



3330 Cahuenga Blvd. West, Suite 505
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(818) 755-7674
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OUTREACH & ELECTIONS COMMITTEE

MINUTES

Virtual Meeting (via Zoom)

Tuesday, May 5, 2020 @ 6:30 PM

Zoom Meeting ID # 913 5054 8798

To join the Zoom Meeting Online <https://zoom.us/j/91350548798>

OR via telephone (669) 900-6833, enter meeting ID (above) and #

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. Persons on the phone wishing to attend the Board telephonically may also dial (669) 900-9128, and enter the webinar ID number above and then press # twice to join the meeting. Instructions on how to sign up for public comments will be given to listeners at the start of the meeting.

1. Meeting Opening/Call to Order Start: 6:35 pm End: 7:28 pm

2. Attendance

X Kelly Cole, *Co-Chair* X Tony Carey, *Co-Chair* X Katherine Hatton EX Tina Smith
X Lee Jamieson EX Danielle Mihaljevich

3. Public Comment - none

4. Covid-19 Community Impact & Response: current status and longer range plans

Suggestions made to add most critical help information to landing page of website, minimal but targeted including the Mayor's Help Desk number and Valley rep contact info.

Important to keep information easy to navigate and purely factual.

5. Report from Ad Hoc Committee: website changes, direct mailing, neighborhood survey

Using Survey Monkey to create a short survey for neighbors asking how they are doing and what they needs. Exploring the costs and timing associated with doing a "thinking of you/checking on you" mailer or door hanger to every address in our stakeholder area.



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6. Outreach & Elections Budgeting:
Expenditures for 2019-20 and budget priorities for the 2020-21 fiscal year

Discussion about the need to understand how our budget was spent in the current fiscal year. Also, the overlap between the need for a budget for the new fiscal year during the same month a new board and/or a new executive committee are seated. Discussed the desire for more transparency, input and flexibility in how the '20-'21 budget is assembled, with full board input and the use of acceptable placeholders rather than carry-over line items.

7. Website Changes & Oversight - Concern that the new website lacks utility, including an easy way for stakeholders to find meetings calendars, agendas and minutes. Also, the list the suggested fixes Outreach generated seems to be languishing. The request has been made to have Outreach oversee the website changes and fixes going forward.
8. Executive Committee yearly election process - still unclear about how to help this process be as transparent and graceful as possible, asking for guidance in Executive and also with DONE but there does not appear to be any best practices guidance about how to create a smooth transition.
9. Outreach Strategy & Efforts, including Welcome Packets - Welcome Packet project needs some volunteers to help put together a virtual welcome packet, and a budget to create invites to visit it which can be distributed to new residents via brokers and others. Soliciting other ideas for Outreach which can be accomplished during the Covid19 quarantine.
10. New Business

Next Meeting: Tuesday, June 2nd 2020 @ 6:30 PM – via Zoom ID 913 5054 8798

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.



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

- Community Kiosk - On the side of the Discovery Shop (10124 Riverside Dr. Toluca Lake, CA 91602) - across from Trader Joe's
- 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 AMERICAN 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 Juliann Miles, Board Secretary via email at Juliann.Miles@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 JULIANN MILES, Board Secretary via email at Juliann.Miles@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 Juliann Miles, Secretary de la Mesa Directiva, por correo electrónico Juliann.Miles@gtlnc.org para avisar al Concejo Vecinal."