



MINUTES

GENERAL BOARD MEETING

January 15, 2019
7:00pm



Harmony United Methodist Church
4301 Cahuenga Blvd, Toluca Lake, CA 91602

GTLNC BOARD			<i>X = Present, AB = Absent, EX = Excused</i>			
X_	Ryan Altoon	<i>PRESIDENT</i>	<u>X</u>	Robyn Allyn	___ Lee Jamieson	<u>Grievance Comm.</u>
X_	Jason Friedman	<i>VICE PRESIDENT</i>	<u>X</u>	Reynold Blight	<u>X</u> Natasha Lewin	___ Sol Ajelat
X_	Arthur Wypchlak	<i>TREASURER</i>	<u>X</u>	Kelly Cole	<u>EX</u> Mark Stephenson	___ Jay Goldberg
X_	Juliann Miles	<i>SECRETARY</i>	<u>X</u>	Katherine Hatton	EX_ Craig Strong	___ Tim Hawkins
X_	Richard McFalls	<i>ASST. SECRETARY</i>			<u>X</u> David Knox	
STATE, CITY, REGIONAL + COMMUNITY ORGANIZATIONS						
<u>X</u>	Caroline Hogikyan	NC Liaison			State 46th Assembly District	
___	TBA	East Valley Rep.			LA City Mayor's Office	
___	Alice Roth	Senior Deputy			LA City Council 4 th District	
<u>X</u>	Curtis Delbar	Sr. Lead Officer			LAPD NoHo Division	
___	Jason Stinett	NC Liaison			LA DWP	
<u>X</u>	Gibson Nyambura	NC Liaison			DONE	
___	Michael Menjivar	NC Budget Advocate			GTLNC Budget Advocate	
___	Jon Molin	President			TL Chamber of Commerce	
___	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	
<u>X</u>	Ann Bowman	Librarian			NoHo Library	
TOTAL PUBLIC IN ATTENDANCE						___ 8

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 @ 7:15PM – Environmental Affairs

3rd Tues @ 7PM –
General Board

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MEETING AGENDA:

		Topic	Responsible Person
1.	7:00 – 7:10 10 minutes	Meeting Opening / Call to Order	Ryan Altoon, <i>President</i>
		Pledge of Allegiance Roll Call Approval of Board Minutes <u>MOTION A: Approve the November 27, 2018 GLTNC Board Minutes as presented.</u> President’s Welcome <u>MOTION B: Approve recommendation to GTLNC Board for the consideration of Joseph Roberts for the GTLNC Youth Board Seat, Fiscal Year 2018/19 as amended.</u>	Ryan Altoon, <i>President</i> Juliann Miles, <i>Secretary</i> Ryan Altoon, <i>President</i> VOTE: 11 / 0 / 0 <i>1st : Jason Friedman</i> <i>2nd : David Knox</i> VOTE: 11 / 0 / 0 <i>1st : Juliann Miles</i> <i>2nd : Robyn Allen</i>
2.	7:10 – 7:20 10 minutes	Open Public Forum - (Three (3) Minutes per Speaker) <i>Jim Fitzpatrick: News states that all schools are open during the strike. Why are we not allowed to have a meeting at the school.</i> <i>Ryan:</i> <i>Matt Rossell: Rescue Freedom Project; investigating Toluca Lake Petting Zoo; found several safety and health concerns regarding the animals including finding parasites that are transmittable to humans; The Petting Zoo has not taken the health departments recommendations (matt@rescuefreedomproject.com)</i>	
3.	7:20 – 7:35 15 minutes	PRESENTATION: Guest Speaker	
4.	7:35 – 7:50 15 minutes	City & Neighborhood News / Announcements - (Standing Open Forum)	
		1 State 46 th Assembly District -Renter’s Rights Workshop -Young CEO event -5 th Annual Job Fair	Caroline Hogikyan, <i>NC Liaison</i>
		2 LA City Mayor’s Office	TBA, <i>East Valley Rep.</i>
		3 LA City Council 4 th District	Alice Roth, <i>Senior Deputy</i>
		4 LAPD NoHo Division -Call non emergency line and crimestopper line to report suspicious activity -Hide it, Lock, Keep it is successful in assisting vehicle break ins -Do not leave vehicles unlocked or leave keys in vehicles -Robbery at gas station at the vineland & cahuenga. Individuals were caught.	Curtis Delbar, <i>Sr. Lead Officer</i>
		5 LA DWP	Jason Stinett, <i>NC Liaison</i>



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	Topic	Responsible Person	
6	<p>Empower LA (DONE)</p> <p>-Staff is available to do Outreach to increase participation for elections</p> <p>-Has stakeholder definition changed? It was being presented by Ryu. Will provide an update regarding this.</p> <p>- Will look for further clarification regarding candidates providing home addresses.</p> <p>-Regarding providing advertisement via bus benches; DONE will meet tomorrow and hopefully can provide further clarification</p> <p>-Will look into putting up a FAQ section regarding elections and candidates</p>	Gibson Nyambura, <i>NC Advocate</i>	
7	GTLNC Budget Advocate	Michael Menjivar	
8	Toluca Lake Chamber of Commerce	Jon Molin, <i>President</i>	
9	Toluca Lake Homeowners Association	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	<p>NoHo (Amelia Earhart) Library</p> <p>-Used book sale 1/20 1pm-4pm</p> <p>-1/27 Neighborhood Science children’s program; regarding “Citizen Science</p> <p>-Library is open during the strike</p>	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>	
5.	7:50 – 8:20	GTLNC Committee Reports – Possible Motions & Votes	GTLNC Committee Chairs
	30 minutes		
	10 minutes	Executive Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Ryan Altoon
		<ul style="list-style-type: none"> • Administrative <ul style="list-style-type: none"> ○ Social Media Update ○ Website 	
		Treasurer Report - (One (1) Minute per Speaker, per Agenda Item Allotted)	Arthur Wypchlak, <i>Treasurer</i>



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	Topic	Responsible Person
	<ul style="list-style-type: none"> November & December Proforma Review <p><u>MOTION C:</u> Approve the November 2018 MER and expenditures for reconciliation submission to the City Clerk.</p> <p><u>MOTION D:</u> Approve the December 2018 MER and expenditures for reconciliation submission to the City Clerk.</p>	<p>VOTE: <u>11 / 0 / 1</u> <i>First: Reynold Blight</i> <i>Second Kelly Cole</i></p> <p>VOTE: <u>11 / 0 / 1</u> <i>First: Jason Friedman</i> <i>Second: Richard McFalls</i></p>
5 minutes	Planning & Land Use Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Ryan Altoon, <i>Chair</i>
	<ul style="list-style-type: none"> 134 Freeway On/Off Ramp Beautification – update: Permit has been obtained; work will begin after the rain Cahuenga/Addison Lot Beautification: working on the community benefit analysis Beautification & Streetscape Homeless Housing Ad Hoc Committee Community Plan Update 	
5 minutes	Public Safety Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Jason Friedman, <i>Chair</i>
	<ul style="list-style-type: none"> Shake Alert LA app -app is free; receive push notification regarding earthquakes Safety concerns at Cahuenga and Valley Spring Lane intersection. Burglary on the 10400 block of Valley Spring Lane. No LADOT updates 	
4 minutes	Outreach & Elections Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Natasha Lewin, <i>Co-Chair</i> Kelly Cole, <i>Co-Chair</i>
	<ul style="list-style-type: none"> Election update -Plan/ list of wants/needs for Elections Outreach -Candidate Filing period is January 31 to March 4 *More targeting for recruitment of candidates; more hands-on approach to get individuals to run *Requesting Board Members to assist in reaching out *Special Meeting regarding Elections -Election: 5/16 3pm-8pm Budgetary asks Homeless count: 1/22 Update on petting zoo 	
3 minutes	Environmental Affairs Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Juliann Miles, <i>Co-Chair</i> Katherine Hatton, <i>Co-Chair</i>



		Topic	Responsible Person
		<ul style="list-style-type: none"> • Earth Day 2019: April 7, 2019 • Suggestions for Future Projects • 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 Juliann.Miles@gtlnc.org & Katherine.Hatton@gtlnc.org 	
	3 minutes	Governmental Affairs Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Richard McFalls, <i>Chair</i>
		<ul style="list-style-type: none"> • Meetings will resume in February 2019 	
6.	8:20 – 8:30 10 minutes	New Business: <i>News, announcements, topics of discussion</i>	Ryan Altoon, <i>President</i>
7.	8:54	Meeting Adjourned	Ryan Altoon, <i>President</i>
Next meeting: Tuesday, February 19, 2019			

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



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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.