



@ GTLNC



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# MINUTES GENERAL BOARD MEETING May 15, 2018 7:00pm



Toluca Lake Elementary School  
4840 Cahuenga Blvd, Toluca Lake, CA 91602

GTLNC BOARD			<i>X = Present, AB = Absent, EX = Excused</i>			
<u>_X_</u>	Ryan Altoon	<i>PRESIDENT</i>	<u>__</u>	Vacant Seat	<u>_X_</u> Natasha Lewin	<u>Grievance Comm.</u>
<u>_X_</u>	Joanne Saliba	<i>VICE PRESIDENT</i>	<u>X_</u>	Reynold Blight	<u>EX</u> Richard McFalls	<u>__</u> Sol Ajelat
<u>_X_</u>	Arthur Wypchlak	<i>TREASURER</i>	<u>X_</u>	Kelly Cole	<u>EX</u> Mark Stephenson	<u>__</u> Jay Goldberg
<u>_X_</u>	Juliam Miles	<i>SECRETARY</i>	<u>X_</u>	Jason Friedman	<u>EX</u> Craig Strong	<u>__</u> Tim Hawkins
			<u>X_</u>	David Knox	<u>_X_</u> Lee Jamieson	
STATE, CITY, REGIONAL + COMMUNITY ORGANIZATIONS						
<u>__</u>	Caroline Hogikyan	NC Liaison		State 46th Assembly District		
<u>__</u>	Brian Gavidia	East Valley Rep.		LA City Mayor's Office		
<u>__</u>	Alice Roth	Senior Deputy		LA City Council 4 <sup>th</sup> District		
<u>__</u>	Rob Benavidez	Sr. Lead Officer		LAPD NoHo Division		
<u>__</u>	Jason Stinett	NC Liaison		LA DWP		
<u>_X_</u>	Kathleen Quinn	NC Liaison		DONE		
<u>_X_</u>	Brandon Pender	NC Budget Rep		GTLNC Budget Rep		
<u>__</u>	Jon Molin	President		TL Chamber of Commerce		
<u>__</u>	Richard Bogy	President		TL Homeowners Association		
<u>_X_</u>	Robyn Allen	Member		TL Garden Club		
<u>__</u>	Paulanna Cuccinello	Chair		TL Beautification Partners		
<u>__</u>	Joseph Prendez	Principal		Toluca Lake Elementary School		
<u>__</u>	Silvia Roman	Principal		Rio Vista Elementary School		
<u>__</u>	Rich Armas	Manager		Toluca Lake Farmers Market		
<u>__</u>	Ann Bowman	Librarian		NoHo Library		
TOTAL PUBLIC IN ATTENDANCE						<u>_15_</u>

### COMMITTEE & BOARD MEETING SCHEDULE

1<sup>st</sup> Mon @ 7PM – Public Safety  
 2<sup>nd</sup> Mon @ 6:30PM – Planning & Land Use  
 1<sup>st</sup> Tues @ 6:30PM – Outreach & Elections

2<sup>nd</sup> Tues @ 6PM – Governmental Affairs  
 2<sup>nd</sup> Tues @ 6:30PM – Executive Board  
 1<sup>st</sup> Tues @ 7PM – Environmental Affairs

3<sup>rd</sup> Tues @ 7PM – **General Board**



**MINUTES**  
**GENERAL BOARD MEETING**  
 May 15, 2018



**MEETING AGENDA:**

Topic		Responsible Person
<b>1.</b>	<b>7:00 – 7:10</b> 10 minutes	<b>Meeting Opening / Call to Order</b>
		Ryan Altoon, <i>President</i>
		Pledge of Allegiance Roll Call  Review and approve GTLNC Minutes:  <b><u>MOTION A:</u></b> Approve the GTLNC <b>April 17, 2018</b> Board Minutes as submitted.  President’s Welcome
		Ryan Altoon, <i>President</i> Juliann Miles, <i>Secretary</i> Ryan Altoon, <i>President</i>  <b>VOTE (A):</b> <u>10</u> / <u>0</u> / <u>0</u> <i>1<sup>st</sup> : Arthur Wypchlak</i> <i>2<sup>nd</sup> : Jason Friedman</i>
<b>2.</b>	<b>7:10 – 7:20</b> 10 minutes	<b>Open Public Forum - (Three (3) Minutes per Speaker)</b> <i>Nora Ross: NoHo Summer Nights : Concerts June 16-Aug 4<sup>th</sup></i> <i>Heather Rigby: June 1<sup>st</sup> is the Beginning of the season for the Ford’s Theater</i> <i>Semee Park: Introduction; from DONE; Oversee all NCs in the Valley; staffed enough to be present at all of Neighborhood Council meetings</i> <i>Rudy Melendez: Wants to address Agenda Item #2; Also introducing our Candidancy for California State Senate in the 18<sup>th</sup> District</i>
<b>3.</b>	<b>7:20 – 7:30</b> 10 minutes	<b>Special Guest Speaker</b>
<b>4.</b>	<b>7:30 – 7:50</b> 20 minutes	<b>City &amp; Neighborhood News / Announcements - (Standing Open Forum)</b>
	1	State 46 <sup>th</sup> Assembly District Caroline Hogikyan, <i>NC Liaison</i>
	2	LA City Mayor’s Office Brian Gavidia, <i>East Valley Rep.</i>
	3	LA City Council 4 <sup>th</sup> District Alice Roth, <i>Senior Deputy</i>
	4	LAPD NoHo Division Rob Benavidez, <i>Sr. Lead Officer</i>
	5	LA DWP Jason Stinett, <i>NC Liaison</i>
	6	Empower LA (DONE) -Any questions regarding financial paperwork, Kathleen can do a review to reduce the occurrence of kickbacks -June 1 <sup>st</sup> to submit anything; June 20 <sup>th</sup> for Outreach purchases that use the card; Card increases need to have proper paperwork submitted; Events need to provide 30 days’ notice. Kathleen Quinn, <i>NC Advocate</i>
	7	GTLNC Budget Advocate -Budget Day June 23 <sup>rd</sup> ; Downtown at the City Council Chambers (start time is TBA (approx. 7:30am); Presentation and Q&A with the City Council Brandon Pender
	8	Toluca Lake Chamber of Commerce Jon Molin, <i>President</i>



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Topic		Responsible Person
9	Toluca Lake Homeowners Association	Richard Bogy, <i>President</i>
10	Toluca Lake Garden Club -Looking to see if there are any projects in the NC they donate	Robyn Allen, <i>President</i>
11	Toluca Lake Beautification Partners	Paulanna Cuccinello, <i>Chair</i>
12	NoHo (Amelia Earhart) Library	Ann Bowman, <i>Librarian</i>
13	Toluca Lake Elementary School	Joseph Prendez, <i>Principal</i>
14	Rio Vista Elementary	Silvia Roman, <i>Principal</i>
15	Toluca Lake Farmers Market	Rich Armas, <i>Manager</i>
<b>5.</b>	<b>7:50 – 8:20</b> 30 minutes	<b>GTLNC Committee Reports – Possible Motions &amp; Votes</b> GTLNC Committee Chairs
	10 minutes	<b>Executive Committee</b> - (One (1) Minute per Speaker, per Agenda Item Allotted)
	<ul style="list-style-type: none"> <li>• Administrative               <ul style="list-style-type: none"> <li>○ GTLNC Office Organization -New Equipment in the office (Computer, Shelves, etc.)</li> <li>○ Social Media Update</li> </ul> </li> </ul>	
	<b>Treasurer Report</b> - (One (1) Minute per Speaker, per Agenda Item Allotted)	Arthur Wypchlak, <i>Treasurer</i>



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	<ul style="list-style-type: none"> <li>• April Budget and Performa Review</li> </ul> <p><b><u>MOTION B:</u></b> Approve the <b>April 2018 MER</b> and expenditures for reconciliation submission to the City Clerk.</p> <p><b><u>MOTION C:</u></b> Approve \$850 for the 11th Annual Valley Disaster Preparedness Fair.</p> <p><b><u>MOTION D:</u></b> Approve the reimbursement of \$272.33 to Juliann Miles for personal charges to cover Earth Day supplies.</p> <p><b><u>MOTION E:</u></b> Approve the reimbursement of \$91.56 to Kelly Cole for personal charges to cover Earth Day volunteer refreshments.</p> <p><b><u>MOTION F:</u></b> Approve a 2018 \$3,627.75 NPG request for Toluca Lake Elementary School to cover the shared copier (\$835) and the Accelerated Reader program (\$2,792.75).</p> <p><del><b><u>MOTION G:</u></b> Approve a 2019 \$3,627.75 NPG request for Toluca Lake Elementary School to cover the shared copier (\$835) and the Accelerated Reader program (\$2,792.75).</del></p> <p><b>Tabled because board cannot vote on the next fiscal year.</b></p> <p><b><u>MOTION H:</u></b> Approve a 2018 \$993.49 NPG for Rio Vista Elementary for two picnic benches.</p> <p><b>Ryan Altoon &amp; David Knox recused themselves because they have children attend Rio Vista Elementary.</b></p> <p><b><u>MOTION I:</u></b> Approve <b>\$350</b> for a GTLNC Step and Repeat banner.</p> <p><b><u>MOTION J:</u></b> Approve <b>\$380</b> or a GTLNC retractable banner.</p>	<p><b>VOTE(B):</b> 10 / 0 / 0  <i>First: Lee Jamieson</i>  <i>Second: Reynold Blight</i></p> <p><b>VOTE(C):</b> <u>10</u> / <u>0</u> / <u>0</u>  <i>First: Lee Jamieson</i>  <i>Second: Kelly Cole</i></p> <p><b>VOTE(D):</b> 10 / 0 / 0  <i>First: Jason Friedman</i>  <i>Second: Reynold Blight</i></p> <p><b>VOTE(E):</b> <u>10</u> / <u>0</u> / <u>0</u>  <i>First: Jason Friedman</i>  <i>Second: Lee Jamieson</i></p> <p><b>VOTE (F):</b> <u>10</u> / <u>0</u> / <u>0</u>  <i>First: Lee Jamieson</i>  <i>Second: Kelly Cole</i></p> <p><del><b>VOTE(G):</b> <u>    </u> / <u>    </u> / <u>    </u>  <i>First:</i>  <i>Second:</i></del></p> <p><b>VOTE (H):</b> 8 / 0 / 2  <i>First: Lee Jamieson</i>  <i>Second: Jason Friedman</i></p> <p><b>VOTE (I):</b> 10 / 0 / 0  <i>First: Lee Jamieson</i>  <i>Second: Kelly Cole</i></p> <p><b>VOTE (J):</b> <u>10</u> / <u>0</u> / <u>0</u>  <i>First: Reynold Blight</i>  <i>Second: Jason Friedman</i></p>
5 minutes	Planning & Land Use Committee	Ryan Altoon, Chair



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Topic		Responsible Person
<i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>		
	<ul style="list-style-type: none"> <li>• Cahuenga/Addison Lot Beautification -A motion, to be addressed in the Special Meeting, to pay for the fence &amp; irrigation/electrical pieces at the property.</li> <li>• 134 Freeway On/Off Ramp Beautification – update -Site walks have been done and maintenance agreement; ABC has adopted this area and will be contacted for further engagement; receiving 3 bids for this project; Will contact Toluca Lake Beautifications Partners for their participation</li> <li>• 134 Vineland Off ramp Encampment: Juliann Miles stepped down as a board member due to the 500 rule and spoke as a member of the general public. Todd Gilman will be contacted regarding this issue.</li> <li>• Hortense/Blix - Light Shining into neighboring properties Todd Gilman will be contacted regarding this issue.</li> <li>• Beautification Projects: Scope Release &amp; Response</li> <li>• Beautification Projects: Scope Release &amp; Response</li> </ul>	
5 minutes	<b>Public Safety Committee</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Jason Friedman, Co-Chair
	<ul style="list-style-type: none"> <li>• Bicycle safety in Toluca Lake (Ron Meziker) To have bike lanes as part of the sidewalk rather than taken away from the road space</li> <li>• A fence was reported broken by Biloxi and the 134 and is being reported cal trans.</li> <li>• Homeless Issues</li> <li>• LAMC 85.02 (Tess Taylor): regarding safe parking</li> </ul>	
4 minutes	<b>Outreach &amp; Elections Committee</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Kelly Cole, Co-Chair
	<ul style="list-style-type: none"> <li>• Kiosk follow-up: Looking into relocating Kiosk to Trader Joe's</li> <li>• Lanyard &amp; Tablecloth follow-up</li> <li>• Election Planning: Possible separate website for the election</li> </ul>	
3 minutes	<b>Environmental Affairs Committee</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Juliann Miles, Chair



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Topic		Responsible Person
	<ul style="list-style-type: none"><li>• Suggestions for Future Projects</li><li>• Bottle/Can Collection: Trader Joes &amp; 7-11</li><li>• Green Business Initiative</li><li>• If you are interested in joining Environmental Affairs or if you have ideas for potential projects for the committee, please do not hesitate to send an email to <a href="mailto:Juliann.Miles@gtlnc.org">Juliann.Miles@gtlnc.org</a>.</li></ul>	
3 minutes	<b>Governmental Affairs Committee</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Joanne Saliba, <i>Chair</i>



- Results of Budget Advocates White Paper Ad-Hoc Committee

**MOTION K:** To approve the findings of the Ad-Hoc Committee regarding the Budget Advocates 2018-2019 White Paper

**(K)VOTE:** 10 / 0 / 0  
*First: Natasha Lewin*  
*Second: Jason Friedman*

**LEGISLATIVE UPDATE SUGGESTED COMMUNITY IMPACT STATEMENTS:**

- Report on the 5/3/2018 LA City Council Budget Finance Comm. Meeting regarding Mayor’s 2018-2019 Proposed Budget
- Federal Census / Citizen Status Question: Council File 18-0253

**MOTION L:** To support the City Council motion to request the City Attorney file an amicus brief to support the State of California in its challenge of the U.S. Commerce Department for its new policy to ask respondents to the Federal Census whether they are U. S. Citizens. (Discussion was tabled at the 4/17/2018 GTLNC Board Meeting due to time constraints.)

**(L)VOTE:** \_\_\_/\_\_\_/\_\_\_  
*First:*  
*Second:*

**Move to table Motion L until the June General Board Meeting.**

ON GOING BUSINESS

- By-Laws Amendment

**MOTION M:** to amend the Board Approved By Laws per ~~DONE~~ input switch language from “Fourteen (14) Board members with an additional of up to two (2) Youth Members to “Sixteen Board members including up to two (2) Youth members” the Council will consist of sixteen (16) members. Council members must remain continuous and ongoing stakeholders during their entire term of office. The Governing Board shall, to the extent possible, reflect the diversity of the Council’s stakeholders. Included in the sixteen (16) members and at the discretion of the President with a majority vote of the Board members, may be up to two (2) youth, who must be at least 15 years of age but not older than 17 years of age. Youth terms may be extended by a majority vote no more than two times for a total of three (3) years. A youth member may not vote on the financial matters.”

**(M)VOTE:** 10 / 0 / 0  
*First: Jason Friedman*  
*Second: Reynold Blight*

Suggestions for Guest Speakers



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Topic		Responsible Person
	<b>Suggested Guest Speakers for Future GTLNC Board Meetings:</b> <ul style="list-style-type: none"> <li>• Building; Safety Department</li> <li>• CALTRANS</li> </ul> Planning Department	
6.	<b>8:20 – 8:30</b> 10 minutes  <b>New Business:</b> <i>News, announcements, topics of discussion</i> <i>Ralene Anderson has resigned from the General Board. The Board thanks her for her commitment to the community and her service. There are currently 4 individuals who are running for the empty seat. Katherine Hatton, Hannah Globus, and Robyn Allen are here tonight and would like to make an introduction.</i>	Ryan Altoon, <i>President</i>
7.	<b>8:52</b>  <b>Meeting Adjourned</b>	Ryan Altoon, <i>President</i>
Next meeting: <b>Tuesday, June 19, 2018</b>		

**COMMITTEE + BOARD MEETING SCHEDULE**

1 <sup>st</sup> Mon. @ 7PM – Public Safety	2 <sup>nd</sup> Tues. 6:30PM – Executive Board	3 <sup>rd</sup> Tuesday – General Board
1 <sup>st</sup> Tues. @ 6:30PM – Outreach & Elections	2 <sup>nd</sup> Tues. 6PM– Gov Affairs	
2 <sup>nd</sup> Mon. @ 6:30PM – Planning & Land Use	1 <sup>st</sup> Tues. 7PM– Environmental Affairs	

**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, as well as on the GTLNC Web site [www.gtlnc.org](http://www.gtlnc.org). 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.gtlnc.org](http://www.gtlnc.org), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact [admin@gtlnc.org](mailto:admin@gtlnc.org). As 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 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 availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at 213-978- 1551 or e-mail [NCSupport@lacity.org](mailto:NCSupport@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.





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- 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.