



@ GTLNC



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MINUTES SPECIAL BOARD MEETING July 17, 2018 8:30pm



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> X </u>	Robyn Allyn	<u> EX </u> Natasha Lewin	<u>Grievance Comm.</u>
<u> </u>	(vacant)	<i>VICE PRESIDENT</i>	<u> X </u>	Reynold Blight	<u> X </u> Katherine Hatton	<u> </u> Sol Ajelat
<u> X </u>	Arthur Wypchlak	<i>TREASURER</i>	<u> X </u>	Kelly Cole	<u> X </u> Mark Stephenson	<u> </u> Jay Goldberg
<u> X </u>	Juliann Miles	<i>SECRETARY</i>	<u> X </u>	Jason Friedman	<u> EX </u> Craig Strong	<u> X </u> Tim Hawkins
<u> EX </u>	Richard McFalls	<i>ASST. SECRETARY</i>	<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 th District		
<u> </u>	Rob Benavidez	Sr. Lead Officer		LAPD NoHo Division		
<u> </u>	Jason Stinett	NC Liaison		LA DWP		
<u> </u>	Kathleen Quinn	NC Liaison		DONE		
<u> </u>	Brandon Pender	NC Budget Representative		GTLNC Budget Representative		
<u> </u>	Jon Molin	President		TL Chamber of Commerce		
<u> </u>	Richard Bogy	President		TL Homeowners Association		
<u> </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> 22 </u>

COMMITTEE & BOARD MEETING SCHEDULE

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

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

3rd Tues @ 7PM – **General Board**



MEETING MINUTES:

		Topic	Responsible Person
1.	8:30 – 8:35 5 minutes	Meeting Opening / Call to Order	Ryan Altoon, <i>President</i>
		Roll Call	Juliann Miles, <i>Secretary</i>
2.	8:35 – 8:45 10 minutes	Open Public Forum - <i>(Three (3) Minutes per Speaker)</i>	
3.	8:45 – 9:00 15 minutes	GTLNC Budget FY 2018-19	
		<ul style="list-style-type: none"> MOTION: <u>The GTLNC approves the Fiscal Year 2018-19 Budget for submission to the City Clerk as presented.</u> 	VOTE: <u> 12 / 0 / 0 </u> <i>First:</i> <i>Second:</i>
4.	9:00	Meeting Adjourned 9:30PM	Ryan Altoon, <i>President</i>
Next meeting: Tuesday, September 18, 2018			

COMMITTEE + BOARD MEETING SCHEDULE		
1 st Mon. @ 7PM – Public Safety	2 nd Tues. 6:30PM – Executive Board	3 rd Tuesday – General Board
1 st Tues. @ 6:30PM – Outreach & Elections	2 nd Tues. 6PM– Gov Affairs	
2 nd Mon. @ 6:30PM – Planning & Land Use	1 st 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. 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, 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. 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 **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.



AGENDA
SPECIAL BOARD MEETING
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- 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.

Greater Toluca Lake Neighborhood Council
Budget for Fiscal Year 2018-2019
APPROVED (7/18/2018)

Funds

Total Annual Allocation	\$42,000
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Budget

Code	Category	%	Total
100 Operations			
AUD	Audio and Visual Services		\$0
EDU	Training and Board Retreat		\$0
FAC	Facilities Related and Space Rental		\$0
MIS	Miscellaneous Expense		\$0
OFF	Office Equipment and Supplies		\$1,920
POS	Postage		\$0
TAC	Temporary Staff		\$7,500
TRL	Translation and Transcription		\$0
	Sub Total	22.43%	\$9,420
200 Outreach			
ADV	Advertising		\$200
ELE	Election Outreach Expense		\$4,000
EVE	Event Expense / Food & Refreshments		\$9,950
MEE	Meeting Expense		\$1,250
NEW	Newsletter Expense		\$440
WEB	Website Maintenance/Enhancement/Creation		\$3,240
	Sub Total	45.43%	\$19,080
300 Community Improvement			
CIP	Community Improvement Project		\$7,500
	Sub Total	17.86%	\$7,500
400 Neighborhood Purpose Grants			
GRT	Neighborhood Purpose Grant		\$6,000
	Sub Total	14.29%	\$6,000
Grand Total			\$42,000

GTLNC FY 2018/19 BUDGET		2018/19
Committee	Category/Description	PROPOSED BUDGET
Office Expense		
Executive	Equipment	\$ 470
Executive	Accting Software	\$ -
Executive	Email Hosting - Gmail	\$ 1,200
Executive	Supplies	\$ 250
Executive	Website Hosting	\$ 240
		\$ 2,160
Professional Services		
Executive	Bookkeeper / Administration	\$ 7,500
Outreach	Social Media Campaign / Admin	\$ 3,000
		\$ 10,500
Community Projects		
Pub Safety	Emergency Preparedness Summit	\$ -
Pub Safety	National Night Out	\$ 500
Pub Safety	Neighborhood Watch Captains Meeting	\$ 500
		\$ 1,000
Planning	Streetscape Phase 3 - Riverside Dr.	\$ -
Planning	Streetscape Phase 3 - Lankershim Blvd.	\$ 7,500
Planning	HUMC - Cahuenga Addison	\$ -
Planning	Toluca Lake Beautification Partners	\$ 2,500
		\$ 10,000
Env. Affairs	Earth Day Event	\$ 7,500
		\$ 7,500
Outreach	Email Service / Newsletter	\$ 240
Outreach	Pancake Breakfast	\$ 500
Outreach	Holiday Open House	\$ 500
Outreach	TL Elementary - Copier Maintenance	\$ 1,000
Outreach	TL Elementary - Accelerated Reader	\$ 1,500
Outreach	Rio Vista Elementary	\$ 1,000
		\$ 4,740
Gov Affairs	NC Elections	\$ 4,000
Gov Affairs	Budget Advocates	\$ -
		\$ 4,000
Advertising		
Outreach	Placement Ads	\$ 200
Outreach	Discovery Shop Kiosk Update	\$ -
Outreach	Promotional Items (Earth Day, Holiday, NNO)	\$ 450
Outreach	Mailers & Flyers	\$ 200
		\$ 850
Misc. Expenses		
Outreach	Food & Beverage	\$ 1,250
		\$ 1,250
TOTAL GTLNC BUDGET		\$ 42,000

Notes

Google @ \$100/month

Xapnet @ \$20/month

Shiny Object @ \$250/month

NPG - Beautification Project

Mail Chimp @ \$20/month

NPG - Copier Maint.

NPG - Accelerated Reader

Facebook ads

Based on \$125/mo x 10 mo (Dark: Aug, Dec)