



**MINUTES
GOVERNMENTAL AFFAIRS
COMMITTEE MEETING**



Tuesday, Aug 3, 2021
6:30pm

ZOOM – MEETING ID 979 4137 2867

Join Zoom Meeting Online: <https://zoom.us/j/97941372867>

Meeting ID: 979 4137 2867

Or via phone: (669) 900-6833 and enter/dial 979 4137 2867 followed by # (pound)

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ON ZOOM AND BE ACCESSIBLE TELEPHONICALLY.

Instructions on how to sign up for public comments will be given to listeners at the start of the meeting.

COMMITTEE MEMBERS			<i>X = Present, AB = Absent, EX = Excused</i>			
<u>X</u>	Katherine Hatton	<i>Co-Chair</i>	<u>Ex</u>	Kelly Cole	<u>Ex</u>	Reynold Blight
<u>X</u>	Tess Taylor	<i>Co-Chair</i>	<u>X</u>	Nick Baker (as of 6:50pm)		

1. Call to Order	Start Time: <u>6:37</u> PM
2. Attendance	Public in Attendance: <u>_4_</u>
3. Minutes	
<p><i>(One (1) Minute per Speaker per Agenda Item)</i></p> <p>a. Review and Approve Committee Minutes</p> <p><u>MOTION A: Approve the GTLNC June 8, 2021 Governmental Affairs Committee Minutes. Full text of the minutes can be found at https://www.gtlnc.org/ under committee meeting documents</u></p> <p style="text-align: center;">DISCUSSION AND VOTE POSTPONED DUE TO LACK OF QUORUM</p>	
4. Public Comment <i>(Two (2) Minutes per Speaker on subject not on agenda)</i>	
5. Committee Member News & Announcements <i>(Two (2) Minutes per Speaker on subject not on agenda)</i>	
<p>Tess: Reached out to YMCA Youth in Government program re GTLNC open Youth Board Member seat</p> <p>- Encourage any eligible youth stakeholder to apply (school they attend doesn't matter as long as they meet stakeholder requirements)</p>	
6. On-Going Business	
<p><i>(One (1) Minute per Speaker per Agenda Item)</i></p> <p>a. Discussion and possible action to appoint Board Member(s) to attend the 2021 Civic U for Neighborhood Councils scheduled on September 9, 23 and 30, 2021.</p>	

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This is a program put together by City of LA to teach people more about how LA City gov't works and how NCs can better work within that structure; this year they will be entirely virtual

Presently no capacity limit has been announced, but each NC may not send a majority of their quorum (for GTLNC no more than 4 people)

Three-part series:

Sept 9: Power Structure at LA City Hall

Sept 23: Guts of the City Government

Sept 30: Mobilizing for Influence

Tess and Katherine both interested, especially as chairs of Governmental, but want to make sure the full GTLNC board is aware of this opportunity; Blank space included so full board can decide who is appointed to attend

VOTE: 3 / 0 / 0

First: Tess

Second: Nick

MOTION B: Appoint Board Member(s) _____ to attend the 2021 Civic University for Neighborhood Councils.

<u>Y</u>	Katherine Hatton	<u>-</u>	Kelly Cole	<u>-</u>	Reynold Blight
<u>Y</u>	Tess Taylor	<u>Y</u>	Nick Baker		

b. Discussion about establishing Standing Rules

Bylaws create structure (like US Constitution) and Standing Rules define process (like laws) – Standing Rules can't be in conflict w Bylaws, and Bylaws would take precedence when there's conflict

Benefit of using Standing Rules for process is that they can be more efficiently updated – board can take action without waiting for DONE (Dept of Neighborhood Empowerment) to have an open period for bylaw changes – ex: GTLNC wasn't able to make bylaw changes last year because there wasn't an open period

GTLNC doesn't have Standing Rules, but other NCs do and there's a range of what's included/how extensive they are; support for using other NC Standing Rules as a template

Recommendation to keep Bylaws simple rather than very specific/prescriptive and rely on Standing Rules to “add color” so that we can be efficient in updating process that isn't working

Concern that bylaws currently put a lot of power in president, and even setting standing rules won't fix that if the bylaws aren't changed to distribute power more; also frustrated that people are not familiar enough with the bylaws to follow them or may be willfully ignoring them

Frustrated that issues of concern for stakeholders aren't on agendas

c. Discussion on ideas and suggestions from stakeholders to improve GTLNC Bylaws. (bylaws avail at <https://empowerla.org/gtlnc/> & in meeting documents)



- Setting a gameplan/schedule. Deadline to submit changes: April 1, 2022.
- Changes requested by board member during 2020-2021 term:

Article 4 STAKEHOLDER

Paragraph 2

The sentence "All community stakeholders shall be encouraged to participate in GTLNC activities." is repeated at the beginning and the end of the paragraph. Remove the second occurrence.

[Moot because bylaws were updated by DONE in Nov 2020 and Article 4 was completely replaced at that time; note that the GTLNC website has an outdated version of bylaws not the Nov 2020 version that is current; will make sure most current version of bylaws posted at gtlnc.org]

Article 5 GOVERNING BOARD

Section 3 Official Actions

Change to: Every act done or decision made by a simple majority vote by the board members present and voting, not including abstentions, which do not count toward the voting total, at a meeting at which a quorum is present shall be regarded as the act of the Council, unless otherwise required by these Bylaws or the law. Governing Board members may not vote by proxy.

(currently abstentions count as yes votes)

Consensus that this must be fixed

- Changes requested by stakeholder at General Board Meeting Jul 20, 2021:

Governmental Committee thanks Jonathan Gregory for reviewing the bylaws line by line to make suggestions for changes

Article 5

Section 6 Vacancies on Governing Board

Propose to

-add a "duty to announce" vacancy to stakeholders, how, when, who?

-change to "the board should elect replacement member from applicants"

(from President shall have discretion to fill vacancy subject to board confirmation of President's choice)

Article 5

Section 10 Resignation (left blank)

Propose adding a valid resignation process

Article 6

Section D Secretary

Propose add duty to maintain record of each board member's vote

Propose add duty to copy board members on all external non-confidential communication, especially with stakeholder communication



Propose add duty to identify by name who takes meeting minutes on the minutes

DONE guidance would not allow copying of all board members to adhere to Brown Act and avoid possibility of serial meeting; suggestion to change to BCC; alternate suggestion to use a general delivery address that goes to full board and promote that email on the website

Recommend establishing process for receiving and routing stakeholder concerns/requests; and improving training so people know what the roles/responsibilities are for offices

Article 7

Section 3 Committee Creation & Authorization

Propose chair and membership at each council committee shall be determined by the governing board (not the president)

QUESTION: what are requirements for committee membership/chair?
 Chair must be board member, committee members must be stakeholders;
 Planning & Land Use committee members also required to complete City of LA training (GAC not familiar with deadline, refer to Reyn as PLUM chair and Gibson as DONE rep)

Article 8

Section 2 Agenda Setting

Currently: the president shall set the agenda for the governing board meetings

Propose: each board member shall provide the president in written form, not less than 6 days prior to the start of a governing board meeting, their agenda items in order for president to incorporate those items into posted agenda

Other NCs have language about board member(s) sponsors for every agenda item

Article 14 Compliance

Propose board members shall disclose their board membership on any profit or non-profit California corp and disclosure shall be posted on council's website

Propose no board member shall participate in any vote conducted by the governing council involving any for profit or non-profit non-GTLNC corporation for which board member serves on its board or exercises a fiduciary duty

Per DONE rep, this likely would be rejected due to being redundant with existing policy. If a board member doesn't properly disclose and recuse themselves from discussion/vote on funding, it will poison that organization so the organization isn't eligible for funding from the NC until all board members at the time of that vote are no longer on the NC; also a concern that this may be a burdensome disclosure for volunteer



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board members [*POST NOTE – have received conflicting information from DONE rep since meeting suggesting this isn't accurate*]

Request that there be some disclosure requirement even if not publicly posted or other solutions

Solution may be improving training and having ongoing training to keep these requirements fresh in everyone's mind

Concern that if we don't know what we don't know, there's no way to correct problems/hold people accountable; potentially City of LA could establish city-wide rule for NC disclosures and internal records

Additional requests:

Redistribute power across the board instead of all in hands of one person; and this may benefit president to not have that level of responsibility

Any opportunity to fill a vacancy should be by board electing from eligible candidates rather than confirming/rejecting president's appointee

Opportunity to set internal boundaries and assign a # of seats to each area to ensure representation; note that some areas within boundaries are not part of the existing "named" areas

Can the Quorum number be updated immediately? Since we now have 15 members not 16 since DONE removed a youth seat
Website currently has outdated bylaws on it that still list 2 youth seats

Establish tie-breaking procedure since we encountered that issue, possibly revolving; Have in bylaws ability for president (presiding chair) to break a tie but note that the way it's written now could allow a presiding chair to create a tie and there's no answer for what to do if there's a tie after the vote

How to determine ongoing eligibility of board members? City reviews eligibility of candidates at time of election; will ask DONE rep whether there is process for requesting review of eligibility outside of election cycle [*POST NOTE – per DONE rep, no records kept by DONE of past board rosters to review term limits*]

Monthly report on GTLNC progress given how much time some things take
What are our numbers? Our subscriber base for outreach, attendance at meetings

Biannual disclosure for board members related to stakeholder qualification and fiduciary obligations to other organizations; keep in mind handling PII (personally identifiable information) has requirements that might mean GTLNC shouldn't request and retain these records but rather put it in the hands of City of LA

Term/Term Limits – state someone cannot run for reelection if they'll exceed their term limits; generally mixed feelings about term limits and balancing new blood vs experience; suggestion for opportunity for board to hold a vote to allow someone

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to remain eligible even if termed out; or perhaps lengthen the term limit but remove the consecutive piece

QUESTION: can we request a complete history of bylaw changes and board membership? DONE would be best resource for this request

Grievance process – ask everyone on the GAC to review the process to determine if it’s adequate and how to properly educate the public about this grievance process; make clear the scope of authority since noticed that several grievances on the DONE website were listed as out of scope

****May live under Outreach committee**** Request to add a page for FAQ / Neighborhood Council 101 that provides simple understandable definition of NPG, CIS, how do we request GTLNC consider one, what is the grievance process, etc

****FYI that all GTLNC meetings going forward will be available on GTLNC YouTube immediately after each meeting; request to also have the transcript auto-scroll available**

7. New Business/Future Projects

(One (1) Minute per Speaker per Agenda Item)

a. Identifying Guest Speakers

in the past GAC has brought City Officials or other Gov Representatives and with our YouTube channel there’s opportunity for greater reach

Request to address issues of homelessness and rehab house in West Toluca Lake; referred to public safety for safety concerns and to Ad Hoc on homelessness

Recommendation to track lack of response from City officials to have record that can be shared

8. Meeting Adjourned

Close Time: 8:33pm PM

Next Meeting: **Tuesday, Sept 7, 2021 @ 6:30 PM** – via Zoom

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - GTLNC agendas are posted for public review as follows:

- Discovery Store (Community Kiosk), at the Southeast corner of Forman Avenue and Riverside Drive;
- www.gtlnc.org; or
- 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>

THE AMERICANS WITH DISABILITIES ACT

As a 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 and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services,



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please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Robyn Allyn, Board Secretary via email at Robyn.Alynn@gtlnc.org.

PUBLIC ACCESS OF RECORDS

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 Robyn Allyn, Board Secretary via email at Robyn.Alynn@gtlnc.org

RECONSIDERATION AND GRIEVANCE PROCESS

For information on the GTLNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the GTLNC Bylaws. The Bylaws are available at our Board meetings and our website www.gtlnc.org

SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Robyn Allyn, Secretary of la Mesa Directiva, por correo electrónico Robyn.Alynn@gtlnc.org para avisar al Concejo Vecinal."

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