



**MINUTES**  
**GENERAL BOARD MEETING**  
**OCTOBER 16, 2018**  
**7:00pm**



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

<b>GTLNC BOARD</b>			<i>X = Present, AB = Absent, EX = Excused</i>		
<u>_X_</u> Ryan Altoon	<i>PRESIDENT</i>	<u>_X_</u> Robyn Allyn	<u>_X_</u> Lee Jamieson	<i>Grievance Comm.</i>	
<u>_X_</u> Jason Friedman	<i>VICE PRESIDENT</i>	<u>_X_</u> Reynold Blight	<u>_X_</u> Natasha Lewin	___ Sol Ajelat	
<u>_X_</u> Arthur Wypchlak	<i>TREASURER</i>	<u>_X_</u> Kelly Cole	<u>_X_</u> Mark Stephenson	___ Jay Goldberg	
<u>_X_</u> Juliann Miles	<i>SECRETARY</i>	<u>_X_</u> Katherine Hatton	EX Craig Strong	___ Tim Hawkins	
<u>_X_</u> Richard McFalls	<i>ASST. SECRETARY</i>		EX David Knox		
<b>STATE, CITY, REGIONAL + COMMUNITY ORGANIZATIONS</b>					
___ Caroline Hogikyan	NC Liaison	State 46th Assembly District			
___ TBA	East Valley Rep.	LA City Mayor's Office			
<u>_X_</u> Alice Roth	Senior Deputy	LA City Council 4 <sup>th</sup> District			
___	Sr. Lead Officer	LAPD NoHo Division			
___ Jason Stinett	NC Liaison	LA DWP			
<u>_X_</u> Kathleen Quinn	NC Liaison	DONE			
___ Michael Menjivar	NC Budget Advocate	GTLNC Budget Advocate			
<u>_X_</u> Tim Hawkins	Representative	TL Chamber of Commerce			
<u>_X_</u> Steve Hampar	President	TL Homeowners Association			
___ Dana Boyd	President	TL Garden Club			
___ Jon Molin	Chair	TL Beautification Partners			
___ Joseph Prendez	Principal	Toluca Lake Elementary School			
___ Silvia Roman	Principal	Rio Vista Elementary School			
___ Rich Armas	Manager	Toluca Lake Farmers Market			
___ Ann Bowman	Librarian	NoHo Library			
<b>TOTAL PUBLIC IN ATTENDANCE</b>				<u>  21  </u>	

**COMMITTEE + BOARD MEETING SCHEDULE**

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

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**MEETING MINUTES:**

Topic		Responsible Person
1.	7:00 – 7:10 10 minutes	<b>Meeting Opening / Call to Order</b> Ryan Altoon, <i>President</i>
	Pledge of Allegiance Roll Call Approval of Board Minutes  <u><b>MOTION A:</b> Approve the September 18, 2018 GLTNC Board Minutes as presented.</u>  President’s Welcome	Ryan Altoon, <i>President</i> Juliann Miles, <i>Secretary</i> Ryan Altoon, <i>President</i>  <b>VOTE: 12 / 0 / 0</b> <i>1<sup>st</sup> : Jason Friedman</i> <i>2<sup>nd</sup> : Arthur Wypchlak</i>
2.	7:10 – 7:20 10 minutes	<b>Open Public Forum - (Three (3) Minutes per Speaker)</b> <i>Barbara Kaye: Traffic Light at Cahuenga/Addison, received thumbs up for the project and received news that it was funded a few months ago. Where are we in the process? Any updates on the typhus outbreak?</i>  <i>Jason Friedman: We received the notice that it was approved 5 months ago. At the time of approval, we were told it could take up to 12 months.</i> <i>Ryan Altoon: We have not received any updates regarding the Typhus outbreak regarding our area.</i>  <i>Tess Taylor: 1.) #SaveNoHoPark Initiative- Resources for the Homeless in the, North Hollywood park; would like to collaborate with neighbors and Homeless Ad Hoc 2.) Alice Roth/ Jay Goldberg gift well card</i>
3.	7:20 – 7:35 15 minutes	<b>PRESENTATION: LA City Department of Planning RE: Community Plan Update / TOLUCA LAKE</b>  southeastvalley.planning.org; southeastvalleyplans on Facebook; 4 opening houses; questions and comment forms are welcomed  Reynold Blight: Are we taking into account Burbank Airport and the activity Universal into account *In the environmental study, we are taking into account various traffic flow, environmental layers, etc into account. Although Burbank does not lie within the LA city boundaries  Community input, City and State mandates are coming down and need to be enforced
4.	7:35 – 7:50 15 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 TBA, <i>East Valley Rep.</i>



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Topic		Responsible Person	
3	<p>LA City Council 4<sup>th</sup> District</p> <ul style="list-style-type: none"> <li>-Emergency Prep Summit had an excellent turn out</li> <li>-Thank You neighborhood watch; had meeting with the HOA; thinks it would be nice have the Detective to pass on tips</li> <li>-New Senior Lead officer (until the end of November) will be present at the Turkey Trot</li> <li>-Passed an ordinance regarding brush clearance</li> </ul> <p>Mark Stephenson: A city tree fell onto a fence and landed on County property. Neither City nor County will remove the tree and repair the fence.</p>	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	<p>Empower LA (DONE)</p> <ul style="list-style-type: none"> <li>-Outreach Regional workshop 10/18. Location has changed</li> <li>-10/22 Live Ethics Training at Mission Hills Police Station</li> <li>-North Valley Regional Training 10/23</li> <li>-10/18 at 10:18 is the shake out</li> <li>-Elections revving up; chart that shows what kind and what type of outreach should be done and when</li> <li>-Live Funding training</li> </ul>	Kathleen Quinn, <i>NC Advocate</i>	
7	GTLNC Budget Advocate	Michael Menjivar	
8	<p>Toluca Lake Chamber of Commerce</p> <ul style="list-style-type: none"> <li>-12/7 Holiday Open House no float</li> </ul>	Tim Hawkins, <i>Representative</i>	
9	<p>Toluca Lake Homeowners Association</p> <ul style="list-style-type: none"> <li>-Turkey Trot is back and is coming up in Nov; Everyone is welcome to participate</li> </ul>	Steve Hampar, <i>President</i>	
10	Toluca Lake Garden Club	Dana Boyd, <i>President</i>	
11	Toluca Lake Beautification Partners	Jon Molin, <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)	Ryan Altoon



Topic		Responsible Person
	<ul style="list-style-type: none"> <li>Administrative               <ul style="list-style-type: none"> <li>Social Media Update</li> <li>Website</li> </ul> </li> </ul>	
	<b>Treasurer Report</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Arthur Wypchlak, <i>Treasurer</i>
	<ul style="list-style-type: none"> <li>September and Proforma Review</li> </ul> <p><b><u>MOTION B: Approve the SEPTEMBER 2018 MER and expenditures for reconciliation submission to the City Clerk.</u></b></p>	<b><i>VOTE: 12 / 0 / 18</i></b> <i>First: Lee Jamieson</i> <i>Second: Kelly Cole</i>
5 minutes	<b>Planning &amp; Land Use Committee</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Ryan Altoon, <i>Chair</i>
	<ul style="list-style-type: none"> <li>134 Freeway On/Off Ramp Beautification – will be seeing work here in the next few weeks</li> <li>Cahuenga/Addison Lot Beautification                -Mark Stephenson recused himself; Cmte has been reaffirming and confirming participants of project.</li> <li>Beautification &amp; Streetscape</li> <li>Homeless Housing Ad Hoc Committee                -Met 10/2; no sites in GTLNC area regarding Homeless area; proposed 16 parking spaces on Vineland and more spaces at St. Charles Borromeo; come together to decide some guidelines that would be appropriate for our area that would be suitable to provide to the City when searching for a property</li> <li>Community Plan Update               <ul style="list-style-type: none"> <li>Sherman Oaks-Studio City-Toluca Lake-Cahuenga Pass</li> <li>11/7/2018 – HARMONY TOLUCA LAKE</li> <li>5:30PM-7:30PM</li> </ul> </li> </ul>	
5 minutes	<b>Public Safety Committee</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Jason Friedman, <i>Chair</i>
	<ul style="list-style-type: none"> <li>Annual Neighborhood Watch Captains Meeting -Recap                -Steve Hampar is updating the list and organizing watch captains</li> <li>East Valley Emergency Preparedness Summit – Recap                -Tony Carey, Tess Taylor, and Robyn Allyn manned the table. City has an employee who can explain how to coordinate individuals in your neighborhood</li> <li>LADOT updates</li> </ul>	
4 minutes	<b>Outreach &amp; Elections Committee</b> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Natasha Lewin, <i>Co-Chair</i> Kelly Cole, <i>Co-Chair</i>



Topic		Responsible Person
	<ul style="list-style-type: none"> <li><del><b>MOTION C:</b> To approve to \$250 towards the Toluca Lake Homeowners Association Turkey Trot as amended</del></li> </ul> <p><i>Kelly Cole has requested to table the motion.</i></p> <ul style="list-style-type: none"> <li>Halloween Ride,               <ul style="list-style-type: none"> <li>Saturday 10/27 @ 9:45am, Chase Bank Parking Lot</li> <li>Lime is sponsoring the event and will be providing scooters; registration</li> </ul> </li> <li>Halloween Trash Cans</li> <li>GTLNC Election Information: Thursday 5/16/19</li> <li>LA Family Housing Walk-Though 10/3: Informative meeting</li> </ul>	<p><del><b>VOTE:</b> _____ / _____ / _____</del></p> <p><del><i>First:</i></del></p> <p><del><i>Second:</i></del></p>
3 minutes	<p><b>Environmental Affairs Committee</b>          - (One (1) Minute per Speaker, per Agenda Item Allotted)</p>	Juliann Miles, <i>Chair</i>
	<ul style="list-style-type: none"> <li>Earth Day 2019</li> <li>Green Business Initiative</li> <li>Suggestions for Future Projects</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	<p><b>Governmental Affairs Committee</b>          - (One (1) Minute per Speaker, per Agenda Item Allotted)</p>	Richard McFalls, <i>Chair</i>
	<ul style="list-style-type: none"> <li><b>Update:</b> <u>Safe Parking Program / Department of Motor Vehicles /Supplemental Services:</u> Council File 18-0002-S111               <ul style="list-style-type: none"> <li>Introduced on August 17, 2018 and referred to Rules, Elections, and Intergovernmental Relations Committee. –</li> <li>The Resolution is requesting that the City of Los Angeles include in its 2017-2018 Federal and State Legislative Program SUPPORT for the legislative and/or any administrative action that would require the Department of Motor Vehicles to provide supplemental services to Safe Parking programs</li> </ul> </li> <li>-There are approx 16 spots next to the Fire Department on Vineland</li> <li><b>Update:</b> <u>Mobile Data Carriers / Billing and Throttling Practices /Disaster Situations:</u> Council File 18-0821,               <ul style="list-style-type: none"> <li>Introduced on August 24, 2018 and referred to Rules, Elections, and Intergovernmental Relations Committee. –</li> <li>The motion is requesting that representatives from the four major mobile data carriers, AT&amp;T Wireless, Sprint, T-Mobile and Verizon, make their staff experts on billing and throttling available to explain</li> </ul> </li> <li>Working with Alice to track the progress of where some of these Council motions are in the process</li> </ul>	
6. 8:20 – 8:30 10 minutes	<p><b>New Business:</b> <i>News, announcements, topics of discussion</i></p>	Ryan Altoon, <i>President</i>



Topic		Responsible Person
7.	9:06 Meeting Adjourned	Ryan Altoon, <i>President</i>
Next meeting: <b>Tuesday, November 27, 2018</b>		

COMMITTEE + BOARD MEETING SCHEDULE		
1 <sup>st</sup> Mon. @ 7PM – Public Safety	2 <sup>nd</sup> Tues. 6:30PM – Executive Board	
1 <sup>st</sup> Tues. @ 6:30PM – Outreach	2 <sup>nd</sup> Tues. 6PM – Gov Affairs	3 <sup>rd</sup> Tuesday – <b>General Board</b>
2 <sup>nd</sup> Mon. @ 6:30PM – Planning	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.
  - 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



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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.