



MINUTES

GENERAL BOARD MEETING

January 21, 2020
7:08pm



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

GTLNC BOARD			<i>X = Present, AB = Absent, EX = Excused</i>				
<u>X</u>	Jason Friedman	<i>PRESIDENT</i>	<u>X</u>	Robyn Allyn	<u>X</u>	Lee Jamieson	<i>Grievance Comm.</i>
<u>X</u>	Richard McFalls	<i>VICE PRESIDENT</i>	<u>X</u>	Reynold Blight	<u>X</u>	Colby Jensen	___ Sol Ajelat
<u>X</u>	Arthur Wypchlak	<i>TREASURER</i>	<u>X</u>	Tony Carey	<u>EX</u>	Robert Scibelli	___ Jay Goldberg
<u>X</u>	Juliam Miles	<i>SECRETARY</i>	<u>EX</u>	Hannah Globus	<u>X</u>	Tina Smith	___ Tim Hawkins
<u>X</u>	Kelly Cole	<i>ASST. SECRETARY</i>	<u>X</u>	Katherine Hatton			
				Arthur arrived at 7:13pm.	<u>X</u>	Arielle Stern & Joseph Roberts	
STATE, CITY, REGIONAL + COMMUNITY ORGANIZATIONS							
___	Logan Smith	NC Liaison		State 46th Assembly District			
___	Caroline Menjivar	East Valley Rep.		LA City Mayor's Office			
<u>X</u>	Alice Roth	Senior Deputy		LA City Council 4 th District			
<u>X</u>	Kurtis Delbar	Sr. Lead Officer		LAPD NoHo Division			
___	Jason Stinett	NC Liaison		LA DWP			
___	Freddy Cupen-Ames	NC Liaison		DONE			
___	Brandon Pender	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			
<u>X</u>	Ryan Altoon	President		TL Beautification Partners			
<u>X</u>	Jeff Daniel	Principal		Toluca Lake Elementary School			
___	Silvia Roman	Principal		Rio Vista Elementary School			
___	Rich Armas	Manager		Toluca Lake Farmers Market			
___	Ann Bowman	Librarian		NoHo Library			
TOTAL PUBLIC IN ATTENDANCE							___ 30 ___

COMMITTEE + BOARD MEETING SCHEDULE

1 st Mon @ 7PM – Public Safety	2 nd Mon @ 6:00PM – Planning & Land Use	
1 st Tues @ 6:30PM – Outreach	2 nd Tues @ 6:00PM – Gov. Affairs	3 rd Tues @ 7PM –
1 st Tues @ 7:00PM – Elections	2 nd Tues @ 6:30PM – Executive Board	General Board
1 st Tues @ 7:30PM – Environmental Affairs		

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MEETING AGENDA:

		Topic	Responsible Person
1.	7:00 – 7:10 10 minutes	Meeting Opening / Call to Order	Jason Friedman, <i>President</i>
		Pledge of Allegiance Roll Call Approval of Board Minutes <u>MOTION A: Approve the GTLNC November 19, 2019 Board Minutes.</u> Katherine Hatton & Richard McFalls abstain. President’s Welcome	Jason Friedman, <i>President</i> Juliann Miles, <i>Secretary</i> Jason Friedman, <i>President</i> <i>VOTE: 11 / 0 / 2</i> <i>First: Robyn Allyn</i> <i>Second: Reynold Blight</i>
2.	7:10 – 7:20 10 minutes	Open Public Forum - (Three (3) Minutes per Speaker) <i>Fumi McFalls: Is there any possibility of installing a left turn traffic light on Camarillo and Cahuenga. As a parent who is attempting to drop off children in the morning, it is quite unsafe. I anted to know if the Board can assist us on that. I am not the only</i> <i>Richard: Challenge is coming from north to east and that is where most of the back up I experience.</i> <i>Oscar Gouray: (Parent/Advocate for Toluca Crosroads Daycare). I am here as a parent/ I am reading the letter that I have compose. (please see attached letter). I want to share few other thoughts. Our situation is unique. Since so many of people who have younger siblings, they wouldn’t drive, they would walk. They would be able to use it as a one stop place. It would allow people to do ride sharing. Just to press upon you how important TLE is, it has been a feeder school for schools such as Harvard Westlake.</i> <i>Reynold Blight This is actually Motion E under planning.</i> <i>Juliann Miles: Can we have a copy of the letter?</i> <i>Oscar Gouray: Yes.</i> <i>Nithya Raman: I live in the silver lake district; I am an urban planner by training; Grad of MIT; Homelessness is increasing in Los Angeles; I see from my training that our elected officials need to turn away from their power; I would use that power to be more sustainable, that would use kindness rather than reckless enforcement to address the homeless issues.</i> <i>Jeremy Tramer: We recently got a bunch of other groups to support Nithya. We are trying to reach the rest of Toluca before the election; We are having great interactions from many of the people we have met; Hopefully we will talk to the rest of you.</i> <i>Lynn Merewood (Toluca Crossroads School Expansion): Read letter</i> <i>Regina Leybovich: Owner of Toluca Crossroads; **Read Letter** I would like to show a few graphs. As you can see that our pick up and drop off times do not line up with the school hours. Most of our parents try to avoid the high traffic of the school</i> <i>Susan Collins; I am also a candidate for CD4; You will have to scroll to the write in area and enter my name; I have also been canvassing the area; If you want more info on my platform you can grab my business card or you can pick up a flier from the back.</i> <i>Robyn Allyn: Why were there signature issues?</i> <i>Susan Collins: Various reasons; Primary reason was that people did not enter their new address.</i>	



		Topic	Responsible Person
3.	7:20 – 7:35 15 minutes	<p>Guest Speaker – Darnell Tyler: Director, Real Estate Planning & Community Relations <i>NBCUniversal</i></p> <p>We have just started commuter program for employees. Incentives are given to those who use Metro passes and ride share. We are building a new office bldg. We have had successful 5k runs that have taken place on the property. We have another one coming that will be Trolls themed. City walk is undergoing several renovations. Tony Romos and Hard Rock Café are going away.</p> <p>Robyn Allyn: Will the construction be on site? Will there be trucks lining up? What are we to expect?</p> <p>Darnell Tyler: It will be on site. A traffic controller will be present. They will be telling people when to come and when to stop. And no, this will be more on the backstage area. It shouldn't interfere with traffic.</p> <p>Reynold Blight : There was discussion of a commuter bus that will be operational when the site hits a certain size. Have we reached that size? Darnell Tyler: Yes we have talked about it and it is still in place. No, we haven't expanded to hit that threshold. What we have been doing is replacing old attractions and areas with new ones.</p> <p>Katherine Hatton: Do you have a timeline regarding the renovations? When will these projects be completed? Darnell Tyler: 2022</p> <p>Jason Friedman: Is the place replacing the Hard Rock a store or restaurant? Darnell Tyler: I believe it is a chocolate store.</p> <p>Ryan Altoon: What is the approximate size of the new office building? Darnell Tyler: Don't quote me about 300,000 sqft. We are trying to have a state-of-the-art building to keep up. We are trying to create flexibility for working spaces.</p>	
4.	7:35 – 7:45 10 minutes	City & Neighborhood News / Announcements - (Standing Open Forum)	
		1 State 46 th Assembly District	Logan Smith, <i>NC Liaison</i>
		2 LA City Mayor's Office	Caroline Menjivar, <i>East Valley Rep.</i>



MINUTES
GENERAL BOARD MEETING
 January 21, 2020
 Page 4 of 13



	Topic	Responsible Person
3	<p>LA City Council 4th District</p> <p>-I wanted to present something to the SLO; The councilman wants to congratulate him on his brand new son, and here are a few certificates for Ryan Altoon from the mayor’s office.</p> <p>-I am only here for a few minutes before I need to leave for the homeless count.</p> <p>-RYLAN: Jason, are you in touch with them?</p> <p>Jason Friedman: Yes</p> <p>-Valley Council meetings at Van Nuys City Hall 2/7, 4/3, 6/5, 8/7, 10/2 12/4. I encourage you to attend it if you have the time.</p> <p>-Tomorrow Night Metro Orange Line Open House: It will propose its plan changes.</p> <p>-Beautification Truck is available if you need any bulky items removed.</p> <p>-You can always email me. I am located at the Hollywood office; let us know if there is anything that you need help on.</p>	<p>Alice Roth, <i>Senior Deputy</i></p>



MINUTES
GENERAL BOARD MEETING
 January 21, 2020
 Page 5 of 13



	Topic	Responsible Person
4	<p>LAPD NoHo Division</p> <p>Crime Stats: 40% decrease overall but a slight increase in Grand Theft Auto</p> <ul style="list-style-type: none"> -People are leaving items in their cars as well as their keys. -Burglaries that have been happening in Toluca Lake. They have appeared to be connected; They are happening between 5:30 to 7:30 at night. They are watching our schedules. It may help to switch up your schedules. They are happening 5 min after someone has left. -Leave lights on or Tv to give off an appearance that you are still at home. <p>Steve Hampar: Are they sitting and watching in cars or?</p> <p>Kurtis Delbar: We believe the are sitting in cars. Let neighbors know what you see. Please keep up those email chains.</p> <p>I would like to give information on how to report certain crimes.</p> <ul style="list-style-type: none"> -Non emergencies should be reported through 1877ASKLAPD or online -Non Emergences where someone is hanging around or if someone is yelling at nothing can be reported via1877ASKLAPD. -911: If someone is walking in the street screaming or being aggressive to other people. <p>Steve Hampar: Lot of neighbors are seeing that people in the neighborhood who could be innocent but may seem suspicious; I suggest that they take photos of the license plate. Is there anything else they should do?</p> <p>Kurtis Delbar: Get description of the car and the individuals.</p> <p>Lee Jamieson: Every time I call no one answers the desk phone. Have you thought about using explorers or volunteers to answer the phones?</p> <p>Kurtis Delbar: We are looking into it. We are looking into using volunteers. There still needs to be an officer around. Use online if you can and if you have any evidence you have to come in and present it.</p>	Kurtis Delbar, <i>Sr. Lead Officer</i>
5	LA DWP	Jason Stinett, <i>NC Liaison</i>



MINUTES
GENERAL BOARD MEETING
 January 21, 2020
 Page 6 of 13



	Topic	Responsible Person
6	<p>Empower LA (DONE)</p> <ul style="list-style-type: none"> -Passed out Guidelines for NC ballot measures & NC use for public funds. -Demographics of this NC area have been provided. I suggest you look at those. -By Law changes should be submitted by 4/15. -Galatines Day event @ LA City Hall RSVP -New Manger has been reaching out and has been continuing the NC tour. -The next planning meeting is scheduled for 2/1. -BONC: The draft calendar has been emailed with the 4 policies that will all be affecting Neighborhood Councils. These policies are in their 6th draft. Please email the commission if you cannot make the meeting regarding this the 6th draft. 	<p>Freddy Cupen-Ames, <i>NC Advocate</i></p>
7	<p>GTLNC Budget Advocate</p> <ul style="list-style-type: none"> -Just finished the white paper it will be delivered to mayor in March. -Had an interview with the Union reps for the LAPD. -We were not able to go over the white paper with this Neighborhood Council. -As a stakeholder, you can go to the meetings. -I will be delivering a hard copy of the white paper to Neighborhood Councils next month. There will be electronic copied emailed as well. -6/29 is Budget day at City Hall. -We are looking to get input throughout the year with city agencies to see where we can get more money. -You can visit Ncbala.com to learn about us. -Again, you don't have to be a Budget Advocate to attend meetings or to assist with the white paper. 	<p>Brandon Pender, Budget Rep.</p>



MINUTES
GENERAL BOARD MEETING
 January 21, 2020
 Page 7 of 13



	Topic	Responsible Person
8	<p>Toluca Lake Chamber of Commerce</p> <ul style="list-style-type: none"> -I am terming out. We are going to have a general membership meeting 2/19 at Century West. We will go over accomplishments. -We have worked with the Garden Club, Beautification Partners, and other organizations to do clean ups and other projects. -I have suggested to sit down with the fellow Toluca Lake organizations to see how we are going to treat each other so we can have an engaged community. -At the Beautification Partner meetings, we are getting things done. We enjoy each other progress in making the neighborhood a better place. -Boise Community came out with a slogan that is Boise Kind, I ask that we treat each other with kindness on the street and in the community. 	Jon Molin, <i>President</i>
9	<p>Toluca Lake Homeowners Association</p> <ul style="list-style-type: none"> -Next HOA meeting will be on 3/19. -All organization are working together. -Ryan Altoon: Where and when is the meeting? Steve Hampar: Honey Baked @6:30pm. 	Steve Hampar, <i>President</i>
10	<p>Toluca Lake Garden Club</p> <ul style="list-style-type: none"> -Clean Up will be different. We will be planting a few plants. -Fundraiser: 3/24 @ 10am tickets will be available online; a brunch with the Author discussing restaurants that we all love; tickets are \$75 -Another clean-up is coming in the Spring. 	Dana Boyd, <i>President</i>
11	<p>Toluca Lake Beautification Partners</p> <ul style="list-style-type: none"> -New members have been placed on our board. -There was an event that took place off of Cahuenga; acknowledging the partnership of our community by CalTrans. -Streetscape is in the works. The next step is the survey; that will be coming out soon. -A community clock is coming. It will replace the Chamber sign. It will have a landscaped around the clock. 	Ryan Altoon, <i>Chair</i>
12	<p>NoHo (Amelia Earhart) Library</p>	Ann Bowman, <i>Librarian</i>



MINUTES
GENERAL BOARD MEETING
 January 21, 2020
 Page 8 of 13



		Topic	Responsible Person
	13	Toluca Lake Elementary School PTA Open House 1/29 @ 8am TLE 3/24 If anyone has any special talents or areas of specialty, and they want to provide any lessons for the kids, please contact me.	Jeff Daniel, <i>Principal</i>
	14	Rio Vista Elementary	Silvia Roman, <i>Principal</i>
	15	Toluca Lake Farmers Market	Rich Armas, <i>Manager</i>
4.	7:45 – 8:15 30 minutes	GTLNC Committee Reports – Possible Motions & Votes	GTLNC Committee Chairs
	5 minutes	Executive Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Jason Friedman
		<ul style="list-style-type: none"> Administrative -Website Update <p>MOTION B: Approve the renewal of ToluaLakeEarthDay.com domain for the current fiscal year up to \$50.00 as amended.</p> <p>Tony Carey, Kelly Cole, & Lee Jamieson left for the Homeless Count at 8:20pm.</p>	<p>VOTE: <u>9 / 0 / 2</u> <i>First: Reynold Blight</i> <i>Second: Richard McFalls</i></p> <p><i>Joseph Roberts and Arielle Sterns abstain.</i></p>
		Treasurer Report - (One (1) Minute per Speaker, per Agenda Item Allotted)	Arthur Wypchlak, <i>Treasurer</i>
		<ul style="list-style-type: none"> November Pro Forma Review <p>MOTION C: Approve the November 2019 MER and expenditures for reconciliation submission to the City Clerk</p> <ul style="list-style-type: none"> December Pro Forma Review <p>MOTION D: Approve the December 2019 MER and expenditures for reconciliation submission to the City Clerk as amended.</p> <p>Tina Smith & Reynold Blight accept amendment.</p>	<p>VOTE: <u>9 / 0 / 2</u> <i>First: Colby Jensen</i> <i>Second: Robyn Allyn</i> <i>Joseph Roberts and Arielle Sterns abstain.</i></p> <p>VOTE: <u>9 / 0 / 2</u> <i>First: Reynold Blight</i> <i>Second: Tina Smith</i></p> <p><i>Joseph Roberts and Arielle Sterns abstain.</i></p>
	5 minutes	Planning & Land Use Committee - (One (1) Minute per Speaker, per Agenda Item Allotted)	Robert Scibelli, <i>Chair</i>



	Topic	Responsible Person
	<ul style="list-style-type: none"> • Crossroads School Expansion <p><u>MOTION E:</u> <u>The GTLNC Board supports the planning application for the Crossroads School Expansion at 4814 Cahuenga Ave. with the following understandings:</u></p> <ol style="list-style-type: none"> <u>1. All parking for the school will meet City Requirements, be on site and that the school will add additional slots as needed.</u> <u>2. That the current tenant in the duplex will be given all rights and incentives required by the Rent Stabilization Ordinance.</u> <u>3. That Crossroads have parent drop-off and pick up times not conflict with the busy times for Toluca Lake School, 7:40-8:00 AM and 2:30-3:30 PM.</u> <p>Ryan Altoon: Duplex, do you own it; -Yes Ryan Altoon: you are just repurposing something that you already own -Yes Ryan Altoon: what is the percentage that it goes -We are looking to take in 30 more children; we are looking to go from 12 to 28 infant children;</p> <p>Jason Friedman: Is there just 1 tenant? -Yes, when we were in the process of the application, we told them we didn't know if we would be approved. If we are approved, we will follow City Guidelines. One tenant has moved and the other is still there.</p> <p>Ryan Altoon: The original application said the building was vacant when the application was submitted. Has that been corrected? -We reached out to our tenants prior to putting the application in. We never submitted an application that said the building was vacant.</p> <p>Ryan Altoon: We received an image of the application and in the summary, it stated that it was a vacant building. In fact, that wasn't the truth. -It may have been a miscommunication between us and the engineer. We talked to our tenants. We went there, and we talked to them.</p> <p>Jason Friedman: I am looking at the notice that says that it is for the conversion of a vacant building.</p> <p>Ryan Altoon: The copy of the notice was sent by the tenant who received it. They said it was the first time they were hearing of it. -We can get a get a letter of the support from that tenant.</p> <p>Reynold Blight: Would the process have been different if the application was noted differently? Ryan Altoon: That is a good question.</p>	<p><i>VOTE:</i> <u>7 / 0 / 4</u> <i>First: Katherine Hatton</i> <i>Second: Robyn Allyn</i></p> <p><i>Joseph Roberts and Arielle Sterns abstain.</i></p>
5 minutes	<p>Public Safety Committee <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i></p>	<p>Robyn Allyn, Co-Chair Jason Friedman, Co-Chair</p>



MINUTES
GENERAL BOARD MEETING
January 21, 2020
Page 10 of 13



		Topic	Responsible Person
		<ul style="list-style-type: none">• Neighborhood Watch Captains Meeting Recap -We have an active neighborhood watch. If your street does not have one or you do not know who your captain is, please reach out. Kurtis Delbar can come out to your neighborhood and speak about crime prevention. Let us know if you are interested in becoming a captain. -Ryan Altoon: Public Safety meets the 1st Monday of the month.• Homeless Issues	



MINUTES
GENERAL BOARD MEETING
 January 21, 2020
 Page 11 of 13



5 minutes	Outreach Committee <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Tony Carey, <i>Co-Chair</i> Kelly Cole, <i>Co-Chair</i>
	<ul style="list-style-type: none"> • Welcome to the Neighborhood Packets: We discussed putting these items together. • Crime Reporting Help: We are going to get a little more active on what the process is. There is a lot of unreported crime. There is some confusion on the online reporting and calling in. We would like to break that down. We will try to get that out to the community; that is part of the public safety and outreach; that will be included in the Neighborhood Packet; so you know what the resources are and what is out there; how this group here can get people acquainted to the neighborhood • Ideas for Boosting Meeting Attendance/Community Involvement; we want to make this place more welcoming; how to get more information out there and how to get more people involved; if you have any ideas you can contact me Tony Carey; we are also going to do a survey to ask questions to community to ask what information needs to be out there and what they think we do and what they expect from us. 	
5 minutes	Environmental Affairs Committee <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Hannah Globus, <i>Co-Chair</i> Katherine Hatton, <i>Co-Chair</i>
	<ul style="list-style-type: none"> • First Tuesday at the Compass building. Information can be found at the website. • Community Sustainability Plan: We will be taking this plan around each committee this month to make sure this is something that we all are on the same page. • Transit Field Trip: Sunday March 15 we will be seeing several landmarks. • Next Toluca Lake Cleanup in partnership with Toluca Lake Garden Club: We will keep you posted on date. • Plastic Parking Permits - NCSA (Neighborhood Council Sustainability Alliance) to put together a statement to address the large quantities of permits that are being issued to each household. 	
5 minutes	Governmental Affairs Committee <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Reynold Blight, <i>Co-Chair</i> Richard McFalls, <i>Co-Chair</i>
	<ul style="list-style-type: none"> • If you are interested in joining Governmental Affairs, please do not hesitate to send an email to Reynold Blight at Reynold.Blight@gtlnc.org or Richard McFalls at Richard.McFalls@gtlnc.org. • We are looking to bring various political representatives; if you have people that you think would be interesting, please let us know. For example, Darnell Tyler tonight. Invite neighbors and friends and let them know that this is the forum to be heard. 	
6. 8:15 – 8:20 5 minutes	New Business: <i>News, announcements, topics of discussion</i>	Jason Friedman, <i>President</i>



7.	Meeting Adjourned: Adjourned at 8:50pm	Jason Friedman, <i>President</i>
Next meeting: Tuesday, February 18, 2019		

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1 st Mon @ 7PM – Public Safety	2 nd Mon @ 6:00PM – Planning & Land Use	
1 st Tues @ 6:30PM – Outreach	2 nd Tues @ 6:00PM – Gov. Affairs	3 rd Tues @ 7PM – General Board
1 st Tues @ 7:00PM – Elections	2 nd Tues @ 6:30PM – Executive Board	
1 st Tues @ 7:30PM – 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: the community kiosk, at the Southeast corner of Forman Avenue and Riverside Dr as well as on the GTLNC Web site www.gtlnc.org. You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>. 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 info@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.
 - 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.



MINUTES
GENERAL BOARD MEETING
January 21, 2020
Page 13 of 13



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.