



# MINUTES SPECIAL BOARD MEETING January 23, 2019 6:00pm



PACIFIC UNION BUILDING - 10154 Riverside Drive  
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>_</u>	Lee Jamieson	<u>_____</u>	<u>Grievance Comm.</u>
<u>_X_</u>	Jason Friedman	<i>VICE PRESIDENT</i>	<u>_X_</u>	Reynold Blight	<u>_X_</u>	Natasha Lewin	<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>	Katherine Hatton	<u>EX_</u>	Craig Strong	<u>_____</u>	Tim Hawkins
<u>_X_</u>	Richard McFalls	<i>ASST. SECRETARY</i>	<u>_X_</u>	David Knox				
TOTAL PUBLIC IN ATTENDANCE							<u>  0  </u>	

### COMMITTEE + BOARD MEETING SCHEDULE

- |  |   |                              |
|--|---|------------------------------|
| 1 <sup>st</sup> Mon @ 7PM – Public Safety            | 2 <sup>nd</sup> Tues @ 6PM – Governmental Affairs     |                              |
| 2 <sup>nd</sup> Mon @ 6:30PM – Planning & Land Use   | 2 <sup>nd</sup> Tues @ 6:30PM – Executive Board       | 3 <sup>rd</sup> Tues @ 7PM – |
| 1 <sup>st</sup> Tues @ 6:30PM – Outreach & Elections | 1 <sup>st</sup> Tues @ 7:15PM – Environmental Affairs | <b>General Board</b>         |

### FOLLOW US ON SOCIAL MEDIA!



### MEETING AGENDA:

	Topic	Responsible Person
<b>1.</b>	<b>6:00 – 6:05</b> 5 minutes	<b>Meeting Opening / Call to Order</b>
	Pledge of Allegiance Roll Call	Ryan Altoon, <i>President</i> Juliann Miles, <i>Secretary</i> Ryan Altoon, <i>President</i>
<b>2.</b>	<b>6:05 – 6:55</b> 50 minutes	<b>Open Public Forum - (Three (3) Minutes per Speaker)</b>
	<b>Outreach &amp; Elections Committee</b> - (One (1) Minute per Speaker, per Agenda Item Allotted)	Natasha Lewin, <i>Co-Chair</i> Kelly Cole, <i>Co-Chair</i>



		Topic	Responsible Person
		<ul style="list-style-type: none"> <li>2019 GTLNC Board Elections: Outreach &amp; Plan of Action</li> <li>Candidate Filing Period (1/31/19- 3/4/19)</li> </ul> <p>Message: Be Heard            Strategy: Targeted Recruitment            Actions: Speak directly with individual stakeholders and community groups. Include announcements in their bulletins and newsletters. Recruit personally. Look into posting 5 banners in GTLNC area.</p> <p>Have city, county, state reps include announcements in their communications.</p> <p>Print ad in Toluca Lake Magazine.</p> <p>Information GTLNC.org website, with link to Empower LA Elections page. Consider developing and using ww.tolucalakevotes.org and @tolucalakevotes separately.</p> <ul style="list-style-type: none"> <li>Election Period (3/5/19-5/15/19)</li> </ul> <p>Message: Vote for your Voices</p> <p>Strategy: Large Format Community Outreach</p> <p>Actions: Buy ads, light-pole &amp; cross-street banners, bus benches/shelters, window and bulletin board posters. Look into posting 5 banners in GTLNC area.</p> <p>Organize a Candidate Forum Evening; Coffee with the Candidates</p> <p>Continue with digital messaging.</p> <p>TolucaLakeVotes banners at ToFT/EarthDay event</p> <p>Outreach at The Pancake Breakfast</p> <p>Taco Trucks parked at the event</p> <ul style="list-style-type: none"> <li>Election Day (5/16/19)</li> </ul> <p>Consider an event to drive participation during the election</p>	
3.	7:49	<b>Meeting Adjourned</b>	Ryan Altoon, <i>President</i>
Next meeting: <b>Tuesday, February 19, 2019</b>			



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



AGENDA  
GENERAL BOARD MEETING  
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