



## Winnetka Neighborhood Council

### GENERAL MEETING MINUTES

Tuesday, September 10, 2019, 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](mailto:board@winnetknc.com) | [www.winnetkaNC.com](http://www.winnetkaNC.com) | @winnetkaNC



<b>President</b>	<b>Treasurer</b>	<b>Secretary</b>	<b>Parliamentarian</b>
David Uebersax	Samantha Ludwig	Lisa Reeber	Erick Lace
<b>Vice-President</b>	<b>Assistant Treasurer</b>	<b>Assistant Secretary</b>	<b>Assistant Parliamentarian</b>
Vacant	Vacant	Victor Lerma	Vacant
<b>Board Members</b>			
Steven Fuhrman	Franklin Solis	Judith Giglio	Ajantha Sriramya
Jill Kline	Vacant	<b>Youth Representative: Vacant</b>	

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](http://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] 16 # of Guests
- 2) **CONVENE MEETING and PLEDGE OF ALLEGIANCE** [1 min] Meeting convened at 6:49 pm. Officer Poepke led the Pledge of Allegiance
- 3) **BOARD MEMBER ROLL CALL** [2 min]

Board Member	Apr 9	May 14	Jun 11	Jul 09	Aug 13	September 10
Ajantha Sriramya	A	A	LE	LE	A	A
Lisa Reeber	X	X	X	X	X	L (7:05PM)
David Uebersax	X	X	X	X	X	X
Erick Lace	X	X	X	X	X	X
Franklin Solis	X	X	X	L	L	X
Steven Fuhrman	X	X	X	X	X	X
Judith Giglio	X	X	X	X	E	X
Victor Lerma	X	A	X	X	X	X
Samantha Ludwig	X	X	X	X	X	X
Jill Kline	/	/	/	/	X	X
Vacant	/	/	/	/	/	/
Gregory Coley	X	X	A	X	A	/
JJ Popowich	X	A	A	X	X	/
John Poer	A	A	A	A	A	/
Sayed Amir Malekpour	X	A	A	A	A	/
Tamicka Easley	A	X	X	/	/	/

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. [Mr. Uebersax welcomed everyone and explained the rules.](#)

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

**A** Motion to approve minutes for July 9, 2019 (**WNC-2019-091019-01**) [Tabled to October](#)

**B** Motion to approve minutes for August 13, 2019 (**WNC-2019-091019-02**) [Tabled to October](#)

**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, the LAPD, LAFD, LAUSD, 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]

[Officer Poepke, with LAPD, provided information on volunteering with the LAPD and about Winnetka crime statistics. For more volunteer information go to \[lapdonline.org/volunteer\]\(http://lapdonline.org/volunteer\). Ms. Poepke reported Winnetka had 13 vehicle break-ins and every car had something valuable visible from outside the vehicle. She said that vehicle break-ins tend to have a spike that goes between Winnetka and Canoga Park. She discussed home break-ins and stated that most are through the rear of the house. She added that surveillance cameras do help giving example of an incident where video showed the suspect smoking prior to breaking into home. She said that police were able to identify the man after finding the cigarette he threw down. Mr. Solis asked about the incident on southeast corner Roscoe and Winnetka involving a suspicious item. Ms. Poepke said that the bomb squad was called in and took the item which turned out to be a pressure cooker.](#)

[Mayra Valadez, Field Representative for Assemblyman Jesse Gabriel stated that the California Legislature will be discussing many senate bills. She encouraged stakeholders to contact Jesse Gabriel's Field Office with any comments concerning the bills. She stated that SB330, which was introduced by Jesse Gabriel, was signed by Governor Newsom. \(Handout\)](#)

[Ms. Valadez shared information on two events. On 10-15-19 from 3pm-5pm there will be a seminar, in conjunction with DCCA, that is geared towards seniors and about how to protect yourself against bogus contractor scams. On 10-26-19 Assemblyman Gabriel will hold a dog adoption drive with 3 organizations. The event is from 10am-2pm at the Sepulveda Basin Off Leash Dog Park. \(Handout\) Assemblyman Gabriel wants to support college students who want to gain experience in a government office. Applications for internships are being accepted. \(Handout\)](#)

[Jasmine Elbarbary our advocate from Department of Neighborhood Empowerment reports that a new general manager has been hired. Her name is Raquel Beltrán and she will be starting Monday, September 16<sup>th</sup>.](#)

[Joanne Yvanek-Garb, from Neighborhood Council Budget Advocates, reports the Budget Advocates met with the Mayor about their recommendations. Their recommendations concern the budget process, transparency and long-term planning. There will be a meeting on September 17<sup>th</sup> at 7pm at the DONE office that is open to the public. Call DONE about parking. Email Joanne at \[joanne.labudget@gmail.com\]\(mailto:joanne.labudget@gmail.com\) for more information.](#)

[Nancy Morgan with SOLID shared information on next Devonshire Area Basic Car Neighborhood Watch meeting which is Thursday, September 19, 2019 at 7 pm at The Garden Church. A guest speaker will be discussing the Opioid and Fentanyl epidemic. \(Handout\) Ms. Morgan also shared information on SOLID's](#)

24<sup>th</sup> annual “all you can eat” pasta dinner which is Friday, October 11, 2019 from 5pm-8pm. Proceeds go to purchase supplies that are vital but are not supplied by the city. (Hando

**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 government agency. [3 min each, 20 min max]

Delmont Neal, private citizen, reported that voting procedures are changing to prevent voter fraud and encouraged everyone to learn more about the changes.

**8) 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 requests made.](#)

**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 for discussion. [15min]

**A** The WNC approves the following items on the Financial Consent Calendar. (Ludwig/Coley/Uebersax) **(WNC-2019-091019-9A)**

- Moore Business Results Invoices (Outreach)
  - ◊ Invoice #WNC-2019-0901 in the amount of \$479.55 (for activity in the month of August)
  - ◊ Estimated cost for ICDsoft of \$110
- Valentino’s expenses for meeting food (Outreach)
  - ◊ August 13, 2019 meeting in the amount of \$49.91 (Originally approved for \$50 even
  - ◊ September 10, 2019 meeting in the amount of \$50.00
- ExtraSpace Storage (Office)
  - ◊ August Storage expense: \$244.00
  - ◊ September Storage expense: \$244.00
- Winnetka Convention Center (Office)
  - ◊ PWT Committee: 6/24: \$100
  - ◊ PWT Committee: 7/22: \$100
  - ◊ Public Safety Committee: 7/24: \$100
  - ◊ Outreach Committee: 7/25: \$100
  - ◊ PWT Committee: 8/26: \$100
  - ◊ PLUM Committee: 8/20: \$150
  - ◊ Outreach Committee: 8/27: \$100
  - ◊ Public Safety Committee: 8/28:

Ms. Ludwig reviewed all the expenses paid in the past month. Mr. Solis moved to approve all items on the Financial Consent Calendar as reported. Mr. Lace seconded the motion. There was no discussion and vote was taken.

Board Member	Position	Yes	No	Abstain	Absent	Ineligible	Recused
Ajantha Sriramya	At-Large				X		
Vacant	At-Large						
David Uebersax	President	X					

<b>Erick Lace</b>	Vice President	X					
<b>Franklin Solis</b>	Parliamentarian	X					
<b>Jill Kline</b>	Assistant Parliamentarian					X	
<b>Judith Giglio</b>	At-Large	X					
<b>Lisa Reeber</b>	Secretary	X					
<b>Vacant</b>	At-Large						
<b>Samantha Ludwig</b>	Treasurer	X					
<b>Steven Furhman</b>	At-Large	X					
<b>Victor Lerma</b>	Assistant Secretary	X					
<b>Vacant</b>	Youth Rep						
<b>Vacant</b>	At-Large						
<b>Vacant</b>	At-Large						

Motion passed 8-0-0-1-1

**10) NON-CONSENT CALENDAR:**

**A Discussion and possible action to fill Board Vacancies [15min]**

- Consideration to appoint a candidate for the At Large Director Seats (expiring 2021)  
Mr. Uebersax asked if there was anyone that wanted to announce him or herself as a candidate for this seat. Celia Vasquez stood and presented herself as a candidate. She said she works for a health care company and likes to get involved and she likes this neighborhood. Ms. Ludwig said she talked to Ms. Vasquez and explained the Public Safety committee and answered questions. Ms. Reeber, Mr. Lace and Mr. Furhman gave a summary of the committees each chairs (Outreach and Social Media, Youth and PLUM respectively). Ms. Ludwig moved to appoint Celia Vasquez to fill the vacant AT-Large Board seat that expires in 2021. Mr. Lace seconded the motion. There was no discussion and a vote was taken by consensus. Ms. Vasquez was elected by unanimous voice vote. She was immediately sworn in by Jasmine Elbarbary.
- Consideration to appoint a candidate for the vacant Youth Member Seat **Tabled to future meeting.**
- Election of vacant Office positions (Vice President, Assistant Treasurer, Assistant Parliamentarian)  
Mr. Lerma nominated Mr. Solis for Vice President. Mr. Furhman nominated Mr. Lace. Mr. Solis withdrew his name and then seconded the nomination of Mr. Lace. There was no discussion and a vote was taken by consensus. Mr. Lace was elected as Vice President with a unanimous voice vote. Assistant Treasurer was tabled. Mr. Lace nominated Mr. Solis as Assistant Parliamentarian. Ms. Ludwig seconded the motion. There was no discussion and a vote was taken by consensus. Mr. Solis was elected Assistant Parliamentarian by unanimous voice vote.

**B Presentation by representatives of Greater Los Angeles County Vector Control District, talking about the Aedes Aegypti mosquitos that have been bugging us again this summer [15min]**

Diana Gutierrez and Wes Collins, from Greater Los Angeles County Vector Control, gave presentation on a new mosquito. This mosquito differs from the usual LA mosquito in the following ways. It is more active during the day and flies closer to ground. It lives majority of life in stagnant water and eggs can remain viable in emptied containers only to hatch once a small amount of water is encountered. This mosquito is much smaller than the mosquito we are used to and can easily enter homes through screens and small cracks. The Aedes Aegypti mosquito primarily bites people and can carry the Zika Virus, Dengue Virus and canine heartworm among other disease. Get rid of all standing water. If you get more than a few bites in 2 hours you have an infestation somewhere nearby. Call GLAVCD at 562-944-9656 to report any evidence of the mosquito. They will assist you with getting rid of the

mosquitoes and will assist them by helping them monitor the issue. (Handouts)

- C** Presentation by representatives of the Census Bureau regarding the upcoming 2020 Census [15min] Beland Huang, representative with Census 2020, gave presentation on the upcoming Census. He emphasized how important it is to get an accurate count of your neighborhood and city since \$675 Billion is distributed solely on Census numbers. April 1<sup>st</sup>, 2020 is Census Day. Mr. Huang reported that Los Angeles county is the worst at counting its population due to the many population cultures. (Handouts in Spanish and English)

**11) TREASURER’S REPORT:** (Ludwig) Update, discussion, and possible action regarding the status of Winnetka NC finances, Funding porta, and any additional financial reports as needed. [20min]

- A** Discussion, review, and approve Monthly Expense Report (MER) for August 2019:
  - “The Winnetka NC Board has reviewed the August 2019 Monthly Expenditure Reports. The Board approves the report and authorizes the Treasurer to submit the report to the City Clerk.” (Ludwig/Coley/Uebersax) **(WNC-2019-091019-11A)**

Ms. Ludwig reviewed the August MER. The beginning balance for the month was \$51319.79 with \$1050.51 spent and no outstanding bills. The ending balance was \$50269.28. Mr. Lace moved to approve the August MER as reported. Mr. Solis seconded the motion. There was no discussion 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					
Vacant	At-Large						
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Vacant	Youth Rep						
Vacant	At-Large						
Vacant	At-Large						

Motion passed 8-0-0-1-2

- B** Discussion & possible action to approve “proposed action” recommendations in Storage Facility Visual Inventory (dated 07/16/19) (Ludwig) [Tabled](#)
- C** Discussion & 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. (Uebersax) [Tabled](#)
- D** Discussion & possible action to authorize payment of \$1000 as sponsorship of the 2019 Congress of Neighborhoods, to be held on Saturday, September 28<sup>th</sup>, as earmarked in the 2019-2020 WNC Budget.

Mr. Lace moved to approve this expense as written. Ms. Giglio seconded the motion. There was no discussion 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					
Vacant	At-Large						
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Vacant	Youth Rep						
Vacant	At-Large						
Vacant	At-Large						

Motion passed 8-0-0-1-2

- E** Discussion & possible action to authorize NPG in the amount of \$1000 for the 2020 Halloween Carnival, originally proposed as part of the 2018-2019 Budget year. Mr. Lace move to approve the NPG to support Winnetka Rec Center's Halloween event in the amount of \$1000. Ms. Reeber seconded the motion. There was no discussion 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					
Vacant	At-Large						
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Vacant	Youth Rep						
Vacant	At-Large						
Vacant	At-Large						

Motion passed 8-0-0-1-2

- F** Discussion & possible action to authorize purchase of voice recording device and or microphones for use at WNC meetings
- Recorder, up to a cost of \$100 Tabled
  - 3 Microphones, up to a cost of \$50 plus shipping. Tabled



## 12) REGULAR COMMITTEE REPORTS & MOTIONS:

### A Planning & Land Use Management Committee (PLUM) Report (Popowich) [10 min]

- NOTICE: Meetings are held at the WCC on the 3rd Tuesday of each month at 6:30 PM
  - ◇ WNC-PLUM-082019-01: “The Winnetka NC PLUM Committee recommends the Board approve the changes to the Winnetka NC PLUM Committee Procedural Rules and the Winnetka NC Notice of Public Meeting. Furthermore, the Winnetka NC PLUM Committee requests the Board to modify the 2019-2020 FY budget to allocate up to \$200 per month for signage (cost between \$90-\$100 per sign) at a total annual budget cost of \$2,400.00.”
  - ◇ (See Attachments)
 

Mr. Uebersax reviewed the Winnetka NC Planning and Land Use Management Committee Procedural Resolution that deals with notifying affected stakeholders about the applicants proposed development. Signage will be provided to applicant for him or her to post at least one week prior to meeting where development will be discussed. An example of signage was attached to procedural resolution. (Handouts) Discussion occurred about amount of \$2400 and Ms. Ludwig suggested that the amount to cover signage for upcoming PLUM meeting be approved so further discussion can occur and \$250 was given as amount. Mr. Solis moved to approve the amount as suggested by Ms. Ludwig. Mr. Lace seconded the motion. No further discussion occurred 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					
Vacant	At-Large						
Samantha Ludwig	Treasurer	X					
Steven Fuhman	At-Large	X					
Victor Lerma	Assistant Secretary	X					
Vacant	Youth Rep						
Vacant	At-Large						
Vacant	At-Large						

Motion passed 8-0-0-1-2

### B Public Safety Committee (PSC) Report (Ludwig) [10 min]

- NOTICE: Meetings are held at the WCC on the 4<sup>th</sup> Wednesday of each month at 7:00 PM
  - ◇ General update on Committee plans and activity Ms. Ludwig reports more of the give away items have been received, including a keychain whistle with flashlight/reflector combination. She reminded everyone about the Valley Disaster Preparedness Fair that is coming up on October 12<sup>th</sup>.

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

- NOTICE: Meetings are held at the WCC on the 4<sup>th</sup> Monday of each month at 7:00 PM

- ◇ General update on Committee plans and activity
- ◇ Discussion as to scheduling and preliminary planning for the 2020 Spring Clean, suggested for April 18, at Winnetka Park, and possible. [Tabled](#)

**D Outreach & Social Media Committee (OSM) Report (Reeber) [10 min]**

- NOTICE: Meetings are held at the WCC on the 4<sup>th</sup> Tuesday of each month at 7:00 PM
  - ◇ General update on Committee plans and activity [Ms. Reeber stated that more people are needed to be on the committee as well as to help with planning events, etc.](#)

**E Youth Advocacy Committee (YAC) Report (Lace) [5 min]**

- NOTICE: The YAC Committee Meeting: TBD (Location to be decided)
  - ◇ General update on Committee plans and activity [No report given](#)

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

- NOTICE: Meeting TBD (Location to be decided) [No report given](#)

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

- NOTICE: Meeting TBD (Location to be decided) [No report given](#)

**13) OFFICER & LIAISON REPORTS: [No reports given](#)**

- 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]

**14) GOOD OF THE ORDER [2 min]**

**15) MEETING ADJOURNED [Meeting adjourned at 9:56 pm.](#)**

**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](mailto:secretary@winnetkanc.com), or
- The Winnetka NC President at 818-992-1650, or via email at [duebersax@winnetkanc.com](mailto: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](http://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](mailto: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 (310) 562-3268.