

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



200 N. Spring Street Los  
Angeles, CA 90012

WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD COUNCIL

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://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**  
**October 08, 2025**  
**6:30 p.m.- 9:30 p.m.**  
**IN PERSON BOARD MEETING**

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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](http://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, 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

**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 two (2) minutes per speaker and 10 minutes total.*

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**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. Approval of Minutes:** Board Meeting – September 10, 2025

See posted support document

(estimated time 5 minutes)

**Roll Call Vote**

### **C. Officer Reports**

(estimated time 5 minutes)

**President – Jon Mann**

**Vice President – Karen DiBiase**

**Treasurer – Heath Kline**

**Secretary – Joyce Fletcher**

**Parliamentarian – August Steurer**

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

### **Item No. 1 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:**

- Supporting Documents: • WHWCNC MER Aug 2025 (30 pages)
- **Roll Call Vote**

### **Item No. 2 Heath Kline, Treasurer**

#### **(25-068) Motion to Approve the September MER**

*For Discussion and Possible Action*

(estimated time 5 minutes)

Motion to approve the September 2025 Monthly Expenditure Report [MER].

Supporting Documents: • WHWCNC MER Sept 2025; (16 pages)

#### **Roll Call Vote**

### **Item No. 3 Heath Kline, Treasurer**

#### **(25-069) 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 5 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. 4 Homeless and Social Justice Advocacy Committee – Chair, Juliet Schwarz** **(25-070) 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. 5 Governance Committee - Chair, Jon Mann** **(25-071) Appointment of (3) Board Members as Homelessness Liaisons**

*For 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. 6 Governance Committee - Chair, Jon Mann** **(25-072) WHWCNC Secretary to receive and keep 2025 Election Results**

*For 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**

**Item No. 7 Community Services Committee - Chair, Joyce Fletcher**  
**(25-073) Funding for a NC Booth at the Grateful Hearts Event on November 8, 2025**

*For 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.woodlandhillsgov.net/readpost.php?news\\_id=9030](https://www.woodlandhillsgov.net/readpost.php?news_id=9030)

**Roll Call Vote**

**Item No. 8 Governance Committee, Jon Mann, President**  
**(25-074) Motion to appoint Susan Roberts to the currently vacant Area 2-Alternate seat on the WHWCNC.**  
Vote by Governance Committee on August 28, 2025: Yes 5 No 0 Abstain 0

*For discussion and possible action:* (estimated time 5 minutes)

**Roll Call Vote**

**Item No. 9 Governance Committee, Jon Mann, President**  
**(25-075) Motion to appoint Janyce Pink to the currently vacant Area 4-Alternate seat on the WHWCNC.**  
Vote by Governance Committee on October 04, 2025: Yes 2 No 0 Abstain 3

*For discussion and possible action:* (estimated time 5 minutes)

**Roll Call Vote**

**Item No. 10 Governance Committee, Jon Mann, President**

**(25-076) Motion to appoint Harris Cohen to the currently vacant Area 6-Alternate seat on the WHWCNC.**

Vote by Governance Committee on October 04, 2025: Yes 5 No 0 Abstain 0

*For discussion and possible action:*

(estimated time 5 minutes)

**Roll Call Vote**

**Item No. 11 Arts & Culture Committee-Harout Aristakessian**

**(25-077) Booth & Proposed Outreach Activity for Dia De Los Muertos Festival-Harout Aristakessian**

*For discussion & possible action*

(estimated time 10 minutes)

Motion to request the board to approve funding up to \$150.00 from the WHWCNC Budget / Rollover Funds or other funds to be made available by necessary board reallocation to purchase the following items for WHWCNC board member outreach activities to our Hispanic, Latino and all other members of our community at the Dia De Los Muertos Family Festival to be held on Sunday November 2, 2025 from 10:00am to 5:00pm. The Festival Committee has graciously provided the booth free of charge with the understanding that the WHWCNC will provide an appropriate themed booth with an appropriate themed children's activity at the booth. A booth normally costs \$375.00. Items will be branded with WHWCNC logo stickers. Therefore the committee requests funding the following themed items on the attached list or similar based on availability to be purchased from Amazon with additional tax and shipping:

1. Madisi Crayons Bulk Pack, Regular Size, 4 Colors, 60 Packs, 240 Count - \$15.99 \$0.07 per count (\$0.07 / count)

$\$15.99 \times 2 = \$31.98$

72 Pcs Day of The Dead Coloring Book for Adults Kids DIY Sugar Skulls Coloring Book Bulk Mexican Dia De Los Muertos

$27.99 \times 2 = \$55.98$

Dia De Los Muertos Decorations, Linen Mexican Table Runner, 50Pcs Marigold Garland for Day of The Dead\$ - \$21.99

Total: \$ 109.95

See attached support documents and Festival Poster

**Roll Call Vote**

**Item No. 12 Arts & Culture Committee - Harout Aristakessian & Juliet Schwarz**

**(25-078) Funding for an NC Booth at Calico Canvas for an outreach event in February of 2026**

*For discussion & possible action*

(estimated time 10 minutes)

Motion to approve funding up to \$190 for tabling at Calico Canvas's open house event in February of 2026 as a neighborhood council outreach event.

See attached supporting documents

### **Roll Call Vote**

#### **Item No. 13 Governance Committee Meeting, Jon Mann President** **(25-079) Revision to the WHWCNC Standing Rule 18 (SR - 18)**

*For discussion and possible action:*

(estimated time 5 minutes)

Motion for the board to approve the revision of Standing Rule 18 (SR - 18) to read as follows.

(SR - 18) If a Board member is not able to attend a Regular Board Meeting or a Special Board Meeting, the Board member MUST notify the WHWCNC President, Vice President and Secretary by reasonable means.

*The current SR-18 reads as follows:*

*((SR - 18) If a Board member is not able to attend a meeting, the Board member MUST notify their Alternate by reasonable means.*

Voted by Governance Committee on October 04, 2025: Yes 5 No 0 Abstain 0

### **Roll Call Vote**

#### **Item 14 Heath Kline & August Steurer,** **(25-080) Re: CF-23-1027 Community Impact Statement on City Charter Reform & Motion in Support of** **Greater Toluca Lake Neighborhood Council's Declaration of Commitment to Representative Government &** **to Enshrine these rights of community advocacy for all NCs with all levels of government in the Charter of** **the City of Los Angeles.**

*For Discussion and Possible Action*

(estimated time 10 minutes)

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#### **What This Motion Does**

This motion supports the Greater Toluca Lake Neighborhood Council and other neighborhood councils that are being restricted by City officials from speaking out on community issues. We want to protect all neighborhood councils' right to advocate for their communities at any level of local, county, state, or federal government and their departments and agencies.

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**Whereas**, the Greater Toluca Lake Neighborhood Council (GTLNC) and other Neighborhood Councils have

adopted or supported a Declaration of Commitment to Representative Government ([https://bit.ly/GTLNC\\_Declaration](https://bit.ly/GTLNC_Declaration));

**Whereas**, this Declaration affirms these Neighborhood Councils' role as democratically elected bodies representing their communities with full authority to advocate on their behalf;

**Whereas**, at the time of writing this motion, seven other Neighborhood Councils have unanimously or near unanimously passed motions in support of GTLNC's Declaration of Commitment to Representative Government;

**Whereas**, City of Los Angeles officials and attorneys are trying to limit GTLNC's and other NCs' free speech and advocacy rights based on an unsigned, memorandum from August 2020;

**Whereas**, the Los Angeles City Charter Article IX establishes that Neighborhood Councils "shall have an advisory role on issues of concern to the neighborhood" but nowhere prohibits Neighborhood Councils from advocating to local, county, state, or federal government and their departments and agencies on behalf of their stakeholders;

**Whereas**, these attempted restrictions violate both the spirit of Article IX and the First Amendment of the U.S. Constitution;

**Whereas**, the Woodland Hills-Warner Center Neighborhood Council has actively engaged with multiple levels of government for nearly 25 years;

**Whereas**, WHWCNC regularly works with city government including the City Council, Mayor's Office, city departments, boards and commissions;

**Whereas**, WHWCNC has advocated with local, county, state, and federal agencies including:

- Los Angeles Unified School District (LAUSD)
- LA Community College District (LACCD)
- LA County Board of Supervisors
- Metro Transportation Authority
- Santa Monica Mountains Conservancy
- South Coast Air Quality Management District
- State and federal elected officials and their agencies;

**Whereas**, the LA City Council has 15 members, each representing about 250,000 residents;

**Whereas**, City Council members and the Mayor have limited time and ability to address highly local or technical issues that affect specific communities;

**Whereas**, Neighborhood Councils are made up of local engaged stakeholders who are elected or appointed by their communities;

**Whereas**, Neighborhood Councils are unique in that they represent entire communities rather than segmented special interest groups;

**Whereas**, Neighborhood Council board members take an oath of office, receive training, and follow procedures to ensure their positions respect and understand diverse community interests and needs;

**Whereas**, these volunteers bring local knowledge and can focus on community-specific problems that city-wide officials cannot address in detail;

**Whereas**, Neighborhood Councils speak for their own stakeholders, not on behalf of the City of Los Angeles, and use clear disclaimers to prevent any confusion;

**Whereas**, Neighborhood Councils are advisory only to the City on City matters, but nothing in the Charter prohibits them from advocating directly to local, county, state, or federal government and their departments and agencies on issues affecting their communities;

**Whereas**, other levels of government recognize Neighborhood Councils as legitimate and trusted community voices;

**Whereas**, restricting Neighborhood Councils from advocating to other levels of government would make them ineffective on issues outside City jurisdiction, including schools (LAUSD), transit (Metro), air quality (SCAQMD), county services, state and federal legislation, and other matters that directly impact local communities;

**Whereas**, WHWCNC supports preserving Neighborhood Councils' full right to advocate on any community issue

before local, county, state, or federal government and their departments and agencies without interference;  
**Whereas**, Neighborhood Council board members volunteer their time without pay, benefits, or job protections, and deserve respect for their service;

**Now, therefore, be it resolved** that the Woodland Hills-Warner Center Neighborhood Council:

1. **Supports** the Greater Toluca Lake Neighborhood Council's Declaration of Commitment to Representative Government and all Neighborhood Councils facing similar restrictions ([https://bit.ly/GTLNC\\_Declaration](https://bit.ly/GTLNC_Declaration));
2. **Condemns** any efforts by City officials to illegally restrict Neighborhood Councils' free speech and advocacy rights;
3. **Commits** to continue advocating with local, county, state, and federal government and their departments and agencies on behalf of Woodland Hills residents and encourages all Neighborhood Councils to defend their advocacy rights;
4. **Supports** creating a Neighborhood Council Bill of Rights in the City Charter that protects these advocacy rights, to be voted on by Los Angeles residents;
5. **Directs** the Board CIS filer to send this statement and the GTLNC Declaration to:
  - o Mayor of Los Angeles
  - o All LA City Council members
  - o LA City Attorney
  - o Department of Neighborhood Empowerment
  - o Board of Neighborhood Commissioners
  - o City Charter Review Commission
  - o The GTLNC, VANC and LANCC

**SECONDED BY:** [Board Member Name]

**MOTION:** [PASSED/FAILED]

**VOTE:** [Yes: X, No: X, Abstain: X] Roll Call Vote:

**DATE ADOPTED:** [Date]

WHWCNC WHIP Committee History:

**MOTION BY:** Heath Kline **Seconded by:** Aaron Williams; the WHIP Committee should pass the [above] CIS motion and bring it before the full board for passage and action.

**MOTION:** PASSED

**VOTE:** [Yes: 3, No: 0, Abstain: 0 Absent: 1] Roll Call Vote: YES; Aaron Williams, August Steurer, Heath Kline.

ABSENT: Julie Waltrip

**DATE ADOPTED:** October 3, 2025

## **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, Leslie Payne, Terry Stobie  
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 – 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 **November 12, 2025**. Please visit the calendar page at [whcouncil.org](http://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](mailto: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](http://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](mailto:j.mann@whcouncil.org)

**\*PUBLIC POSTING OF AGENDAS** – agendas are posted for public review as follows:

- [www.whcouncil.org](http://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](http://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](mailto: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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978- 1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).