

GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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The GTLNC invites the public to attend

ADMINISTRATIVE COMMITTEE (Merging with Budget and Governmental Relations Committee)

7:00 PM WEDNESDAY, FEBRUARY 15, 2006

Councilmember LaBonge's Field Office 10116 Riverside Drive, Suite 200

	Item	Action	GTLNC Agenda
1)	Committee Reorganization Scope/Mission/Carry-Over Projects/2006 Goals	Fill-Out Form	
2)	Administrative Projects <ul style="list-style-type: none">• New Forms• Utilization of Office Manager	Update	
3)	Budget Projects <ul style="list-style-type: none">• Expense Classifications<ul style="list-style-type: none">○ Currently listed by Committee○ Recommend listing by Function• GTLNC Budget Surplus• Theresa Karam – Budget Item Request• Food Expense for Meetings	Update	
4)	Governmental Relations Projects Assign people to cover government meetings	Update	
5)	Old Business		
6)	New Business		
7)	Close Meeting		

Next Meeting: TUESDAY, MARCH 14, 2006-7:00 PM
Councilmember LaBonge's Field Office
10116 Riverside Drive, Suite 200

Neighborhood Council Meeting Agendas are posted for public review at: Councilmember Tom La Bonge's Toluca Lake Field Office, 10116 Riverside Drive, Suite 200; Ramsey-Shilling Real Estate, 10205 Riverside Dr.; Toluca Car Wash on Magnolia Blvd.; North Weddington Park Recreation Center; North Hollywood Public Library, as well as, on the GTLNC Web site www.gtlnc.org and publication in the *Tolucan Times* Newspaper and the *Daily News* when time permits.

Process for Reconsideration: Any person or group adversely affected by the decisions or policies of the GTLNC may file a written grievance with the Council. The Council shall then refer the matter to the Grievance Committee. Persons who wish to claim a grievance may do so by communicating with any member of the Grievance Committee, and the Grievance Committee shall invite the person claiming a grievance to present arguments and evidence, which may include testimony, to the committee. The Grievance Committee shall act to hear a grievance within thirty days of the initial communication and shall prepare a report and recommendation to the GTLNC to present at its next meeting, or at least no later than the following meeting. The Grievance Committee may on its own volition, communicate its findings directly to the Department of Neighborhood Empowerment (DONE) in addition to reporting to the Governing Board. The Governing Board shall include Grievance Committee reports in its agenda and shall hear the reports in a timely manner as describe above, Any aggrieved stakeholder has the right of appeal to DONE any decision by the GTLNC. This grievance process is intended to address matters involving procedural disputes, e.g., the Council's failure to comply with these Bylaws, or its failure to comply with the City's Charter, the Plan, or local, State or Federal law.