairs

Adjournment of Meeting.

The next meeting will be virtual on August 13, 2025. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2025-2026 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 Secretary Karen DiBiase 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.