



**MINUTES JOINT GENERAL BOARD/
GOVERNMENTAL AFFAIRS
COMMITTEE MEETING**



Tuesday, January 4, 2022
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 SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

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>X</u>	Kelly Cole	<u>X</u>	Shawn Besharaty
<u>X</u>	Tess Taylor	<i>Co-Chair</i>	<u>X</u>	Reynold Blight	<u>AB</u>	Kevin Dees

1. Call to Order	Start Time <u>6:33</u> <u>PM</u>
2. Attendance	Public in Attendance: <u>1</u>
3. Minutes	
<i>(One (1) Minute per Speaker per Agenda Item)</i>	
a. Review and Approve Committee Minutes (Materials can be found at https://www.gtlnc.org/ under committee meeting documents)	
<u>MOTION A: Approve the GTLNC December 7, 2021 Governmental Affairs Committee Minutes.</u>	<i>VOTE: 4 / 0 / 1</i> <i>First: Tess</i> <i>Second: Kelly</i>
<u>Y</u> Katherine Hatton <u>Y</u> Kelly Cole Y Shawn Besharaty	
<u>Y</u> Tess Taylor <u>A</u> Reynold Blight - Kevin Dees	
<i>Y – Yes</i> <i>A – Abstain</i> <i>I – Ineligible</i>	
<i>N – No</i> <i>R – Recusal</i> <i>E – Excused</i>	
4. Public Comment <i>(Two (2) Minutes per Speaker on subject not on agenda)</i>	
Request GTLNC submit opposition to certain policies to City government and create directives, comment that PLUM Special Meeting on December 15, 2021 improper. Public was informed Special Meeting adhered to Brown Act requirements	
5. Committee Member News & Announcements <i>(Two (2) Minutes per Speaker on subject not on agenda)</i>	
N/A	
6. On-Going Business <i>(One (1) Minute per Speaker per Agenda Item)</i>	
a. Review and discussion of proposed Standing Rules summary (See Meeting Documents at https://www.gtlnc.org/government-affairs-committee/)	
**NOTE – stakeholders not able to view documents ahead of meeting due to website error displaying 2022 meeting documents, including meeting minutes,	

APPROVED 1 Mar 2022



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Standing Rules. Ongoing issue reported for over one year that link to the meeting and documents disappears as soon as meeting begins.**

1. **Current Standing Committees:** List current standing committees; update when new committees are established or disbanded.

Suggestion to include current list of elected board members and submit to DONE

2. **Agenda Setting & Distribution:** Items may be placed on General Board agenda by committee chairs or by request of any 2 council members; committee chairs set committee agendas and must include any item submitted by a committee member; establish public posting locations. Suggestion to require to submit item(s) one week ahead of meeting except in extraordinary circumstances.

3. **Annual Meeting Procedure:** Establish annual meeting to include election of officers, standing committee chairs, appointment of 2nd signer, primary/second bank card holder, and Community Impact Statement ("CIS") submitters (at least 2) by board action; announcement of youth seat candidate period; establish order of operations for filling each position. Suggestion to preview annual meeting process at preceding meeting. Re CIS: may have up to five (5) board members submit CISs to City system following vote, clarify that anyone can draft a CIS, including stakeholders. Once submitted CIS submitter should track updates.

4. **Vacancies:** Define process, timeline for notice of vacancy and how to submit for consideration, including where vacancy is announced and posted. Should be noticed in every weekly newsletter during vacancy period, posted prominently on GTLNC.org and social media. Any candidate statement submitted to be included with meeting in which selection takes place. Thirty (30) day period starts on first day of dissemination, to occur within 7 days of receipt of termination / resignation. Vacancy may not be filled 60 days before or after election.

5. **Parliamentary Procedure:** Suggestion to adhere to Rosenberg's Rules of Order (simplified parliamentary procedure) and adhere to Robert's Rules where Rosenberg is silent, as long as there is no conflict or creation of ambiguity; Set public comment rules regarding speaking time. Remain flexible, but can direct speakers to remain on topic. Suggestion to add that board members must request being excused from meeting and that this should be captured.

6. **Council Liaisons:** Appointed by president and announced at following general board meeting, must regularly report to Council, may be replaced by simple majority vote of Council.

7. **Regional Liaisons:** Rather than regionally elected board members, it was suggested board members be assigned to liaise with specific area. Neighborhood watch groups will be good contacts. President appoints liaisons, board members may nominate regional liaisons, council may replace as above. Standing spots are for reps who speak for other organizations (religious, business, etc.).

8. **Committee Membership:** Establish process, requirement to attend at least one committee meeting before requesting to join committee, record in meeting



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minutes. Training requirements to include Code of Conduct (including signing it), Conflict of Interest, both regarded as essential by GAC committee. Suggestion that training status be agendized and website to verify training is complete. DONE keeps training records publicly available.

9. **Disclosure:** Redundant due to previous plan to include conflict of interest reminder at start of each meeting. Bylaws to include requirement to resign within 7 days of loss of stakeholder status, submit to full board.

10. **Outreach Reporting:** Establish annual assessment policy, regular metrics and reporting requirements. Identify responsible person, such as chair of outreach who should gather, report, oversee and maintain metrics to include newsletter, bulletin board to measure results. Currently social media manager instructed to respond only to president or secretary to limit requests and money spent. Question whether or not social media manager is able to provide metrics, this dilemma has persisted for years. Number of newsletter subscribers unknown.

11. **Approved Keyholders:** At least 2 Executive Officers must have keys to mailbox, storage, and office / meeting location. Any Executive Officer can request keys. Must return key within 10 days of no longer being Officer. May designate committee chairs as meeting location keyholders.

12. **Email Access:** Only current council members and admin staff have GTLNC email; admin staff to be announced at meeting and recorded in minutes prior to receiving email account. Email accounts deleted within 30 days of individual leaving Council or staff position. All archival agendas, minutes, documents to be maintained in another active account. Establish email addresses for GTLNC elected Councilmembers only, not committee members. GTLNC email to be used for GTLNC business only.

13. **Grievance Panel:** Establish process for stakeholders to submit for consideration for grievance panel pool like a jury pool, Secretary to maintain ongoing list. It was suggested that panelists reapply at each election to confirm their interest. Pool may not include any current GTLNC members. Panelists selected randomly from pool when grievance arises.

b. ****NOTE:** Bylaws redline to be presented at February meeting**
Present bylaws changes summary in January to full board, review redline at February 1st GAC meeting, ideally bring redline to full board in February and vote on it. Bylaw changes due to DONE April 1st, must be voted and approved by general board no later than end of March.

7. New Business/Future Projects (One (1) Minute per Speaker per Agenda Item)

a. Update re possible Letter of Action requesting City Council support legislation removing statute of limitations for prosecuting or bringing civil suit re elder abuse
Tess is coordinating with Board Member Lee Jamieson

b. Discussion re how to address Governmental Affairs Committee member recurring absences
GAC Committee Member Kevin Dees absent 3 times, as well as this meeting.
Committee agrees to remove him.



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Request to identify a board member or committee to stay on top of homeless issue. Used to fall within GAC agenda and is touched on by other committees, too, especially Public Safety.

Meeting minutes submitted by Tess Taylor

8. Meeting Adjourned

Close Time: 8:30 PM

Next Meeting: **Tuesday, February 1, 2022 @ 6:30 PM** – via Zoom

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

The public is requested to dial *9 or use the “Raise Hand” option, 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.

AB 361 UPDATES

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required.

If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned.

If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

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, 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.Allyn@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.Allyn@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 the Board, por correo electrónico Robyn.Allyn@gtlnc.org para avisar al Concejo Vecinal."

NOTICE TO PAID REPRESENTATIVES

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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