



WINNETKA NEIGHBORHOOD COUNCIL
PO Box 3692, Winnetka, CA 91306
www.winnetkanc.com



President	Vice – President	Secretary	Treasurer	Sergeant at Arms
Erick Lace	Eric Lewis	Greg Sullivan	JJ Popowich	Mike Mikaelian
Board Members				
Tess Reyes-Dunn	Walter Baneggas	Tara Walker	William Hillard	Natasha Somerville
Tom Sattler	Marilyn Robinson	Wilson Linares	Vacant	Youth Position - Vacant

REGULAR MEETING MINUTES
Tuesday, November 09, 2010 – 6:30 PM
Valley Village
208300 Sherman Way, Winnetka, CA 91306

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 the regular and special meetings is posted for public review at **Limerick Avenue Elementary School**, 8530 Limerick Ave., Winnetka, 91306; **Fulton Cleaners**, 20109 Roscoe Street, Winnetka, 91306; **Express Pack & Ship**, 7657 Winnetka Ave., Winnetka, 91306; **Canoga Park Bowl**, 20122 Vanowen St., Winnetka, 91306 (near Bar & ATM Machine); **Winnetka Park** 8401 Winnetka Ave., Winnetka, 91306

1. Call to Order & Board Member Roll Call

Board Member Name	Jan-12	Feb-09	Mar-09	Apr-13	May-11	Jun-8	Jul-13	Aug-10	Sep-14	Oct-12	Nov-09	Dec-14
Eric Lewis	/	/	/	X	X	X	X	X	X	X	L	
Erick Lace	X	X	X	X	X	X	X	X	X	X	X	
Greg Sullivan	X	X	X	X	X	X	A	X	X	X	X	
JJ Popowich	X	X	X	X	A	X	X	X	X	X	X	L
Marilyn Robinson	/	/	/	/	X	X	X	X	X	X	X	
Mike Mikaelian	/	/	/	X	X	X	A	X	X	X	X	
Natasha Somerville	/	/	/	/	X	X	X	A	X	X	X	
Youth Position Vacant	X	X	X	X	A	A	/	/	/	/	/	
Tara Walker	/	/	/	X	X	A	X	A	X	X	A	
Tess Reyes-Dunn	X	A	X	X	X	A	X	X	X	X	X	
Tom Sattler	/	/	/	/	A	X	X	X	X	X	X	
Walter Baneggas							X	X	/	A	A	
William Hillard	/	/	/	X	A	E	X	X	X	X	A	
Wilson Linares	/	/	/	/	/	X	X	X	A	X	A	
Total										11		

X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late

2. Total

3. Explanation of Meeting Rules

4. Approval of Minutes

Board Member	Yes	No	Abstain	Absent
Eric Lewis				
Erick Lace				
Greg Sullivan				
JJ Popowich				
Marilyn Robinson				
Mike Mikaelian				
Natasha Somerville				
Tara Walker				
Tess Reyes-Dunn				
Tom Sattler				
William Hilliard				
Wilson Linares				
Walter Baneggas				
Total				

5. **Public Comments:** Comments from the Public on non-agenda items within the Board’s subject matter 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 is requested so that the Speaker’s names are complete and correct in the meeting Minutes.

Paster of Hope Chapel came to see what we are doing on the new cell antennae.

A stake holder, Alexis Sibrian, complained about the dirt in the Winnetka Park and how people can’t play in the grass, but in the mud. Many times were told they would reseed the particular area, by Michelle Gross Delahoya and Joe Harris of Winnetka Park Recreation. Alexis says one has to be finger printed to be on the board so Erick and others really aren’t on the advisory Board for Winnetka Park. The board is only an advisory board without much teeth. Mike is trying to get CRA money for benches in the park and the grass reseeded. Marilyn mentioned that they are trying to get things for Christmas gifts for some of the poor of the area who often use the park Joe is on the committee for outreach and youth.

Put on the agenda for next month for Christmas gifts for \$2,000. Check to see whether this is on the minutes from earlier meeting.

Eric noted how poor the park’s condition is. JJ notes the soccer leagues are adults and ruin the grass even though they pay for the privilege.

Marilyn’s wants to send the Joe and Michelle to the WNC Youth committee. Marilyn says there is no representation from Greg Smith’s seat on this issue. Mitch Englander is running for Smith’s seat; perhaps he will help, but as Chief of staff for Councilman Smith; may be the same as Smith, JJ felt.

Mike invites Alexis on the third Thursday to Public Works committee.

Alexis asks for donations for toys for kids at the park.

Daycare, families are using park a lot more due to down economy; wanting to keep kids busy.

6. State and Local Government Representative Updates: Mayor Villaraigosa's representative, Councilman Smith's representative, Councilman Zine's representative, Department of Neighborhood Empowerment representative, and other local or state government representatives that may wish to attend.

Megan, from Councilman Grieg Smith office, said the councilman made 8 motions regarding DWP actions for a ratepayer advocate. The DWP books are not transparent. In spring, we can now vote on a proposal for a rate payer advocate with Mr. Smith's help. Commission will be appointed from different parts of community including the NC's and power company people. Call Megan at Greig Smith's office, if anyone needs more info. Also councilman is collecting toys for donating at Christmas time; donate a toy until Dec 18th.

Octaviano Rios represent Councilman Dennis Zine. The Stanley Mosk Elementary School naming ceremony was very successful; Tess was there along with Tara. This was a very classy event to which Councilman Zine came from City Council specially to attend. Representative Brad Sherman also attended. Octaviano noted that Mrs. Barbara Freidrich is a principal of a very active nature.

'Metro call for projects' has included Reseda, Canoga Park in the past and now wants more projects including those in Winnetka. Grants of \$100,000 are available as competitive projects between applicants. Octaviano met on Ventura Blvd to visit earlier projects and improvements and to look at the street cleaning and maintenance. CRA does have funds and grants available. Councilman Zine has less than three years in office so wants' to help. Mr. Rios will be talking to Mike Mikaelian regarding the CRA and also has a very nice aerial map which shows the Valley and could help identify area candidates for improvement. Erick mentioned that Mike is the Public Works Committee Chair and is currently working with CRA to get monies for Winnetka. Toughest part, Octaviano notes is for everyone to come to consensus on which project to attempt. Million trees for LA is one of the CRA projects.

DWP wants to promote the Low Income Exchange Program to Swap new refrigerators for old refrigerators to save ENERGY. There are opportunities for seniors, disabled etc. Energy conservation and helping people is the goal. Tess asked whether a second fridge could be used to exchange. Talk to the DWP to find out O.R. says.

311 will get you to any service including Councilman Zine's office. 213 367 1361 for refrigerator group in DWP should work for questions or call 311'

Dennis Zine's Principals' Meeting, in his district, will be to get info on quality of life information on traffic problems and needs of the schools for which he might help. On Nov 18th and can include police, graffiti removal, lifting sidewalks to plant trees, etc.

Please let Octaviano know about charitable events in our district, which can be posted on web site.

Councilman Zine's new chief of staff is Mr. Jimmy Blackman who was with the Mayor's office for many years.

Erick noted soccer nets are going up on schools, but the emergency helicopters may need to land at some including Limerick Ave. Some schools have lost the ability to land due to soccer the nets, etc. Octaviano will pass this on at the Principals Meeting.

Officer Jose Maldonado, SLO for Winnetka, spoke and said that crime is down from last year and lower than last month. There have been several robberies on Sherman Way, between Mason and Winnetka; muggings. Extra patrols are happening, if you see people hanging around call 911 to check out whether a problem or not. SLO gave out crime prevention tips, no unattended purses from food carts, or cell phones, etc.

Brochures given out with slogan; "lock it, hide it, keep it". Be aware of your surroundings. Putting your lap top in car and you can be followed and when you park, the windows are broken and the laptop is stolen. Be aware of you surroundings. Winnetka neighborhood Watch is the 2nd Thurs of month, 7PM. SLO teaches people re crime and prevention. Graffiti has a \$1,000 reward. Observe the graffiti in a play by play manner, and then call the police with what you see. Do not engage. An officer in Riverside was killed a trained two time Iraqi war veteran.

Call the police; can be anonymous. Camera's can be used, but criminals get upset if they see you photographing them. Keep ½ block - 2 blocks away. LAPD does need your help.

Have second annual Topanga Area Town Hall Meeting with Q + A's regarding law enforcement; held at 22450 Sherman Way, at West Valley Christian Church on Tuesday 11/16/2010 from 7pm to 9pm.

Now have a Spanish Language Neighborhood Watch on the 2nd wed of month, at the Topanga Station.

A Stakeholder asked about home burglaries, magazines salespeople; lock your sidegate is a big thing.

Next time when magazine people come by, call police and phrase it as someone casing the neighborhood and describe carefully and direction they are traveling.

Doug Schmidt a stakeholder, asks whether burglar alarm salespeople are still out there causing trouble? Call and LAPD will check out that they are legit. After they are spoken to, they often move on.

A stake holder lives across the street from someone who has mental health problems and who has been on 72 hour holds, the renters in the house have caused trouble { cozycroft }. SLO has made some arrests of the spot for mainly drug offenses. It may be a bldg. and safety issue, public health which allows the police to take action. Nothing the police can do about the mental health unless he is a danger to others, or disturbs the public. Public complaints can get an arrest for public profanity challenging to a fight etc. (5150 institution code.) If there is an issue of threats, then the police can make an arrest on your behalf.

Call SLO if you need help and he will know how to help focus resources to assist you.

JJ asked Officer Maldonado why the house (above) was not seized. The rentals were the drug dealers and so if the owner cannot be proved responsible, then the house cannot be seized; and so the house cannot be proved to be the result of the "ill gained profits". The city won't want to bother with the house as it will cost the city to sell it. Asset forfeiture, on the other hand such as a Mercedes Benz; if the car can be proven as an ill gotten gain, then it is easier to prove. The DA will go for the more obvious things as are easier to prove. We are SLO's eyes and ears. SLO enforces the quality of life issues.

JJ asked about the crime at the Starlight Motel on Winnetka as mentioned by Assistant A.G. Mr. Joe Larsen. Every hotel in the city has issues of illicit activities. For whatever reason people started getting arrested and now the Motel is trying more lighting, more door locking, and focusing people in through the front lobby with more lighting, plus cameras. Starlight Motel may be slacking on the cameras and now has an officer Johnson who coordinates these cameras and keeps an eye on the Motel. The cameras can be checked with a password...no guaranteed crime prevention however.... The starlight hotel is cleaning up narcotics, prostitution and gangs. Motel desk can require ID, which they did not require before. Crime rate is lower at the starlight. Now is bigger at the apartments along Saticoy.

Art Sims mentioned that he spoke to Nationwide Banner and also has heard nothing of the median. Mike will call Art next week regarding meeting at Jacobi and Tarzana Nursery. JJ needs demand warrant prepared for the cobble. There was a discussion of walking the median with Tarzana Nursery to prepare for the work and review. Art has a good relationship with all the people involved. Mike will handle with Art next week.

Octaviano presents Mr. Jimmy Blackman who is the new chief of staff for Dennis Zine, who arrived late. Lived in valley for the past few years with a daughter at Granada Hills High school and has worked closely with Octaviano. Looks forward to working primarily out of City Hall. Jimmy asks us to see his office as a resource; please utilize them. Erick asks Jimmy and O.R. to stay for the next issue of appointing Mr. Asaidbaig Baig to the WNC.

Tess went to the Stanley Mosk Elementary School naming ceremony and met Veronica who wants to work with youth leadership. Tess was impressed with the opening and the work the parents. Veronica was interested in a ballroom and mariachi program, but has no instruments; this will be pursued in committee. Reseda has music in the school program. Veronica is a longtime resident of Winnetka. Northeast Valley Youth program has leadership programs for 'Youth Speak' in high school and middle school. Veronica doesn't see this program in this part of the valley. No outreach program around here, either. So wants to get a program started. Youth Speak meet once a week in San Fernando and YS has a web site. Tess invites to next Thursday's youth outreach meeting.

7. Discussion and possible action on appointing Mr Asadbaig Baig to a vacant seat on the WNC.

Board Member	Yes	No	Abstain	Absent
Eric Lewis	x			
Erick Lace	x			
Greg Sullivan	x			
JJ Popowich	x			
Marilyn Robinson	x			
Mike Mikaelian	x			
Natasha Somerville	x			
Tara Walker				x
Tess Reyes-Dunn	x			
Tom Sattler	x			
William Hilliard				x
Wilson Linares				x
Walter Baneggas				x
Total	9			4

Mr Baig interested in planning and land use. Mike asks what one thing he wants to do to. To which Asadbaig says he is interested in planning and land use issues, new business etc. He sees some that are not proper for the neighborhood.

Tess motions for Mr Asadbaig Baig to Join the WNC; Mike seconds. Approved by all, see above chart. WNC-20101109-01

Mr. Jimmy Blackman swears Mr. Asadbaig Baig into the board of the WNC.

8. Discussion and possible action: JJ moves to approve thank you letters to the following participants in the Children's Safety Fair: Taco Bell and McDonalds for their donations, Van Nuys Traffic Division, Van Nuys Division LAPD, and CHP. (Robinson/Popowich). Mike seconds the motion; approved unanimously.

WNC-20101109-02

9. Discussion and possible action: on Mrs. Pearson's request for funding and assistance for the 'Fab Girls' organization. Notification to Mrs. Pearson that she will need to file for a Neighborhood Purposes Grant.

Fab girl's manager, Mrs. Gail Pearson, is working for the city and also working on the side with the Fab girls. Erick asked her to fill out community grant form, but she is a city employee, which may make her ineligible. She filled out the application half way with Natasha, Erick is filling out rest of it along with Joe Harris. JJ says she is not non-profit and doesn't qualify. JJ wants to do a department to department transfer.

JJ wants a motion to put the blocked out WNC funds into Winnetka Park's general fund, from which Mrs. Pearson can access the funds.

WNC moves to place an emergency item on the agenda to discuss and approve the payment to the Fab Girls. This project is approved as a part of the WNC budget as submitted to DONE. DONE requires a line item motion to pay expenses and this emergency motion is to meet this demand; Seconded by Marilyn.

WNC-20101109-03 the above motion is passed unanimously.

JJ moves to approve \$500 for the purchase of fabric and mirrors for the Fab Girls and to approve the treasurer to send a letter to Mrs. Gail Pearson of the Fab Girls and Mr. Joe Harris of Winnetka Park that this will be a department to department transfer. Marilyn seconds.

The above motion is approved unanimously. WNC-20101109-04

10. Discussion and possible action: Walter J. Gaworecki, Director/Synergy Development Services, Inc. for T-mobile will share the transmitter design, which was previously approved by our board, and as promised, is bringing this simulation to the WNC prior to their formal submittal back to the Zoning Officer. (Sullivan)

Mr. Walter Gaworecki came back to show the proposed design and full simulations prepared. Dimension 8' x 8' atop the roof, colors are simpatico with the existing building; see WNC website for report. Grey colors, etc. the symbols are a relief style. Mike asks and wondered why it wasn't more of a spire, but the church wasn't reaching for a conventional style steeple. Natasha asks what the benefits of the steeple are. Walter points out that it is for the wireless transmitter. Asad asked whether it went to the public counter yet. Walter says it hasn't as he wanted it closer to what the community and church wanted before counter submittal. Walter hopes it does meet with our expectations.

JJ moves that we approve design; Marilyn seconds; approved 9 to 1. WNC-20101109-05

Board Member	Yes	No	Abstain	Absent
Eric Lewis	x			
Erick Lace	x			
Greg Sullivan	x			
JJ Popowich	x			
Marilyn Robinson	x			
Mike Mikaelian		x		
Natasha Somerville	x			
Tara Walker				x

Tess Reyes-Dunn	x			
Tom Sattler	x			
William Hilliard				x
Wilson Linares				x
Asadbaig Baig	x			
Walter Baneggas				x
Total	9	1		4

11. Discussion and possible action: To approve banner design, type and cost and other related requirements for Christmas use and also possibly for the year round hanging of additional Banners along Winnetka’s main streets. Banners from Nationwide. (Marilyn)

JJ did not have the national Christmas banner receipt and will obtain one. The Christmas banners Art is trying to get the best deal. National said we can get the banners for the best price. National will store the banners and put them up for the time limited period which keeps them in better condition.

\$3500 to put up the banners and take them down, 4,000 for new banners

Erick moved to approve up to \$3,600 for nationwide to get the permits, hang the existing banners and take them down.

WNC moves to place an emergency item on the agenda to discuss and approve the payment to Nationwide Banners for the Christmas Banners. This project is approved as a part of the WNC budget as submitted to DONE. DONE requires a line item motion to pay expenses and this is to meet this demand; Seconded by Tess.

The above motion is agreed to by all unanimously. WNC-20101109-06

JJ makes an Emergency Motion to approve up to \$3600 to pay Nationwide Banners for the placement and take down the Christmas Banners which are in Nationwide Banners’ storage; as listed in our annual budget submitted to DONE. Seconded by Eric.

Approved by unanimously WNC-20101109-07

DISCUSSION AND POSSIBLE ACTON ON THE FOLLOWING COMMITTEE REPORTS

12. Finance Committee Report (Including Treasurer’s Report) (Popowich):

A, Discussion and possible action to approve the Monthly Finance Report as presented by the Treasurer.(Popowich) Tess move Marilyn seconds unanimous approval of financial report.

Financial report we have \$92,390.69, see report online.

JJ notes that we won’t be able to approve, for Michelle Gross DeLahoya, \$2,000 to Winnetka Park for the Oktoberfest Halloween party. Erick thinks there is a way we can do that. DONE might not accept the invoices, says JJ. We can approve these expenditures if the bills are billed to the WNC. JJ will tell Michelle to get new invoices to WNC from Oriental Trading and Anderson trophy and the Jumper Company. Invoices must line up with the budgeted amounts.

JJ moves to approve \$2,000 for the Oktoberfest Halloween party as delineated in the budget previously submitted to DONE; Seconded by Tess.

Approved unanimously WNC-20101109-08

13. Public Safety Committee: (Linares)

14. Outreach and Youth Committee Report: (Robinson)

1, Discussion and possible action by the ad hoc committee on a motion to allocate up to \$200 to purchase 2- 8' x 30" WNC Banners for use at events. (Lewis)

Eric says we have no year round banners and suggested that West Valley Occupational Center's Luis Lopez could help. Eric wants to keep it local and work on a design. Estimates were for a 30" by 1' x 1' is \$10, \$160 for two 8 footers at \$10 per foot.

JJ moves to approve \$400 for the purchase to the 4 large banners, similar to those that the WNC used to have; two large ones about 3' by 8' and two small 30" by 1' x 8', Tess seconded. Approved unanimously WNC-20101109-09



Board Member	Yes	No	Abstain	Absent
Eric Lewis	x			
Erick Lace	x			
Greg Sullivan	x			
JJ Popowich	x			
Marilyn Robinson	x			
Mike Mikaelian	x			
Natasha Somerville	x			
Tara Walker				x
Tess Reyes-Dunn	x			
Tom Sattler	x			
William Hilliard				x
Wilson Linares				x
Asadbaig Baig	x			
Walter Baneggas				x
Total	10			4

2, Discussion and possible action to clarify and assist members of the Outreach and Youth Committees in reviewing their organizational status, for example is the Youth committee a sub set of Outreach or are they separate committees and with separate chairs. In addition, clarity can be made on how the above decision affects the approved motion (WNC-20101012-03) " to combine the Public Safety and Outreach committees. (since the chairs have approved no need for a vote.)" There was an expression of concern regarding the nature of chairmanship versus co-chairmanship and the duration of the committee combinations.(Lewis and Sullivan)

Official titles for "Outreach and youth" will be one committee with Marilyn as chair and Tess as vice chair, agreed Marilyn and Tess.

15. Discussion and possible action on the deletion of the motto in our Logo so that the city can proceed with our WNC business cards; Jacob of the city wrote to Eric, “We have generally not approved the use of logos on business cards that include a motto, as does this one. We would prefer to not have business cards make statements that are not official statements of the City. Would it be possible for the NC to adjust the logo for the purpose of the business card to not include the motto?”. (Lewis)

Eric suggests we remove the verbiage and leave the ribbon, or take ribbon off, etc or not put the logo. Logo will still say the WNC. Erick and JJ and perhaps all want the motto to remain. All are frustrated with the city.

Erick made a motion to remove the motto and leave the ribbon on our business cards; Mike seconds.

Approved WNC-20101109-10

Board Member	Yes	No	Abstain	Absent
Eric Lewis	x			
Erick Lace	x			
Greg Sullivan	x			
JJ Popowich		x		
Marilyn Robinson			x	
Mike Mikaelian	x			
Natasha Somerville	x			
Tara Walker				x
Tess Reyes-Dunn			x	
Tom Sattler	x			
William Hilliard				x
Wilson Linares				x
Walter Baneggas				x
Asadbaig Baig	x			
Total	7	1	2	4

Eric hopes to make the cards for free

16. Planning & Land Use Management Committee: (Popowich) No report.

17. Public Works & Transportation Committee: (Mikaelian)

A Discussion and possible action regarding what the number one street for repaving was? That street name was not known; Mike asked to agendize such information for a property request order of Public Works. (Mikaelian) No action on this item.

Mike met with CRA and application is in the works with pole painting on light poles on Sherman Way on Corbin to De Soto.

Eric notes as an aside, that he is getting prices on the name plaques and labels, but too costly and looking into more options.

18. DWP Oversight Liaison Report (Hilliard)

19. LANCC Report (Hillard)

20. Rules, Elections & By-Laws Committee: (Popowich)

21. Good of the Order

22. Future Agenda Items & other Calendar Events:

- **Public Safety Committee:**
- **Youth Committee**
- **Events Committee**
- **Public Works & Transportation Committee**
- **Interfaith Committee**

23. Adjournment

The public is requested to fill out a **"Speaker Card"** to address the Board on any agenda item before the Board takes an action. 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 vote on each 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 not last longer than 5 minutes total.

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 within the Board's jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations 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 the 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 Neighborhood Council Secretary at (818) 718-0629, or please send an e-mail that states the accommodations that you are requesting to sullivang@hotmail.com

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 (310) 562-3268.

PROCESS FOR RECONSIDERATION

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-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 panels' 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 Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and 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.

