

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board**

Officers:

President: Jon Mann
Vice President: Karen
DiBiase Treasurer: Heath
Kline Secretary: Joyce
Fletcher Parliamentarian:
August Steurer



WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL



200 N. Spring Street Los
Angeles, CA 90012

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

AGENDA

Regular Full Board Meeting

City of Los Angeles Fire Station #84,
in the Community Room
21050 Burbank Blvd., Woodland Hills, CA, 91367
September 10, 2025
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 Joyce Fletcher, 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

Area 2 - Julian Tu, Reina Cerros-McCaughey, Jon Mann

Area 3 – August Steurer, Dean Mathew, Harout Aristakessian

Area 4 - Paul Scola, Martin Lipkin, Mary Jo Rizvi

Area 5 - Julie Waltrip, Megan Jacoby

Area 6 - Danny Mulvihill, Heath Kline, Terry Stobie (Note: Leslie Payne has resigned)

Area 7 - Kate Kennedy, Joyce Fletcher, Juliet Schwarz, Michelle Delgado

At-Large - Marc Shapiro, Melanie Kirschbaum

Youth Member - Vacant seat

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Public Announcements:

Office of Councilmember Bob Blumenfield – if available

(2 minutes each)

Office of Local and State Officials – if available

(2 minutes each)

Other Local Agencies – if available

(2 minutes each)

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

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

1. 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 – August 13, 2025

See posted support document

(estimated time 5 minutes)

Roll Call Vote

B. Officer Reports

(estimated time 5 minutes)

President – Jon Mann

Vice President – Vice President

Treasurer – Heath Kline

Secretary – Joyce Fletcher

Parliamentarian – August Steurer

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

Item No. 1. Homeless and Social Justice Advocacy Committee – Chair, Juliet Schwarz
(25-068) Discussion regarding CDI's Early Learning Center

For discussion and possible action:

(estimated time 5 minutes)

Discussion regarding the Child Development Institute's Early Learning Center and the HSJA committee's desire to support by having a day where committee members and any interested board members can volunteer to help facilitate the learning center.

Item No. 2 Community Services Committee - Chair, Joyce Fletcher
(25-069) Funding for a NC Booth at the Grateful Hearts Event on November 8, 2025

Discussion and possible action:

(estimated time 5 minutes)

Motion for the Board to approve funding of \$500.00 from the 2025-2026 WHWNC Budget/Outreach Expenditures/ Line Item 54/Grateful Hearts Booth to purchase a WHWCNC booth at the 16th Annual Grateful Hearts event to be held on November 8, 2025 from 9AM - 3PM at Warner Ranch Park.

The event is sponsored by the West Valley Warner Center Chamber Community Benefit Foundation and this annual

local event raises funds to support our local responders and provide essential items for firefighters and police officers which are not covered by City budgets. Fire Station 84 provides free meeting space for WHWCNC committees and the monthly WHWCNC Board Meeting. The booth provides an opportunity for all board members to meet with stakeholders and discuss issues and concerns that affect the stakeholders of Woodland Hills and the West Valley. Early approval of this event will provide adequate time to advertise our participation in the event to our stakeholders.

Link to further information for the event. https://www.woodlandhillscs.net/readpost.php?news_id=9030

Roll Call Vote

Item No. 3 Heath Kline, Treasurer
(25-070) Motion to Approve the August MER

For discussion and possible action:

(estimated time 5 minutes)

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

Supporting Documents:

- August 2025 Monthly Expenditure Report (9 pages)

Roll Call Vote

Item No. 4 Heath Kline, Treasurer

(25-071) Motion to Reconsider Motion (25-063) Passed At 8/13 Meeting to Amend and Include Receipt & Allocation of Rollover Funds

For discussion and possible action:

(estimated time 10 minutes)

Treasurer Heath Kline, as both the maker of the original motion and a member voting on the prevailing side of Motion (25-063), moves to reconsider and amend the action pursuant to Bylaws, Article VII, Section 9: Reconsideration which authorizes a representative on the prevailing side of a Board action to initiate a motion for reconsideration.

The original motion (25-063) reallocated \$400 from the Outreach budget category to the Office/Operational Expense category to fund a speaker at the upcoming Board retreat.

Upon reconsideration, the motion is amended as follows:

- 1 Acknowledge receipt of the Woodland Hills–Warner Center Neighborhood Council’s unspent Fiscal Year 2024–2025 rollover funds in the amount of \$2,528.17;
- 2 Allocate these rollover funds to the Outreach budget category;
- 3 Direct the Treasurer to prepare and submit an amended budget to the Office of the City Clerk, incorporating both the \$400 reallocation and the rollover allocation into a single revised budget document.

Roll Call Vote

Item No. 5 Governance Committee, Jon Mann, President

(25-072) Motion to appoint Susan Roberts to the currently vacant Area 2-Alternate seat on the WHWCNC

For discussion and possible action:

(estimated time 5 minutes)

Motion to appoint Susan Roberts to the currently vacant Area 2-Alternate Rep seat.

Vote by Governance Committee on August 28, 2025: Yes 5 No 0 Abstain 0

Roll Call Vote

Item No. 6 Governance Committee - Chair, Jon Mann

(25-073) Appointment of (3) Board Members as Homelessness Liaisons

Discussion and possible action:

(estimated time 5 minutes)

Motion for the board to approve the appointment of (3) three board members as Homelessness Liaisons. Neighborhood Councils select board members or stakeholders to represent their community to help the Neighborhood Council stay informed and updated on the homeless crisis.

Roll Call Vote

Item No. 7 Governance Committee - Chair, Jon Mann
(25-074) WHWCNC Secretary to receive and keep 2025 Election Results

Discussion and possible action

(estimated time 5 minutes)

Motion for the board to designate the WHWCNC Secretary, Joyce Fletcher to receive and keep the WHWCNC 2025 digital election records on behalf of the NC and keep the records on behalf of the board.
Election records (candidate filing forms, voter registration forms, and ballots) are available on digital or physical format.
Digital and physical copies contain the same information. Digital records will be emailed to the authorized representative.
Election documents retained by a NC are subject to the California Public Records Act for the length of time the documents are retained and should only be used for outreach purposes.

Roll Call Vote

Area Reports:

(estimated time 10 minutes)

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz
Area 2 - Julian Tu, Reina Cerros-McCaughey, Jon Mann
Area 3 - August Steurer, Dean Mathew, Harout Aristakessian
Area 4 - Paul Scola, Martin Lipkin, Mary Jo Rizvi
Area 5 - Julie Waltrip, Megan Jacoby
Area 6 - Danny Mulvihill, Heath Kline, Terry Stobie
Area 7 - Kate Kennedy, Joyce Fletcher, Juliet Schwarz, Michelle Delgado
At-Large - Marc Shapiro, Melanie Kirschbaum

Committee Reports.

(estimated time 10 minutes)

Budget Committee – Heath Kline, Chair
Arts and Culture Committee – Harout Aristakessian, Chair
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 – Board Officers
Government Relations Committee- Reina Cerros-McCaughey, Chair
Homeless and Social Justice Advocacy Committee – Juliet Schwarz, Chair
Public Safety and Transportation – Julie Waltrip and Megan Jacoby, Co-Chairs
PLUM Committee – Marty Lipkin, Chair
WHIP Committee – August Steurer and Heath Kline, Co-Chairs
Retreat Ad Hoc Committee – Jon Mann and Juliet Schwarz, Co-Chairs

Adjournment of Meeting.

The next meeting will be on **October 8, 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 Jon Mann, at email address j.mann@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.