



neighborhood council
el consejo del vecindario de glassell park

Our Voice to the City
Nuestra voz a la Ciudad

**GLASSELL PARK
NEIGHBORHOOD
COUNCIL
OFFICERS**

MOLLY LYNN TAYLOR
CHAIRPERSON

MARK QUIROZ
VICE CHAIR

MARGE PIANE
SECRETARY

ANDRE SAHAKIAN
TREASURER

MICHAEL DIVIC
MEMBER-AT-LARGE

CITY OF LOS ANGELES
CALIFORNIA



ERIC M. GARCETTI
MAYOR

GLASSELL PARK NEIGHBORHOOD COUNCIL

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

(LIST OF BOARD MEMBERS)
LORENZO TOVAR - AREA 1
MARK QUIROZ AREA 2
CRYSTAL-LYNNE OROZCO - AREA 3
MOLLY LYNN TAYLOR - AREA 4
FRANCISCO CONTRERAS - AREA 5
ANDRE SAHAKIAN - AREA 6
GLADYS PINTO-MUÑOZ - AREA 7
BRADLEY - BUS. REP
JAKE DANIEL SNEIDER - BUS. REP
LAZARO AGUERO - BUS. REP
MARGE PIANE - ORG. REP
PAVLO VLANCO - ORG. REP
VACANT - EDUC. REP
RUBY DeVERA - FAITH-BASED
MICHAEL DIVIC - AT LARGE REP

GENERAL COMMUNITY STAKEHOLDERS MEETING AGENDA

Tuesday, February 17, 2014

7:00pm–10:00pm

The public is requested to fill out a “Speaker Card” to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board’s subject matter jurisdiction will be heard during the Public Comment period. The timelines indicated are for the purposes of moving agenda items along only and do not constitute official times to discuss and/or take actions on items presented. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at Super A Foods Store 2925 Division Street, Los Angeles, CA 90065. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at the Glassell Park Neighborhood Council Constituent Service Center located at 3750 N. Verdugo Road (in back of the Public Storage Bldg) or visiting our website by clicking on the following link: www.glassellparknc.org at an upcoming scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the GPNC Office at (323) 256-4762 or 256-GPNC or Communications@GlassellParkNC.org 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 GPNC Secretary or Board Members separately.

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, or 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 by contacting Department of Neighborhood Empower, at (213) 978-1551 or toll- free at 311.

Agenda items may be subject to discussion and/or possible action by a simple majority of a quorum of the Board present at this meeting. Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

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 323-256-4762.

- 1) **Welcome and Introductions - 7:00pm**
- 2) **Roll Call and Determination of Quorum**
- 3) **Review/Corrections/Acceptance of the following Meeting Minutes:**
 - a) January 20, 2015

4) Updates and Information from:

- a) Los Angeles City Council District 1 – Jose Rodriguez - 5 min
- b) Los Angeles City Council District 13 – Adam Bass - 5 min
- c) Los Angeles City Council District 14 – Lauren Ballard - 5 min
- d) Department of Neighborhood Empowerment (DONE) – Barry Stone - 5 min
- e) Northeast Los Angeles Police Department – Officer TBD - 5 min

5) Official/Public Comment (Non-Agenda Items) (Limited to 10 minutes, maximum 2 minutes per speaker)

6) Community Presentations

- a) Arroyo Seco Neighborhood Council regarding Marmion Way mural restoration

7) Reports/Updates/Follow Up on Funding Grants - none

8) Report and Recommendations from GPNC Chairperson – Molly Lynn Taylor – 10 min

9) Report and Recommendations from GPNC Treasurer – Andre Sahakian – 10 min

- a) Monthly Expenditure Reports (MERs) for approval (if provided):
 - i) July 2014 (past due)
 - ii) August 2014 (past due)
 - iii) September 2014 (past due)
 - iv) October 2014 (past due)
 - v) November 2014 (past due)
 - vi) December 2014 (past due)
 - vii) January 2015 (past due)
 - viii) February 2015 (current)
- b) Invoices for approval:
 - i) Moore Business Results inv# GPNC 2015 0204, dated 2/4/15, in the amount \$367.00
 - ii) Apple One inv# S2797881, dated 12/24/2014, in the amount \$69.30
 - iii) Apple One inv# S2830095, dated 1/28/2015, in the amount \$82.74
- c) Other reports/recommendations
 - i) Update on discussion with Wendy Moore regarding limiting website maintenance cost to \$100 per month
 - ii) Accounting of disbursement of Martin Luther King Day of Service funding

10) Report and Recommendations from GPNC Secretary – Marge Piane – 10 min

11) Legal Liaison Report/Update – Ruby DeVera – 2 min

- a) Reply from City Attorney's office to inquiry at January 20, 2015 meeting (Item 15)b) Discussion and possible Action to enforce Bylaws regarding removal of Board Members for non-attendance and/or for change in eligibility for seat
"Article V- Section 9B states as follows: A Governing Board seat is considered abandoned and the incumbent as unable to represent their constituency if they announce that fact, or if they cease to be a Stakeholder in GPNC, or if they do not attend three (3) consecutive General Stakeholder meetings (with or without excuse), or miss four (4) General Stakeholder meetings (with or without excuse) in a calendar year.

I do not know what was discussed at your January 20, 2014 meeting or what action was taken. I would suggest that you contact the board members and ask if they wish to submit their resignation. If they do not, you will need to include the item again on a future agenda. Your motion for action should contain the information as reflected in your minutes regarding the absences for each individual board member and the board will need to declare the person has been absent the requisite number of time as stated in your bylaws. The board will then take action to declare the seat vacant and prepare to seat the next board member.

Please let me know if you have any further questions or concerns.

Sincerely,

Alois Phillips, DCA"

- b) Clarification from City Attorney from January email exchange that individual board members can contact the City Attorney and they typically respond to requests for advice and information from individual Board members. In situations where requests become excessive, then they impose the requirement that all matters must go through the Board President or Legal Liaison:

"We do respond to requests for advice from individual Board members. In situations where requests becomes excessive, then we

impose the requirement that all matters must be through the President or legal liaison. In many cases, we may receive what we perceive as an innocuous request for information and quickly respond. Please trust that there is no effort by my Office to hamper your board and the more efficiently that your board operates benefits our workload. Since we are being alerted your concern regarding our communications, we will make a greater effort to ask that the persons with whom we communicate regarding legal advice for the board as a body then forward our correspondence to the remaining board members. Thank you and please let Alois or me know if you have any further questions. Please forward this communication to your fellow board members and everyone please have a happy and safe Martin Luther King Holiday.

Darren R. Martinez
Managing Deputy City Attorney”

12) LANCC & DWP Liaison Updates – Tony Butka and/or Gladys Pinto-Muñoz – 2 min

13) River Alliance Updates – Michael Divic

14) Neighborhood Council Board Business

- a) Instruct Board Members and Alternate Representatives to review GPNC Board Roster to verify their completion of required trainings & Code of Conduct. Note that 6 members’ Ethics certifications will expire in 2015.
- b) Discussion about participating with Arroyo Seco NC for Homelessness event on February 24, 2015
 - i) Appoint a Board member to act as liaison with ASNC for the event
- c) Discussion on length of General Community Stakeholder meetings including possibly changing General Community Stakeholder meetings to twice monthly shorter meetings with one meeting for community interest items and the other meeting for Board business
- d) Discussion and possible Action to provide refreshments at General Community Stakeholder meetings to cost up to \$100 per meeting
 - i) Appoint a Board member or stakeholder to coordinate purchase, delivery and disposal of refreshments
- e) Discussion and possible Action on annual review of committees as required in Bylaws
 - i) Budget & Finance
 - ii) Bylaws
 - iii) Economic Development & Land Use
 - iv) Grants & Funding
 - v) Outreach & Communications
 - vi) Public Arts
 - vii) Website Ad Hoc

15) Grievance

- a) Request for Censure and/or Removal of Board member filed on Feb. 3, 2015 by Stakeholder (see supporting documents)
- b) Bylaws section regarding grievances for reference:

“ARTICLE XI — GRIEVANCE PROCESS

All Stakeholders shall be able to express concerns about the GPNC decisions and actions during the Public Comment period of a meeting. They may separately file a grievance with GPNC or file a complaint with the Department.

A. A concern raised at a General Stakeholder meeting or at a Committee meeting shall be recorded and that body's response, if any, shall be recorded in meeting minutes.

B. Stakeholders and entities which have contracted to provide goods or services to GPNC shall be able to file a grievance, in writing, with the Secretary or other member of the Executive Committee. The grievance process addresses only matters of procedure or policy violations, such as the Governing Board's failure to comply with approved resolutions of the Board or with the GPNC Bylaws.

C. A grievance shall summarize its cause and the grievant's suggested remedy. The grievance shall be placed by the GPNC Secretary on the agenda of the next General Stakeholder meeting. The Board shall discuss the grievance and if not able to immediately act to address the grievance, will appoint an impartial panel of regular or Alternate Board members to investigate and issue recommendations for resolution at the following General Stakeholder Approved January 26, 2014 13 meeting. The Secretary shall provide a written response to the grievant summarizing the action agreed upon by the Governing Board. An alternate process may be adopted by mutual agreement between the Governing Board and the grievant.

D. Complaints against the GPNC, of any nature, may be filed with the Department on a form prescribed by the Department.

E. Board members are not permitted to file a grievance against another Board member or against the GPNC.”

16) Letters of Request

- a) Discussion and Possible Action to approve a Letter of Request (LOR) to CD1 asking for marking/stripping on pavement at Toland Way and Scandia Way between Avenue 40 and El Paso Drive

- b) Discussion and Possible Action to approve a Letter of Request (LOR) to the U.S. Environmental Protection Agency asking for stricter standards for ozone than the currently proposed 65-70ppb in order to protect public health.
- c) Discussion and Possible Action to approve a Letter of Request (LOR) asking CD1 to provide WiFi for the Field Office located at the Glassell Park Community & Senior Center to be shared with all tenants at no cost

17) Community Impact Statements

- a) In favor of motion 14-0766 to increase “penalties for graffiti violations, particularly over murals” and to increase the reward for “the capture and conviction of graffiti vandals when the property defaced is a mural”
- b) In favor of City of Los Angeles resolution to include support of SB 126: End of Life Option Act in its 2015-2016 State Legislative Program
- c) In favor of motion 14-0876-34 to transfer \$5,720 from Central Los Angeles Recycling and Transfer Station to Board of Public Works Contractual Services Fund to be allocated for community beautification efforts in CD14
- d) In favor of motion 14-0748 to develop a draft ordinance that requires all public street construction and reconstruction projects to incorporate “Stormwater Management Guidelines for Public Street Construction and Reconstruction” consisting of: drainage capacity/flood mitigation; stormwater infiltration feasibility; water quality improvement and regulatory standards
- e) In favor of motion 14-1634 to require a 30-day public notice and public hearing for any permit application for the removal of three or more trees on private property and further to create a system for better collaboration among departments to ensure that review and analysis of environmental impacts occur prior to the completion of CEQA review for a project
- f) In favor of motion 15-0050 asking the City Attorney to prepare and present an ordinance to require new cellular communications towers to be constructed to satisfy the same standards currently required for public safety facilities

18) Report/Recommendations/Status/Update By-Laws Committee – Tony Butka

- a) Discussion as to whether the Legal Liaison is a ministerial function or exercises independent judgment.
- b) Discussion regarding Standing Rule 4:
 - “4. Committees may not take any action outside of committee meetings in the name of the GPNC without the explicit approval of the GPNC Board. Positions taken by the Governing Board of the GPNC may only be communicated in writing by the Chair or Vice Chair. The vote tally and date of action shall be included in such communications”
- c) Second Reading: There are three bylaws changes listed below in full text form: (a) Adding responsibility for the Board's Key Policy to the duties of the Vice-President under Article VI; (b) provide a specific nomination and voting procedure for nomination/selection of Alternates under Article V; and (c) provide for the same nomination and voting procedure to fill Board vacancies under Article V. That procedure provides that nomination & election requires the nominee to be present, and that voting shall be by secret ballot as follows:
 - “I. The duties of the Vice-Chair (Article VI-Officers, 2-Duties and Powers-B-The Vice Chairperson) shall have an additional duty 5- Be responsible for managing the Board's Key Policy, as follows:
ARTICLE VI — OFFICERS
B. The Vice Chairperson:
 1. Presides and performs in the absence of the Chairperson.
 2. Attends Neighborhood Council coalition meetings.
 3. Is responsible for programs and speaker invitations for the general meetings.
 4. Performs duties delegated by the Chairperson or as required.
 5. Is responsible for managing the Board’s Key Policy
 - II. The Bylaws sections regarding nomination for Board/Alternates at Section V-Governing Board, B-Alternates, and Section V-Governing Board, 6-Vacancies, shall be modified to provide the following nomination and voting procedure:
ARTICLE V — GOVERNING BOARD
B. Alternates
 1. Nominations for Alternates will be taken at the first General Stakeholders meeting of a newly elected Board.
 2. A pool of up to ten (10) Alternate members to the Governing Board shall be elected by a show of hands by Stakeholders in attendance at the second General Stakeholders meeting of a newly elected Board. At its discretion, the Governing Board may agendaize subsequent elections for vacant Alternate Board Member positions with Stakeholders self-nominating at one (1) General Stakeholders Meeting and the election occurring at the following General Stakeholders meeting. If there are more nominees than available positions, those receiving the greater number of votes are elected.
 3. Alternate Governing Board members who attended the immediately previous General Stakeholder meeting may be seated as necessary to form a quorum and to the extent that regularly elected Board Members are absent and to a maximum of four (4) seated Alternates.

4. **The Secretary of the Board will maintain lists of eligible and seated Alternates. These lists shall be included in the Minutes of each General Stakeholder meeting.**
5. **Nominations and Voting for Alternates shall take place as follows:**
 - (a) **nominations shall be made in person by the nominee, and**
 - (b) **the nominee shall be present for the voting process.**
 - (c) **all votes under these Sections shall be by secret ballot**
6. **Eligible Alternates shall be seated on a rotating basis so that no eligible Alternate is seated a second time until all eligible Alternates have been seated for the first time and so forth.**
7. **Once seated for a General Stakeholder meeting, an Alternate is a voting member of the Governing Board for that meeting.**

And

ARTICLE V — GOVERNING BOARD

6. Vacancies. The Secretary or other Executive Committee member shall announce the availability of the vacant position, indicating that qualified Stakeholders' self-nomination for candidacy will be accepted, in person, at the next General Stakeholders meeting. At that meeting, nominees who provide a declaration of their status as a GPNC Stakeholder will be recorded in the meeting minutes as eligible for election to the vacant position.

At the following General Stakeholders meeting, an election will be held to fill vacated Governing Board position(s) or the position of a removed Governing Board member. No proxy balloting or write-in candidates are permitted. A person elected to the Board in such manner serves for the remainder of the position's two (2) year term. Tally sheets of votes cast will be retained by the Secretary in GPNC files for at least one (1) year.

Nominations and Voting to fill Vacancies shall take place as follows:

- (a) **nominations shall be made in person by the nominee, and**
- (b) **the nominee shall be present for the voting process.**
- (c) **all votes under these Sections shall be by secret ballot”**

- d) Recommend: Amend the Standing Rules to add a Committee Chair Protocol as follows:

“GPNC COMMITTEE CHAIRS & RECORDERS PROTOCOLS:

POSTING - according to the Brown Act all agendas must be posted at least 72 hours before the meeting date and time.

WEBSITE - In order to allow enough time for webmaster to post committee agendas, please send a PDF to webmaster at least two full working days prior to the deadline. Please also be aware that webmaster may not post over the weekend, so those two days should not be counted. (For example, for a Wednesday meeting, the agenda must be posted by the previous Sunday; therefore, it must be sent to webmaster by the previous Wednesday to allow for posting by Friday.) Email the PDF to webmaster at: wmoore@moorebusinessresults.com

Ideally, either the committee Chair or the committee Recorder will post the agenda to the website without using Wendy Moore's services. Members of the Outreach & Communications committee can explain how to do it.

PHYSICAL - Please post the agenda (all pages) on the wall outside of Super A market at 2925 Division St. (Division at Cypress). A green sheet with GPNC AGENDAS designates the area, near entry doors, in which the agenda should be taped. If you want to use a plastic sheet protector (in case of rain), they are available in the GPNC office. Ask the Secretary or Asst. Secretary for one or two.

ROOM RESERVATION - call email the CD1 Field Deputy, or stop by the Center in person, to book the conference or main room of the GP Community & Senior Center. It's a good idea to book the space as soon as you know the date/time of the next meeting.

BUILDING ACCESS - if no committee member has keys to the GP Community & Senior Center, contact the Asst. Secretary to arrange for building to be unlocked; learn how to shut down, set alarm & lock the building (no key needed).

DISSEMINATE - all agendas, notices & correspondence should be emailed to: the GPNC Board, alternates, the committee's members and the DONE representative

SOCIAL MEDIA - The Chair or Recorder (or other designated committee member) should post committee news and updates via the GPNC's social media accounts: Facebook, Twitter, etc.

CALENDAR - Chairs and/or Recorders should learn how to post the meeting on the website's calendar (not the agenda, just the meeting date/time)

COMMITTEE ROSTER - Recorder should maintain a committee roster using the template provided by DONE for the Board. Ask the Secretary for a blank form.

TRAININGS - Recorder should collect verification of completion of Ethics and Funding trainings provided by DONE from all committee members (Board and stakeholders). The Recorder should also collect signed copies of DONE's Code of Conduct from each committee member.

ATTENDANCE - A record should be kept of committee attendance.

ITEMS FOR BOARD AGENDA - Chair or Recorder must send Secretary (and cc Chair) all items to be agendized for Board consideration at least 24 hours before the Exec Comm meeting.

MINUTES - Per the Bylaws, minutes are not required for committees”

e) Announce date/time of next meeting

19) Report/Recommendations/Status/Update Economic Development and Land Use Committee - Andrew Montealegre

- a) Motion/resolution to adopt letter of approval/denial and or committee recommendations:
RE: 3079 San Fernando Rd., ZA-2014-4526-CUB-CU (see supporting documents)
- b) Announce date/time of next meeting

20) Report/Recommendations/Status/Update Public Arts Committee – Crystal-Lynne Orozco

- a) Discussion and possible Action to approve funding up to \$3,500.00 for Utility Box Art in CD13 and for Vote Night for Utility Box Art submissions for boxes in CD14 (budget breakdown in supporting documents)
- b) Update re: “Earth Day” arts event (budget breakdown in supporting documents)
- c) Announce date/time of next meeting

21) Report/Recommendations/Status/Update Outreach and Communication Committee - Michael Divic

- a) Announce date/time of next meeting

22) Report/Recommendations/Status/Update Neighborhood Watch Town Hall Ad-hoc Committee – Molly Lynn Taylor

- a) Announce date/time of next meeting

23) Report/Recommendations/Status/Update Grants & Funding Committee - Bradley

- a) Announce date/time of next meeting

24) Report/Recommendations/Status/Update Budget and Finance Committee – Andre Sahakian

- a) Announce date/time of next meeting

25) Report/Recommendations/Status/Update Martin Luther King, Jr. Day of Service Ad-hoc Committee - Bradley

- a) Update on funding and expenditures for event
- b) Update on when paperwork was submitted to DONE
- c) Dissolve Ad Hoc Committee

26) Report/Recommendations/Status/Update National Night Out Ad-hoc Committee – Pavlo Vlanco

- a) Announce date/time of next meeting

27) Report/Recommendations/Status/Update “Spring Clean” event with CD1 – Crystal Lynne Orozco

28) Report/Recommendations/Status/Update Website Ad-hoc Committee – Andre Sahakian

- a) Announce date/time of next meeting

29) Representative Updates

a) Area Representatives

- Area 1, Lorenzo Tovar
- Area 2, Mark Anthony Quiroz
- Area 3, Crystal-Lynne Orozco
- Area 4, Molly Lynn Taylor
- Area 5, Francisco “Sco” Contreras
- Area 6, Andre Sahakian
- Area 7, Gladys Pinto-Muñoz

b) Business Representative Updates

- Jake Sneider
- Bradley
- Lazaro Agüero

c) Organizational Representative Updates

- Marge Piane

Paul Blanco

- d) **Educational Representative Updates** – Celina Pinto
- e) **Faith-Based Representative Updates** – Ruby DeVera
- f) **At-Large Representative Updates** – Michael Divic

30) Public Comments – 5 min max

31) Board Member Comments & Announcements (non-agenda items)

32) Requests / Motions for future agenda items

Adjourn