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**September 20, 2011**  
 7:00 pm – 8:30 pm

**GENERAL BOARD MEETING**  
**Agenda**

Toluca Lake Elementary School  
 4840 Cahuenga Blvd.  
 Toluca Woods, CA 91601

**GTLNC BOARD**      *X = Present, AB = Absent, EX = Excused*

_____ Andrew Westall	_____ Heidi Dublin	_____ Daphne Kozek
_____ Ryan Altoon	_____ Janice Eaton	_____ John Moskal
_____ Dylan Conroy	_____ Cornelio Gutierrez-Lozano	_____ Craig Strong
_____ Jessica Miller	_____ Gene Klow	_____ Roger Tanna

<u>Grievance Comm.</u>
_____ Sol Ajelat
_____ Jay Goldberg
_____ Tim Hawkins

**COMMITTEE & BOARD MEETING SCHEDULE**

OCTOBER 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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- Oct 3**      Public Safety Committee
- Oct 4**      Executive Committee
- Oct 6**      Outreach Committee
- Oct 10**     Environmental Affairs Committee
- Oct 11**     Planning & Land Use Committee
- Oct 18**     General Board Meeting

**AGENDA**

#	Time (PM)	Topic	Responsible Person
		<b>Pre-Meeting Activities</b> Public Greeting Community/Stakeholder Sign up Sheet Speaker Card Collection	
1.	7:00 – 7:10 10 minutes	<b>Meeting Opening and Call to Order</b> Pledge of Allegiance Roll Call Review and approve Minutes: <ul style="list-style-type: none"> <li>○ <b>Motion:</b> That the GTLNC minutes from September 16, 2011 be approved as submitted.</li> </ul> President's Remarks: <ul style="list-style-type: none"> <li>○ <b>Motion:</b> That the GTLNC approve a service contract with Toluca Lake Elementary School stating that the GTLNC will cover copier maintenance expenses in return for use of the copier for printing GTLNC agendas, minutes, etc.</li> </ul>	Andrew Westall, President Dylan Conroy Jessica Miller, <i>Secretary</i>  <b>MOTION:</b> <i>First –</i> <i>Second –</i>  <b>MOTION:</b> <i>First –</i> <i>Second –</i>

2.	7:10 – 7:20 10 minutes	<b>GTLNC Treasurer’s Report</b> <ul style="list-style-type: none"> <li>○ <b>Motion:</b> That the GTLNC vote to approve the reallocation of Environmental Affairs budget line items to cover \$1,500 for Toluca Lake Elementary School copier machine maintenance.</li> </ul>	Dylan Conroy, <i>Treasurer</i>  <b>MOTION:</b> <i>First –</i> <i>Second –</i>
3.	7:20 – 7:30 10 minutes	<b>Presentation: Good Neighbor Award</b> <ul style="list-style-type: none"> <li>○ Good Neighbor Award presented to Teddy Hall</li> </ul>	Cm. Tom La Bonge
4.	7:30 – 7:45 15 minutes	<b>Presentation: GTLNC website</b> <ul style="list-style-type: none"> <li>○ Debut of new GTLNC Website presentation</li> </ul>	<i>Ryan Altoon, Vice President</i>
5.	7:45 – 8:00 10 minutes	<b>Open Forum for Stakeholders:</b> Limited to 3 minutes per person/please complete a speaker card	Stakeholders
6.	8:00-8:15 15 minutes	<b>GTLNC Committee Reports – Possible Motions &amp; Votes</b>	GTLNC Committee Chairs
	(3 min.)	Planning & Land Use Committee	Gene Klow, <i>Chair</i>
	(3 min.)	Public Safety Committee	Craig Strong, <i>Committee Member</i>
	(3 min.)	Outreach & Elections Committee	Ryan Altoon, <i>Chair</i>
	(3 min.)	Environmental Affairs Committee	Cornelio Gutierrez-Lozano, <i>Chair</i> Daphne Kozek, <i>Chair</i>
7.	8:15-8:27 12 minutes	<b>City &amp; Neighborhood News and Announcements</b> (Standing open time allotted)	
	(3 min.)	City Council District 4	Alice Roth, <i>Deputy District Dir.</i>
	(3 min.)	Toluca Lake Chamber of Commerce/CUSG	Richard Bogy, <i>Speaker</i>
	(3 min.)	LAPD NoHo Division	Rob Benavidez, <i>Sr. Lead Officer</i>
	(3 min.)	California State Assembly District 43	Eric Menjivar, <i>NC Liaison</i>
	(3 min.)	California State Assembly District 42	Stephanie Gillette, <i>NC Liaison</i>
	(3 min.)	DWP	Greg Bartz, <i>NC Liaison</i>
	(3 min.)	DONE	Thomas Soong, <i>NC Liaison</i>
8.	8:27 – 8:30 5 minutes	<b>New Business:</b> News, announcements, topics of discussion <ul style="list-style-type: none"> <li>• Board Ethics training</li> <li>• GTLNC Summer Mixer- Oct. 7th at Sol Ajalat’s house, 6:30pm</li> </ul>	Andrew Westall
9.	8:30	<b>Meeting Close and Wrap-Up</b> <ul style="list-style-type: none"> <li>• Thank you to those who provided the food for tonight’s meeting.</li> </ul>	Andrew Westall, <i>President</i>

Next meeting  
**Tuesday, October 18, 2011**

**Speakers' Card:** The public is requested to fill out a Speakers Card to address the Council on any item on the agenda prior to the Council taking action on an item. Matters not on the agenda that are within the Council's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to three (3) minutes per speaker, unless waived by the presiding officer of the Council.

**Neighborhood Council Meeting Agendas** are posted for public review at: Discovery Shop west wall bulletin board; Ramsey-Shilling Real Estate, 10205 Riverside Dr.; Toluca Lake Car Wash, 10515 Magnolia Blvd.; North Weddington Park Recreation Center; North Hollywood Public Library, as well as on the GTLNC Web site [www.gtlnc.org](http://www.gtlnc.org).

As a covered entity under **Title II of the Americans with Disabilities Act**, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations 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 availability of services, please make your request at least three (3) business days (72-hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator Taneda Larios at 818-374-9892, Toll-Free (866) LA-HELPS, or email [taneda.larios@lacity.org](mailto:taneda.larios@lacity.org).

**Section 702: (GTLNC Bylaws) Grievance Procedure.**

- An individual stakeholder or group of stakeholders shall have a right to assert a grievance with respect to any act by the Council or any member of the Council.
- Grievances shall be handled in a manner that is consistent with rules and regulations adopted by the City of Los Angeles through its Charter, its ordinances, and the rules as communicated by its agencies, including the Department of Neighborhood Empowerment.
- Disagreement with legitimately determined policies or positions of the Council shall not be considered a grievance for the purposes of this section.
- An allegation that the Bylaws, the Charter Plan or any other local, state or federal law has been violated shall be the legitimate subject of the grievance procedure system.
- For this purpose, the stakeholders at the annual meeting shall elect a Grievance Committee, consisting of three persons, none of whom shall be a member of the Council.
- A vacancy on the Grievance Committee may be filled temporarily by the Council, but that position shall be filled by election by all stakeholders at the next regularly scheduled meeting of stakeholders.
- 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 persons 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 30 days of the initial communication and shall prepare a report and recommendation to the Council to be presented 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 in addition to reporting to the Council.
- The Council shall include Grievance Committee reports in its agenda and shall hear the reports in a timely manner as described above.
- An aggrieved stakeholder may appeal a decision by the Grievance Committee to DONE.

**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.