



neighborhood council  
el consejo del vecindario de glassell park

Our Voice to the City  
Nuestra voz a la Ciudad

**GLASSELL PARK  
NEIGHBORHOOD  
COUNCIL  
OFFICERS**

**BRADLEY**  
CHAIRPERSON

**MARK QUIROZ**  
VICE CHAIR

**CELINA PINTO**  
SECRETARY

**CRYSTAL-LYNN OROZCO**  
TREASURER

**LINDA SANCHEZ**  
MEMBER-AT-LARGE

**CITY OF LOS ANGELES  
CALIFORNIA**



**ERIC M. GARCETTI**  
MAYOR

**GLASSELL PARK NEIGHBORHOOD COUNCIL  
GENERAL COMMUNITY STAKEHOLDERS  
DRAFT SPECIAL MEETING MINUTES  
Wednesday November 17, 2015 6:30pm – 10pm  
Glassell Park Community & Senior Center  
3750 N. Verdugo Road  
Los Angeles, CA 90065**

**GLASSELL PARK  
NEIGHBORHOOD COUNCIL**  
3750 N. Verdugo Road  
Los Angeles, CA 90065  
(323) 256-4762 or 256-GPNC  
[www.glassellparknc.org](http://www.glassellparknc.org)

(LIST OF BOARD MEMBERS)  
LINDA SANCHEZ – AREA 1  
MARK QUIROZ – AREA 2  
CRYSTAL-LYNN OROZCO – AREA 3  
MOLLY LYNN TAYLOR – AREA 4  
FRANCISCO CONTRERAS – AREA 5  
VACANT – AREA 6  
GLADYS PINTO-MUÑOZ – AREA 7  
BRADLEY – BUS  
BRIAN SHARP – BUS  
DANE BOEDIGHEIMER – REP  
MARGE PIANE – OR  
PAVLO VLA – EP  
CELINA PINTO – EP  
RUBY DEVERA – EP  
MICHAEL DIVIC – AT LA

Approved minutes on: ( \_\_\_ / \_\_\_ / 2016)

1. Welcome and Introductions (6:40p.m.)

Attendance:

<i>Crystal Lynn Orozco</i>	<i>Mark Quiroz (7:28)</i>
<i>Linda Sanchez</i>	<i>Molly Lynn Taylor</i>
<i>Celina Pinto</i>	<i>Patrick Cleary (7:10)</i>
<i>Bradley</i>	<i>Art Camarillo -(alternate)</i>
<i>Ruby Devera (6:55)</i>	<i>Marge Paine</i>
<i>Francisco Contreras (7:05)</i>	<i>Dane Boedigheimer</i>

2. Acceptance/Review of GPNC GCS Mtg. Min. for Aug 18, 2015, Sept. 29, 2015, and October.20, 2015, If provided) No report. Celina has September 29<sup>th</sup> and is working on the other notes.

3. Official/Public Comment (Non-Agenda Items) (2 Min. Max.)

Jay Handles – 310.466.0645. Go to [empowerla.org/elections](http://empowerla.org/elections) for more information. Bill Shendley from Marvista will help with the elections. Council needs to publicize more. Nation Builder is an on line portal that allows access to emails. Newsletter will be out Wednesday to the board about the elections. December 1st is the start of on line voting. Documents need to be scanned. Election will be electronic. There will be no paper ballots. The election manuel will be ready by the end of the week. The City Clerk Will validate. There will be a 21 day voting period. The electronic voting will close at the same time the polling places close.

Raymond – Mentioned the L.A. Auto Show at the L.A. Convention Center starting Friday November the 20th through Sunday the 29th. The traffic lights at 700 North Broadway needs to be replaced.

Brian Frobisher – The board is in sad shape regarding meetings. The minutes exist but they are Bradley’s minutes. The minutes should be made public.

Sarah Coston – Belongs to the California C.N.C. Coalition. They need help regarding the marajuana clinics. Proposition 13 limits the number to 135 per city and can’t be in the promiximity of schools or churches. Need to make voice heard with LAPD and Mike Furer. She brought a petition and asked the residents to sign it. She also brought sample letters to send to city officials.

4. Board Member Comment (Non-Agenda Items) (2 Min. Max.)

Molly Lynn Taylor – The Outreach committee recommendation is the same as last months. The comments have been altered.

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT TRAINING:

A. Board Operations Overview: Protocols, Process And Procedures (Start time 7:15 p.m.)-provided

**Melvin Cañas, DONE Field Operations Rep.** (213) 978-1551 ([Melvin.Canas@lacity.org](mailto:Melvin.Canas@lacity.org)). His valley number is 818.374.9898. **Council is using outdated forms and forms that are incomplete regarding funding reimbursements.** There is a question about what qualifies. Late payments and frozen funding. He requested a 2<sup>nd</sup> training regarding ethics and conflict of interest early to mid December. City attorneys will be coming. If an NPR is submitted with a conflict of interest a whole new board must be elected before NPR can be resubmitted.

Marge Paine – She requested a separate training date and not during a general meeting. It should be noted that there was a three hour training and the board was not notified.

B. Funding Program Overview: Protocols, Process And Procedures (End time 9:30 p.m.)-provided

**Mario Hernandez, DONE Funding Program Rep.** (213) 978-1551 ([Mario.Hernandez@lacity.org](mailto:Mario.Hernandez@lacity.org))

C. Glassell Park Community Presentations (15 min) (if any)(Mark Quiroz)

1. None Provided

D. Neighborhood Council Board Business (9:15p.m.)

**1. Report and Recommendations from Treasurer, Crystal Lynn Orozco (if any)**

- a). Update on GPNC 2014 – 2015 FY UNSPENT FUNDING
- b). Update on 2015 – 2016 FY Funding Available and/or Remaining Funds Available, if any
- c). Discussion/Possible Action/Update on Treasurer and Second Signator Training.
- d). Discussion/Possible Action/Update on access to US Bank Checking Account, Online Banking and P-Card.
- e). Motion/Resolution to approve the Monthly Expenditure Reports (MER) for September 2015 if available.
- f). Motion/Resolution to approve the Monthly Expenditure Reports (MER) for October 2015 if available.

Motion to approve the Monthly Expenditure Reports (MER) for September and October 2015 (items e and f). Approval of the report not the expense.

Crystal Lynn Orozco-Motioned

Celina Pinto – 2<sup>nd</sup>

Dane Boedigheimer – Abstain

Crystal Lynne Orozco – Yes

Bradley – Abstain

Marge Plane – Abstain

Francisco Contreras – Abstain

Celina Pinto – Yes

Ruby Devera – Yes

Patrick Cleary– Ineligible

Molly Lynn Taylor – Abstain

Motion: 3 Yes, 0 No, 5 Abstain

Motion does not pass

g). Discussion/Possible Action on overview of the City approved Vendor, Moore Business Solutions Website Protocols, Process and electronic Posting Procedures.

h). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-0710 in the amount of \$112.27.

i). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-0902 in the amount of \$283.55.

j). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-0930 in the amount of \$163.04.

k). Motion/Resolution to approve Moore Business Results Website Mgmt. Vendor Invoice No. GPNC2015-1030 in the amount of \$319.30.

l). Discussion/Possible Action to itemize city contractual agreements for Moore Business Solutions.

m). Discussion/Possible Action to Appoint 1 official Liaison to work with Moore Business Solutions.

**2. Discussion/Possible Action To Hold a December 2015 Special Board Meeting for Agenda Items Not Heard/Acted Upon. (Items Tabled)**

3. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,500 For the 1<sup>st</sup> Annual Big Draw LA Event (Crystal Lynn Taylor's Project)** (*Items Tabled*)
4. Status/Update on 09/29/2015 Board-Approved Funding Request up to **\$400 For the Area 4 Halloween Clean-up Event (Molly Lynn Taylor's Project)** (*Items Tabled*)
5. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$260.60 Board Member Reimbursement/Art Camarillo** (*Items Tabled*)
6. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,465.00 CIP - 4<sup>th</sup> Annual Glassell Park Community Pride Day Clean-Up** (*Items Tabled*)
7. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,255.84 NPG - Plaza Community Center/Burgueño Family Child Care Center** (*Items Tabled*)
8. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,350.00 NPG - Glassell Park Early Education Center** (*Items Tabled*)
9. Status/Update on 08/18/2015 Board-Approved Funding Request up to **\$1,500.00 NPG - Annual Veteran's Day Parade & Ceremony** (*Items Tabled*)
10. Discussion/Possible Action to Approve Request for Funding up to (\$1,000) for "EnrichLA" to establish a Garden Ranger Program (Bradley) (*Items Tabled*)
11. Discussion/Possible Action to Approve Request for Funding up to (\$3,500) for "Environmental Science and Technology (ESAT)" to establish a School Campus Garden. (Bradley) (*Items Tabled*)
12. Discussion/Possible Action to Approve Request for Funding up to (\$1,000) for The Avenue 50 Studio "Southwest Museum Mural Project" (Bradley) (*Items Tabled*)
13. Discussion/Possible Action to Approve Request for Funding up to (\$400) for refreshments for the "2015 Holiday Tree Lighting Event." (Mark Quiroz) (*Items Tabled*)
14. **Report/Recommendations from GPNC City Attorney Liaison, Ruby DeVera (if any)** (*Items Tabled*)
15. Instruct Board Member to Comply with LA City Ethics and Open Government (<http://ethics.lacity.org/education/ethics2007/?audience=done>); completed Certifications to be turned into GPNC Office Mgr. Celina Pinto.
16. Instruct Board Members to Comply with the new Dept. Funding Program Policies and NC Training & Checking Account Overview Policies or become **INELIGIBLE TO VOTE** on grants and funding matters that indirectly/directly affect or benefit the Community of Glassell Park.
17. Instruct Board Members to Comply with GPNC By-Laws Regarding "Code of Conduct" and possible removal procedures as governed in Article 5, Section 9, B and Article XI, Grievance Process.
18. Accept Nominations of up to 10 Alternate Representatives as per "GPNC Standing Rules." (Bradley)
19. Discussion/Possible Action to Re-Agendize Mid-Term Elections for Open Seat vacated by Andre Sahakian (Bradley)

Bradley asked if motion could be brought up now out of order (This was before training).

Linda Sanchez motioned. Celina Pinto – 2<sup>nd</sup>

Dane Boedigheimer-No	Celina Pinto-Yes
Bradley-Yes	Linda Sanchez-Yes
Ruby Devera-Yes	Molly Lynn Taylor-No
Crystal Lynne Orozco-No	Art Camarillo -Yes
Marge Piane-No	Francisco Contreras-Abstain

Motion: 5 Yes, 4 No, 1 Abstain

Motion does not carry.

Molly Lynn Taylor asked if voting can be suspended until Patrick arrives.

It was agreed. There was a discussion afterwards during training regarding paper voting verses hand voting. It was cleared that hand and paper voting is the same.

20. Board to Determine/Elect/Select three (3) board members to maintain Internet Password regarding NC Internet Asset Policies, including domain name registration, board email, website hosting, social media etc.
21. Motion/Resolution to submit a "Letter of Request (LOR)" To Bureau of Sanitation (BOS) Regarding Illegal Dumping/Bulky Item Pick-up in Glassell Park. (Molly Lynn Taylor)

22. Discussion/Possible Action To Create Host an “Abundant Harvest Organics Drop-Off Location at the Glassell Park Community/Senior Center. (Crystal Lynn-Orozco)
23. Discussion/Possible Action To Appoint A Board Member to Facilitate the “Abundant Harvest Organics Drop-Off Location at the Glassell Park Community/Senior Center. (Crystal Lynn-Orozco)
24. Discussion/Possible Action To Create a “Tenant’s Advocacy Group” (Crystal Lynn-Orozco)
25. Discussion/Possible Action To Instruct By-Laws Committee to create/include Standing Rules/By-Laws regarding “Tenant’s Advocacy Group” (Crystal Lynn-Orozco)

**E. Committee/Ad Hoc Committee Reports/Updates (9:00p.m.)**

1. **Report and Recommendations from Budget & Finance Committee, (if any)** (Crystal Lynn Orozco)
2. **Report/Recommendations/Status/Update from By-Laws Committee, (if any)** (Jim Heubach)
  - a). Motion/Resolution to Adopt recently approved GPNC By-Laws issued by DONE/EmpowerLA (Jim Heubach)
  - b). Discussion/Possible Action to Adopt Committee Recommendations Regarding Amendments/Modifications/Revisions in accordance with the following: **(See Attachment ‘A’)**
    1. Bylaw amendment to clarify that the process for filling a board vacancy takes 3 stakeholder meetings. First to announce the vacancy. Second to accept stakeholder self-nominations. Third to hold an open ballot election.
    2. Addition of a Standing Rule to make GPNC committee members subject to the same absence requirements for committee meetings as board members are subject to for stakeholder meetings.
    3. Revise a Standing Rule to substitute the community center bulletin board for the Super A market for the physical posting location of meeting agendas.
    4. Revise a Standing Rule concerning committee rosters being put on the GPNC website, and elaboration of the procedure to be used to post committee meeting agendas on the website.
    5. Amend the “GPNC Committee Chairs’ and Recorders’ Protocol” to indicate that proposed stakeholder meeting agenda items must be submitted no later than at the preceding Executive Committee meeting.
    6. Addition to the Standing Rule – Attachment A – “GPNC key Policy” to indicate that all committee recorders shall have a key to the community center’s outside bulletin board to enable agenda posting.
    7. Standing Rule change to indicate that physically posted agendas are to be posted on the bulletin board outside the driveway fence at 3750 N. Verdugo Road.
3. **Economic Development and Land Use Committee Updates, (if any)** (Andy Montealegre/Ruby DeVera)  
*(For City of LA Dept. of City Planning cases, view web link: [http://planning.lacity.org/cts\\_internet/](http://planning.lacity.org/cts_internet/))*
  - a). Motion/Resolution to Adopt Committee Recommendations and/or “Letters of Support” On behalf of ED&LUC per Co-Chairs/Chairpersons for the following:
    - 1). **Address:** 2702 West Avenue 33 **Case No.** DIR-2015-2556-CDO  
ENV-2015-2557-EAF  
VTT-73674-SL  
**Project Description:** Proposal of a Parcel Map/Small Lot Subdivision to permit six (6) Units 3 story 35’ max ht.  
Applicant: Ani Petrosian/Alisa Karlan
    - 2). **Address:** 4454 N. Sunnycrest Dr. **Case No.** ZA-2015-2150-ZAD-CDO  
ENV-2015-2151-CE  
**Project Description:** Proposal of a New SFD, observing reduced s.y. of 4 ft. in lieu of 7’[ on a substandard street..  
Applicant: Bruce T. Mulhearn
  - b). Discussion/Possible Action to Approve “Letter of Interest” Regarding 2266 W Moss Avenue In Reference to DCP Case No(s) ZA-2014-4424-ZAD-SPP/ENV-2013-3691-MND

Motion to approve “Letter of Interest” (item b).

Motioned by Marge Piane                      Bradley-2nd

Dane Boedigheimer – Yes  
Bradley – Yes

Marge Piane – Yes  
Celina Pinto – Yes

Francisco Contreras – Yes  
Ruby Devera – Yes  
Crystal Lynne Orozco – Yes

Mark Quiroz – (left the room)  
Patrick Cleary – Yes  
Molly Lynn Taylor – Yes

Motion Passes

- c). Discussion/Possible Action to Approve “Letter of Interest” Regarding 3835 N. Cazador St in Reference to DCP Case No(s) ZA-2013-3690-ZAA-SPP-2014-4425-EAF
- d). Discussion/Possible Action to Approve “Letter of Interest” Regarding 2385-2401 N. Yorkshire Blvd in Reference to OTC# RC06232015-926
- e). Discussion/Possible Action to Approve “Letter of Recommendation” Regarding Hillside Roadway Width Improvements along frontages of subject properties.

- 4. **Outreach & Communications Committee Update, (if any)** (Molly Lynn Taylor/Michael Divic) *(Items Tabled)*
  - a). Discussion/Possible Action To Address Concerns about censorship, mistrust, and bias in reference to the GPNC Website, Social Media, and other electronic communications outside of public meetings
  - b). Discussion/Possible Action on overview of the Committee Chair Protocols/Standing Rules for Website posting/requests/procedures for electronic attachments.
  - c). Discussion/Possible Action to establish a separate billing/Invoicing for Moore Business Solution Services when Standing Adhoc Committees/GPNC Hosted Events request Website Posting/Notifications in addition to the existing billing systems/Invoices submitted to the GPNC.
  - d). Discussion/Possible Action on the GPNC Website and social media service provider “Roles, Rules and Responsibilities”, and committee chairs & recorders.
  - e). Discussion/Possible Action on the budgeted amount of \$100 p/m for city approved vendor, Moore Business Results.
  - f). Update/Status on DRAFT Newsletter Articles and board member assignments.
  - g). Discussion/Possible Action on Recommendations for Budget, Timeline, Dissemination and Distribution Methods for Fall/Winter Newsletter
  - h). Discussion/Possible Action to determine Website Postings will be specific to Glassell Park, Neighboring NC’s, or City of Los Angeles Events/Info that impact Glassell Park.
- 5. **Grants & Funding Committee Report/Recommendations/Status/Updates, (if any)** (Bradley) *(Items Tabled)*
  - a). Motion/Resolution To Adopt Committee Recommendations for Roles, Rules, and Submittal Criteria dated September 9, 2015.
- 6. **Public Arts Committee Report/Recommendations/Status/Updates, (if any)** (Crystal Lynn Orozco) *(Items Tabled)*
  - a). Motion/Resolution To Adopt Committee Recommendations dated           ( None Provided )
- 7. **Education Ad-Hoc Committee Report/Recommendations/Status/Updates, (if any)** (Celina Pinto) *(Items Tabled)*  
*(None Provided)*
- 8. **Elections Adhoc Committee Report/Recommendations/Status/Update (if any).** (Jim Heubach) *(Items Tabled)*  
*(None Provided)*
- 9. **Area Representative Updates (Items Tabled)**
  - a. Area 1, Linda Sanchez
  - b. Area 2, Mark Quiroz
  - c. Area 3, Crystal-Lynne Orozco
  - d. Area 4, Molly Lynn Taylor
  - e. Area 5, Francisco SCO Contreras
  - f. Area 6, Vacant
  - g. Area 7, Gladys Pinto-Muñoz

- 10. **Business Representative Updates**, (Bradley/Brian Sharp/Dane Boedigheimer) (*Items Tabled*)
- 11. **Organizational Representative Updates** (Marge Piane/Pavlo Vlanco) (*Items Tabled*)
- 12. **Educational Representative Updates** (Celina Pinto) (*Items Tabled*)
- 13. **Faith-Based Representative Updates**, (Ruby DeVera) (*Items Tabled*)
- 14. **Member-At-Large Representative, General Updates**, (Michael Divic) (*Items Tabled*)
  
- 15. **Announcements/Public Comments**

**F. New Community Activities/Business & Developments/Issues and/or Concerns:**

**G. Adjourn** (10:20 pm)

Celina Pinto – left meeting at 10:05  
Bradley – left meeting at 10:15

Motion to end the meeting.

Ruby Devera – Motioned  
Unanimous  
Motion Carries:

Francisco Contreras – 2nd

Meeting Adjourned at 10:23am  
(DRAFT Meeting Minutes Prepared by Patricia Ryan, Apple One Minute Taker)