



**MINUTES**  
**SPECIAL BOARD MEETING**  
 August 20, 2019  
 6:30pm  
 10110 Riverside Dr., Toluca Lake, CA 91602



GTLNC BOARD			<i>X = Present, AB = Absent, EX = Excused</i>				
<input checked="" type="checkbox"/>	Jason Friedman	<i>PRESIDENT</i>	<input checked="" type="checkbox"/>	Robyn Allyn	<input checked="" type="checkbox"/>	Lee Jamieson	<i>Grievance Comm.</i>
<input checked="" type="checkbox"/>	Richard McFalls	<i>VICE PRESIDENT</i>	<input checked="" type="checkbox"/>	Reynold Blight	<input checked="" type="checkbox"/>	Colby Jensen	___ Sol Ajelat
<input checked="" type="checkbox"/>	Arthur Wypchlak	<i>TREASURER</i>	<input checked="" type="checkbox"/>	Tony Carey	<input checked="" type="checkbox"/>	Robert Scibelli	___ Jay Goldberg
<input checked="" type="checkbox"/>	Juliann Miles	<i>SECRETARY</i>	<input checked="" type="checkbox"/>	Hannah Globus	<input checked="" type="checkbox"/>	Tina Smith	___ Tim Hawkins
<input checked="" type="checkbox"/>	Kelly Cole	<i>ASST. SECRETARY</i>	<input checked="" type="checkbox"/>	Katherine Hatton			
						<b>Colby Jensen arrived at 6:40pm.</b>	
TOTAL PUBLIC IN ATTENDANCE							__1__

**COMMITTEE + BOARD MEETING SCHEDULE**

- |   |  |                              |
|---|--|------------------------------|
| 1 <sup>st</sup> Mon @ 7:00PM – Public Safety          | 2 <sup>nd</sup> Mon @ 6:00PM – Planning & Land Use |                              |
| 1 <sup>st</sup> Tues @ 6:30PM – Outreach              | 2 <sup>nd</sup> Tues @ 6:00PM – Gov. Affairs       | 3 <sup>rd</sup> Tues @ 7PM – |
| 1 <sup>st</sup> Tues @ 7:00PM – Elections             | 2 <sup>nd</sup> Tues @ 6:30PM – Executive Cmte     | <b>General Board</b>         |
| 1 <sup>st</sup> Tues @ 7:30PM – Environmental Affairs |  |                              |

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**MEETING AGENDA:**

Topic		Responsible Person
1.	6:30 – 6:35 5 minutes <b>Meeting Opening / Call to Order</b>	Jason Friedman, <i>President</i>
	Pledge of Allegiance Roll Call	Jason Friedman, <i>President</i> Juliann Miles, <i>Secretary</i>
2.	6:35 – 6:41 6 minutes <b>Open Public Forum - (Three (3) Minutes per Speaker)</b>	
3.	6:41 – 7:01 20 minutes <b>Executive Committee</b> - (One (1) Minute per Speaker, per Agenda Item Allotted)	Jason Friedman



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	Topic	Responsible Person
	<p><u>MOTION A: Approve an amount of \$1,250 for TYS Creative to provide GTLNC website design support to create custom Committee and Events pages, optimization of the browser interface and device integration, and project management.</u></p> <p>Tony Carey: Are we getting a refund on work that has not been accomplished.            Jason: I will look into what the work that was promised.</p> <p>Robert: Where does lisa fit in.            Jason: Mail chimp, facebook, Instagram, and Nextdoor. She will be back up for the website as well.</p> <p>Tony Carey: Who actually owns the site and materials. If this doesn't work out, do we get to retrieve our materials and walk.            Jason: We are not on an annual contract. This is a month to month. We are attempting to get the site done. We hope to get this completed and done within a week. I hope that the board's frustration with the website not continue to with TYS. This is a new company.</p> <p><u>MOTION B: Approve an amount of \$300/ month for TYS Creative to provide monthly website Wordpress administrative support, website updates, troubleshooting, SSL certification and installation, website hosting, and monthly graphic design and development support for the GTLNC. Preparation of graphics on a monthly basis for web and social media for image/brand consistency.</u></p> <p>Rob: Monthly or annual contract?            Jason: it is monthly. Not annual. We were previously paying xapnet and shinyobjects. We are eliminating them and combining that expense to pay TYS Creative. We are not increasing cost, but this is the cost for one company to take care of it. This will cover all the events that may come up (NNO, Earth Day, Cmte meetings, Agendas, Minutes, Mission site, new cmte members, etc). Plus integration.</p> <p>Katherine: Creating google group. that will be labeled website so everyone could add things that could be placed onto the website.            Jason: Great idea. Let's look at this further. See how we can customize this for our organization.</p> <p>Katherine: The image resolution is not up to par. Would like to see consist high resolution images.</p> <p>Tony: How do we gather info that is put out on social media?            J: We communicate with Lisa to put the info on social media.</p>	<p><u>VOTE: 12 / 0 / 0</u>  <i>First: Juliann Miles</i>  <i>Second: Lee Jamieson</i></p> <p><u>VOTE: 12 / 0 / 0</u>  <i>First: Robert</i>  <i>Second: Reynold</i></p>
4.	7:01pm Meeting Adjourned	Jason Friedman, <i>President</i>
<p>Next meeting: <b>Tuesday, September 17, 2019</b></p>		



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**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



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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.