



Winnetka Neighborhood Council

GENERAL MEETING MINUTES

Tuesday, March 10, 2020, 6:30 PM

Winnetka Convention Center (WCC)

20122 Vanowen St. Winnetka, CA 91306

(Located next to Winnetka Bowl, ground floor of hotel)

board@winnetknc.com | www.winnetkaNC.com | @winnetkaNC



President	Treasurer	Secretary	Parliamentarian
David Uebersax	Samantha Ludwig	Lisa Reeber	Franklin Solis
Vice-President	Youth Representative	Assistant Secretary	Assistant Parliamentarian
Erick Lace	Ana Karen Estrada	Victor Lerma	Jill Kline
Board Members			
Steven Fuhrman	Ajantha Sriramya	Judith Giglio	Oswaldo Estrada
Celia Vasquez	Vacant	Vacant	

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for a regular or special meeting is posted for public review within Winnetka, 91306, at the following location: Winnetka Recreation Center, 8401 Winnetka Ave., CA 91306 and are available on our website at www.winnetkanc.com. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at the website below:

<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is not specifically listed on this agenda yet is within the Board's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card ensures that each speaker's name is complete and correct in the meeting's Minutes. Public Comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a Board vote on any item, any member of the public who has not filled out a Speaker Card will be accorded 1 minute to make a statement. This period will last no longer than 5 minutes total.

1) MEET & GREET (Refreshments) [10 min]

of Guests 12

2) CONVENE MEETING and PLEDGE OF ALLEGIANCE [1 min] The meeting convened at 6:45 pm

3) BOARD MEMBER ROLL CALL [2 min] Quorum was met.

Board Member	Apr 9	May 14	Jun 11	Jul 09	Aug 13	Sep 10	Oct 8	Nov 12	Dec 10	Jan 14	Feb 11	Mar 10
Ajantha Sriramya	A	A	LE	LE	A	A	A	A	X	X	X	E
Lisa Reeber	X	X	X	X	X	L	X	L	X	X	E	X
David Uebersax	X	X	X	X	X	X	X	X	X	X	X	X
Erick Lace	X	X	X	X	X	X	X	X	X	X	X	X
Franklin Solis	X	X	X	L	L	X	X	X	X	X	X	L 6:53pm
Steven Fuhrman	X	X	X	X	X	X	E	E	X	X	X	X
Judith Giglio	X	X	X	X	E	X	X	X	X	A	X	X
Victor Lerma	X	A	X	X	X	X	X	X	X	X	A	X
Samantha Ludwig	X	X	X	X	X	X	X	X	X	A	X	X
Jill Kline	/	/	/	/	X	X	X	X	A	X	A	X
Celia Vasquez	/	/	/	/	/	X	X	X	X	X	X	X
Oswaldo Estrada	/	/	/	/	/	/	X	X	A	A	E	A
Ana Karen Estrada	/	/	/	/	/	/	X	X	A	X	X	LE 8:10PM
X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early												

4) MEETING RULES & ANNOUNCEMENTS [2 min]

A The Board may take action on any item on the agenda, which may be taken out of order.
David reviewed rules for meeting.

5) APPROVAL OF MINUTES: We will review and approve the Minutes as available. [5 min]

A Motion to approve minutes for October 8, 2019 (**WNC-2020-031020-5A**) No changes were requested. Erick moved to accept minutes as written. Judith seconded the motion. No discussion was had and vote was taken.

Board Member	Position	Yes	No	Abstain	Absent	Ineligible	Recused
Ajantha Sriramya	At-Large				X		
Celia Vasquez	At-Large	X					
David Uebersax	President			X			
Erick Lace	Vice President	X					
Franklin Solis	Parliamentarian				X		
Jill Kline	Assistant Parliamentarian	X					
Judith Giglio	At-Large	X					
Lisa Reeber	Secretary	X					
Oswaldo Estrada	At-Large				X		
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Ana Karen Estrada	Youth Rep	X					
Vacant	At-Large						
Vacant	At-Large						

Motion passes 9-0-1

B Motion to approve minutes for November 12, 2019 (**WNC-2020-031020-5B**) No changes were requested. Erick moved to accept minutes as written. Judith seconded the motion. There were no further discussions and a vote was taken.

Board Member	Position	Yes	No	Abstain	Absent	Ineligible	Recused
Ajantha Sriramya	At-Large				X		
Celia Vasquez	At-Large	X					
David Uebersax	President			X			
Erick Lace	Vice President	X					
Franklin Solis	Parliamentarian				X		
Jill Kline	Assistant Parliamentarian	X					
Judith Giglio	At-Large	X					
Lisa Reeber	Secretary	X					
Oswaldo Estrada	At-Large				X		
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Ana Karen Estrada	Youth Rep	X					
Vacant	At-Large						
Vacant	At-Large						

Motion passes 9-0-1

C Motion to approve minutes for December 10, 2019 (**WNC-2020-031020-5C**) Moved to next

month

- D** Motion to approve minutes for January 14, 2020 (**WNC-2020-031020-5D**) Moved to next month

Franklin arrived at 6:53 pm

- 6) GOVERNMENT REPRESENTATIVES:** Updates: The latest information from representatives of the offices of Mayor Garcetti, Councilman Bob Blumenfield (CM BB), Congressman Brad Sherman (CMN BS), State Senator Stern, State Assembly Jesse Gabriel, the LAPD, LAFD, LAUSD Board Member Scott Schmerelson, Dept. of Neighborhood Empowerment (DONE), Board of Neighborhood Commissioners (BONC), and any other local, state, or federal agencies in attendance. [5 min each, 20 min max]

Keith Banks, Representative for City Councilman Bob Blumenfield: announced that personal property will not be removed from homeless encampments due to a lawsuit. The case will be heard in court on March 30th. He reports there will be a bike ride with Blumenfield on March 21st starting at 9am. Route is 11 miles long. (Handout)

Tessa Charnofsky, Representative for County Supervisor Sheila Kuehl: introduced herself and stated she works in the Calabasas office. She stated that Winnetka will be site for a 91-unit apartment complex for lower income individuals, with some units having supportive care. She stated that they are aware of all the difficulties people experienced at the polls when voting. She reassured everyone that they “are on it”. She reported that there is grant money available for agencies that provide supportive services. The grants are \$2000-10000 and application deadline is April 1st. She concluded with reporting that many programs for the homeless will be coming soon.

Jasmine Elbarbary, NEA with DONE: reports that the monthly profiles came out yesterday (March 9th). She directed board members to see if they are due for any trainings. She said that for those needing Ethics training there is a live training on March 16th 6-8pm. She reminded the board that changes to By-Laws are due April 5th.

Erick stated that he tried to do his training early but the system wouldn't let him.

Jasmine stated that she would have to check on how early a training can be taken.

- 7) PUBLIC COMMENT:** Comments from the public on any items not specifically listed on this agenda. Board Members should not address or discuss these comments other than to direct matters to the appropriate Winnetka NC committee or other agency. [3 min each, 20 min max]
There were no public comments.

8) AD HOC ISSUES:

- A** Update of efforts of the Web Page Ad Hoc Committee.

Jill reported that the current platform used for WNC website is ending. The webmaster will be transferring our website to a new platform. Along with a new platform, each page will be revamped. She asked that as we all go around Winnetka to keep our eye out for anything that

can be photographed and used on our website (well known building, park, sign, etc.) We can let her know our suggestions.

B Public Health and Safety issues relating to people experiencing Homelessness

- Update on WNC participation in the West Valley Neighborhood Alliance on Homelessness
Erick stated that meetings have occurred and he will give detailed update when appropriate.

- Report regarding persistent encampment in the dead-end alley west of Mason Street, between Roscoe Boulevard and Schoenborn Street. Rohom Tabankia of RTK Property Group, which manages the commercial center on the northwest corner which the city-owned alley serves, has been in discussion with CD3 staff and adjacent homeowners, exploring options to clarify jurisdiction and options for oversight of the situation.

Rohom Tabankia gave a presentation on his proposed solution to issues home and business owners are having with a homeless encampment in the Roscoe and Schoenborn alley (fires, property destruction, etc.) He proposed area property owners purchase the alley from the city and then add a gate closing the alley. He said the process will take 18-24 months and that all stakeholders will have to agree. He said the cost would be about \$46-50,000 which would be \$3500-4500 per property owner.

Erick asked what is needed from the Council.

Rohom states that Council support can help the application get approved.

Celia asked if all the homeowners have agreed.

Rohom stated that some are still deciding.

Franklin stated that this solution also would solve vice issues.

Samantha asked how recurring costs (repairs, electric power, etc.) would be covered.

Rohom stated that was still to be determined

Steven stated that for the alleys that no longer serve the public, can the city just give up its rights to the property saving the filer the large application fee.

It was determined that he should return when all the neighbors have agreed to proposal and all other unknowns are determined.

9) FINANCIAL CONSENT CALENDAR: Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion, please advise the Secretary before the meeting or request the item be pulled at the time it is brought up.

There are no items on the consent calendar.

Ana left at 8:10 pm

10) TREASURER'S REPORT: (Ludwig/Uebersax) Update, discussion, and possible action regarding the status of Winnetka NC finances, Funding portal, and any additional reports as needed. [20min]

A Discussion, review, and approve Monthly Expense Report (MER) for February 2020

- "The Winnetka NC Board has reviewed the February 2020 Monthly Expenditure Reports.

The Board approves the report and authorizes the Treasurer to submit the report to the City

Clerk.” (Ludwig//Uebersax) **(WNC-2020-031020-9A)**

Samantha reviewed the MER for February. The beginning balance in our account was \$43,999.80. There was \$2378.98 spent and \$5460.62 outstanding. This leaves a balance of \$36160.20. Erick moved to approve the report as given. Judith seconded the motion. There was no discussion and a vote was taken.

Board Member	Position	Yes	No	Abstain	Absent	Ineligible	Recused
Ajantha Sriramya	At-Large				X		
Celia Vasquez	At-Large	X					
David Uebersax	President	X					
Erick Lace	Vice President	X					
Franklin Solis	Parliamentarian	X					
Jill Kline	Assistant Parliamentarian	X					
Judith Giglio	At-Large	X					
Lisa Reeber	Secretary	X					
Oswaldo Estrada	At-Large				X		
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Ana Karen Estrada	Youth Rep				X		
Vacant	At-Large						
Vacant	At-Large						

Motion passes 10-0-0

- B** Update & possible action to approve payment in the amount of \$250 to Canoga Park Chamber of Commerce for participation in the 2019 Memorial Day Parade per earlier motion for previous fiscal year. No action taken. Celia will continue to reach out to Chamber of Commerce as agreed to during a previous meeting.

11)NON-CONSENT CALENDAR:

- A** Discussion and possible action to discuss Board Member responsibilities and participation, address absences and possible removals, as well as filling Board Vacancies. [10min]

Item not addressed

- B** Discussion & possible action regarding purchase of organization supplies, including but not limited to, binders, dividers, copies of general WNC documents, etc. in an amount up to \$250. Samantha discussed the need for all Board members to have standard information available and wants to put together binders for each board member. Samantha moved to approve up to \$250 for the purchase the necessary items to put together a WNC Board Member binder for each member. Erick seconded the motion. There was no discussion and a vote was taken.

Board Member	Position	Yes	No	Abstain	Absent	Ineligible	Recused
Ajantha Sriramya	At-Large				X		
Celia Vasquez	At-Large	X					
David Uebersax	President	x					
Erick Lace	Vice President	X					
Franklin Solis	Parliamentarian	X					
Jill Kline	Assistant Parliamentarian	X					

Judith Giglio	At-Large	X					
Lisa Reeber	Secretary	X					
Oswaldo Estrada	At-Large				X		
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Ana Karen Estrada	Youth Rep				X		
Vacant	At-Large						
Vacant	At-Large						

Motion passes 10-0-0

C Discussion & possible action regarding purchase of outreach event supplies, including but not limited to, collapsible rolling cart, utility wagon, folding 6' tables, clip boards, baskets for promotional give-away items, etc. in an amount up to \$500.

Samantha reported that the Outreach Committee is requesting up to \$500 to purchase items needed during outreach events as stated above. Erick moved to approve the purchase and Judith seconded the motion. There was no discussion and a vote was taken.

Board Member	Position	Yes	No	Abstain	Absent	Ineligible	Recused
Ajantha Sriramy	At-Large				X		
Celia Vasquez	At-Large	X					
David Uebersax	President	X					
Erick Lace	Vice President	X					
Franklin Solis	Parliamentarian	X					
Jill Kline	Assistant Parliamentarian	X					
Judith Giglio	At-Large	X					
Lisa Reeber	Secretary	X					
Oswaldo Estrada	At-Large				X		
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Ana Karen Estrada	Youth Rep				X		
Vacant	At-Large						
Vacant	At-Large						

Motion passes 10-0-0

D Discussion and possible action in regard to establishing details for the printing of new WNC Business Cards, and name badges.

- Vendor LA Publishing maintains that we need to pay the outstanding bills totaling \$641.62 before they will accept any additional orders.
 - ◇ \$428.12 for billing dated 01/29/2017 (This amount was disputed, but nonetheless a new payment was approved by the WNC Board, with a Payment Request processed by NCFunding on 11/1/2019, but the transaction is not yet showing as 'Reconciled, suggesting the payment has either not been received or deposited.
 - ◇ \$213.50 for billing dated 05/09/2014. (This amount has not been discussed in the continued discussion with this vendor over the past couple of years).

Samantha reports that the first bill was paid but amount owed has not been removed. Now the vendor is stating \$213.50 is owed in addition to the original amount. Jasmine states she will follow up with the vendor concerning this and asked for any past correspondence to be forwarded to her.

- E** Discussion and possible action as purchase of canopies and table covers from Digital Signs.
- Table covers: six foot cover at \$340 each, eight foot \$360 each, 10 foot canopy \$910. All prices plus tax.
 - **Motion (WNC-2020-031020-11E)** "Order 2 six-foot table covers at \$340 each plus tax, 1 eight-foot table cover at \$360 plus tax, and a 10 foot "event tent" (canopy) at \$910 plus tax for a total of up to \$1,950 plus \$185.25 tax for a total of \$2,135.25.

Erick showed pictures of what the canopy will look like and restated the motion as written. Judith moved to approve the purchase and Lisa seconded the motion. No discussion was needed and a vote was taken.

Board Member	Position	Yes	No	Abstain	Absent	Ineligible	Recused
Ajantha Sriramy	At-Large				X		
Celia Vasquez	At-Large	X					
David Uebersax	President	X					
Erick Lace	Vice President	X					
Franklin Solis	Parliamentarian	X					
Jill Kline	Assistant Parliamentarian	X					
Judith Giglio	At-Large	X					
Lisa Reeber	Secretary	X					
Oswaldo Estrada	At-Large				X		
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Ana Karen Estrada	Youth Rep				X		
Vacant	At-Large						
Vacant	At-Large						

Motion passes 10-0-0

- F** Discussion and possible action by Board, or delegation to the Rules, Elections, and Bylaws Committee prior to April 15 deadline for updates prior to 2021 Election Cycle, including possible changes involving the following items (specific verbiage will be sent separately).
- Possible updates involving the designated Youth Member.
 - ◊ Governing Board Composition (Article V Section 1 Paragraph B).
 - ◊ Governing Board Term and Term Limits (Article V Section 4 Paragraphs A & B).
 - Officers Duties and Powers (Article VI Section 2 Paragraph B), VP/Other as Ad Hoc chair.

Erick presented the following changes to By-Laws (Handout)

Article V Section 1B. Adding "If the Youth Board Member is eighteen (18), the Member shall be allowed to vote on financial matters if otherwise qualified. The purpose of the Youth Board Member is to allow high school students to become involved in civic matters."

Article V Section 4B. Adding "The term of a Youth Board Member shall be one (1) year, with one-year periods starting from the date of the last Board election. The Youth Board Member is appointed the Board. There are no term limits."

Article VI Section 2B. Change last part of sentence to “may chair all Ad Hoc committees consistent with Article VII Section 2 of these By-Laws; and shall chair the Rules/Elections/Bylaws Committee.”

Article VII Section 2. Clarify by adding “Board” so last part reads “by a majority vote of the Board present at a Board meeting.”

G Discussion and possible action on letters submitted for review and possible adoption by WNC regarding certain possible policies and legislation pertaining to employment and advocacy issues.

- Asking that the Council supports the proposal that any terminations of employment are required to be for cause (not "at will"). **Item moved to future agenda.**
- Discussion of correspondence to City Attorney regarding deliberations on issues beyond that of City of Los Angeles Erick **reports that the City Attorney wants a letter first regarding what is being requested.**

H Discussion and possible action on Email/text expectations: What should be the expectation on responding and the time frame in which to do so? **Item not discussed.**

I Discussion and possible action on a process for monitoring City Council agenda items, actions, proposals, etc. and how does WNC decide when to do Community Impact Statements? **Item not discussed.**

J DONE Newsletter items for discussion and possible action: **All items should not be on agenda. They have already been discussed or are no longer pertinent.**

- NC Board member demographic survey: What is this, when is it due, have we done it?
- Discussion and Possible action related to the NC reforms introduced in 2018, and providing feedback to the Board of Neighborhood Commissioners on resolutions related to NC code of conduct, censure, and removal of board members.
- Discussion and possible action on Expenditures During Declared Emergencies per NC Funding Policy 5.0.

K Summary, discussion and possible action on Introduction to Data workshop attended by Lisa Reeber **Item not discussed.**

L Summary, discussion and possible action on Emergency Preparedness Liaison Meeting attended by Lisa Reeber **Item not discussed.**

12) CONSENT CALENDAR: Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion, please advise the Secretary before the meeting or request the item be pulled at for discussion. **No items on consent calendar.**

13) REGULAR COMMITTEE REPORTS & MOTIONS:

A Outreach & Social Media Committee (OSM) Report (Reeber) [20 min]

- NOTICE: Meetings are held at the WCC on the 4th Tuesday of each month at 7:00 PM
 - ◇ General update on Committee plans and activity

Lisa reports that attendance at meetings continues to be low. The meeting in March was not able to be held due to filming at convention center and no parking spots in lot or on street.

B Planning & Land Use Management Committee (PLUM) Report (Uebersax) [10 min]

- NOTICE: Meetings are held as needed at the WCC on the 3rd Tuesday of the month
 - ◇ General update on Committee plans and activity.
 - ◇ Discussion as to the membership of PLUM Committee.

No report given due to time constraints.

C Youth Advocacy Committee (YAC) Report (Lace) [20 min]

- NOTICE: The YAC Committee Meeting: TBD (Location to be decided)
 - ◇ General update on Committee plans and activity

No committee actions

D Public Safety Committee (PSC) Report (Ludwig) [5 min]

- NOTICE: Meetings are held as needed at the WCC on the 4th Wednesday of the month
 - ◇ General update on Committee plans and activity
 - ◇ Discussion and possible motion to approve funding a disaster preparedness item of the month campaign in the amount of up to \$50/month. (Items will be purchased monthly via WNC debit card.)

Samantha reports that due to low attendance the committee will only meet as needed.

E Public Works & Transportation Committee (PWT) Report (Uebersax) [10 min]

- NOTICE: Meetings are held at the WCC on the 4th Monday of each month at 7:00 PM
 - ◇ General update on Committee plans and activity
 - ◇ Report on Bureau of Street Services Small Asphalt Repairs (SAR) truck for the Winnetka Neighborhood Council District performing small asphalt repairs on 2/13/20, and future options for tree planting.***
 - ◇ Discussion and planning of the 2020 Spring Clean Event on April 18, with venues including Winnetka Recreation Center and Quimby Park.
 - ◇ Winnetka Avenue Streets LA project, Phase 2 bike lanes, and HAWK pedestrian signal.
 - ◇ Update on changes to the timeline for the DeSoto Pipeline Project.***
 - ◇ Possible coordination with Winnetka Walkers/Watchers organizations which is promoting safety and community activity along the Los Angeles River Bikeway.

No discussion on any bullet points except for ones marked *** due to time constraints.

The Committee reports that the city did not have the trees yet for doing the tree planning so the committee opted for the asphalt repairs vs waiting.

Christina Holland, Max Jansen and Chris Lopez from LADWP gave a presentation updating the timeline for the DeSoto Mainline Project. The project will be going a different street route to make the updates. Work is scheduled to be done by end of summer 2020. Another update

project in the same area will start in 2023. (2 handouts)

F Budget & Finance Committee (B&F) Report (Ludwig/Uebersax) [2 min]

- NOTICE: Meeting TBD (Location to be decided)

No committee actions

G Elections & By-Laws Committee (REB) Report (Uebersax) [2 min]

- NOTICE: Meeting TBD (Location to be decided)

Committee already reported under agenda item 11F.

14)OFFICER & LIAISON REPORTS: No reports given due to time constraints

A President's Report (Uebersax) [5 min]

B Secretary's Report (Reeber/Lerma) [4 min]

C Budget Advocate/Budget Rep Report (Uebersax/Ludwig) [5 min]

D LA DWP Memorandum of Understanding Oversight Committee Report (Uebersax) [2min]

E LA Neighborhood Council Coalition (LANCC) Report: (Uebersax): [2 min]

F Valley Alliance of Neighborhood Councils (VANC) Report: (??) [3 Min]

G LA City Council District 3 Beautification Action Team Liaison Report: (No Rep) [2 min]

H LA Public Works Liaison Report: (Uebersax) [2 min]

I Reserve Animal Control Officer (RACO) Liaison Report (Vacant) [2 min]

15)GOOD OF THE ORDER [2 min] No additional comments.

16)MEETING ADJOURNED Meeting adjourned at 9:50 pm

Meeting minutes taken by Lisa Reeber, Secretary WNC

Meeting minutes approved on June 9, 2020

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 the either:

- The Winnetka NC Board Secretary via email at secretary@winnetkanc.com, or
- The Winnetka NC President at 818-992-1650, or via email at duebersax@winnetkanc.com.

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.winnetkanc.com 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 the Winnetka NC Board Secretary via email at secretary@winnetkanc.com.

RECONSIDERATION AND GRIEVANCE PROCESS

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days

refer the matter to an ad-hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time to time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days, for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panel's collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.

SERVICIOS DE TRADUCCION

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (818) 314-0333.