

To: LUC Dana was bcc'ed.
Nov. 28, 2018

Dear STNC Land Use Committee,

"Last Monday 11/26 there was a special meeting of the STNC. They met because they were not able to meet quorum on 11/14. Items on the agenda included an NPG for \$5,000 recommended by the Beautification Committee to fix the wall along Pinewood Elementary School. The board voted to support it. They will also be adding a mural and they will return with plans for the mural in the future. The school principal and a student from Pinewood presented the plans. The board also voted to support an outreach table at the Hanukkah in the Foothills event on 12/10 at the Elks Lodge. This free event is open to all. The STNC has \$1750 in funds available from the Clean Streets campaigns that they won in a prior year. The Beautification Committee recommended and the board approved to spend \$500 for plants at the Wild Flowering Annex in Sunland.

Our LUC recommendations were also on the agenda including our letters regarding Remnant University and the car wash with 7-11 at Foothill and Apperson. A representative from Remnant was present and spoke in support of our letter. Unfortunately, the LUC agenda item was not worded correctly and the DONE rep, Kathleen Quinn, recommended that the board not vote on the letters as it might violate the Brown Act. A discussion about the board coming out on 12/3 to vote on these took place but I am not sure yet if that will be scheduled on Monday 12/3 before or after our meeting.

The hearing for the car wash and 7-11 was held Monday at 2:30 p.m. and lasted about an hour. The hearing, in my opinion, was thorough and the Zoning Administrator gave everyone who wanted to speak plenty of time. Humberto Quintana from Monica Rodriguez' office was present and he was the last speaker who asked to extend the decision time to give them more time to see details about the project. I spoke with the applicant after and they said they met with CD7 previously. The Zoning Administrator had said at the beginning of the hearing that the file would remain open for two weeks and his decision letter would not be ready for 6-8 weeks. I spoke at the hearing going over points in our comments letter that the LUC approved at our last meeting. I stated that the board had not voted the letter yet and left him with a copy which also included the 150 signatures from neighbors in opposition as requested from our last meeting. Because the Board did not vote on any LUC items last Monday I contacted the Zoning Administrator to retrieve what I had given him. I then went and picked it up. It is now up to the board if they wish to submit a comment letter of their own or approve our letter. Deadline is 12/10.

The new ST Transportation and Traffic Committee met Tuesday and the LADOT rep, Tim Fremeaux said we cannot get our already approved left turn phasing at Oro Vista and Mt. Gleason until 2020 due to funding. This request has been in the works for about 10 years. I encourage you to attend or even join this committee if you can. They meet on the 4th Tuesday at 6:30 p.m. at the ST Library. Meetings end by 8 p.m. as the library closes.

Today the hearing regarding the Verdugo Hills Golf Course was held. We will take some time on Monday to give everyone who attended an opportunity to speak. Neighbors who came out were great. At this time the developer needs to provide an updated Traffic Analysis for La Tuna Canyon because the road diet has been installed since their previous report. Next hearing is Jan. 24. There were two board members present representing Region 4. Did not see any other board members present. Spoke with Humberto Quintana after and invited him or a representative from Monica Rodriguez' office to attend our meetings.

Our next meeting will be 12/3 and will include the presentation regarding the Sunhill Marketplace. The update will include the progress and next steps and also their new signage plans. They will be asking for support. I hope we can film this presentation so we can share with the community. Meeting agenda to follow.

Thank you for all you do. Look forward to seeing you on Monday, 12/3 at 7 p.m.”

Cindy Cleghorn

Grievance

Department of Neighborhood Empowerment Grievance Form

Thank you for contacting the Department of Neighborhood Empowerment regarding your Grievance. Your concerns are important to us. Please fill out this form as completely as possible to help expedite our determination. Please be aware that the information you are submitting is subject to the California Public Records Act. We will NOT be able to respond to your Grievance unless you provide a valid email or mailing address. Please note that once you click Save at the upper right corner, your Grievance will be submitted. All witness statements must be attached on this form.

The Department will not process more than three Grievance Forms filed by the same person in any calendar year and no more than five Grievance Forms filed by the same individual in any three year period. All Grievances submitted through this portal are considered processed.

First Name	Last Name	Please identify your role within the Neighborhood Council system:
Georgia	Brown	Stakeholder

Grievance

Mailing Address

California

Neighborhood Council **Neighborhood Council Bylaws**

Sunland-Tujunga

Specific Violation Alleged

Failure to indicate the nature of your alleged Grievance will result in the dismissal of your Grievance.

- Neighborhood Council Bylaw**
- Los Angeles Administrative Code**
- Plan for the Citywide System of Neighborhood Councils**

Board of Neighborhood Commissioners Policy

Department Policy

*** - Any other City code, executive directive, rule or regulation applicable to Neighborhood Councils.**

Date of Alleged Violation

11-26-18

A Grievance must be filed within 30 days from the date of the event giving rise to the Grievance. Any Grievance alleging a violation relating to Neighborhood Council funding must be filed within 90 calendar days of the date the expenditure is made.

Please state below

Cindy Gleghorn, head of the STNC LUC committee handed in a letter at a city hearing regarding a proposed 7-11/car wash that had NOT been approved or even read by the STNC board. This letter was on STNC letter head that the STNC board does not even have access to. Cindy has her own personal letterhead? This letter stated that the STNC/LUC was in favor of this 7-11/ car wash project. This letter should not have been handed over without first being discussed and approved by the board. In this letter Cindy states the Church next to this site was in favor of the project and that was a completely lie which was proven when the Church rep showed up at the hearing and made his opposition of this project known. Cindy Cleghorn was whole heartily against another proposed car wash within our city yet when asked why she opposed one yet supported another she would not discuss this. Cindy Cleghorn later posted a letter on Facebook regarding the hearing and letter which would be a violation of the Brown Act as the letter had yet to be voted on by the STNC Board. At the STNC meeting on 11/26 when the letter was to be discussed and voted on it was brought o light that Cindy had already handed over the letter. Cindy tried deflecting the topic and later verbally attacked another board member which was completely uncalled for not to mention a complete embarrassment to the STNC as a whole. Cindys boyfriend, Mark Segal who is also on the board, joined in on the verbal attack and then also attacked me verbally. Cindy was out of control and all because she was called out for submitting a letter which she KNEW should never have been handed over.

Grievance

Please specify the exact rule and explain the facts of the alleged violation.

Code of Conduct
Article IV, Stakeholders #4

Remedy

There are various remedies available. Please select from the list below the remedy OR remedies you are seeking. Please be advised that the Department has sole discretion in determining whether your remedy conforms with your Grievance. **From the list below, which remedy or remedies are you seeking?**

- 1) Warning to the Neighborhood Council board, individual board member, or, members.
- 2) Required corrective action of the Neighborhood Council.
- 3) Mandated training for the Neighborhood Council, individual board member, or, members.
- 4) Required mediation for the Neighborhood Council board, individual board member, or, members.
- 5) Suspension of Neighborhood Council board until mandated trainings are taken by board, board member, or, members.
- 6) Temporary suspension of Neighborhood Council Funding.
- 7) Placement of the Neighborhood Council board under control and supervision of the Department.
- 8) Suspension of individual board member or members.
- 9) Initiation of de-certification process or process to declare board seats vacant.

Please state why you are seeking the above mentioned remedy or remedies.

Cindy does not represent us as Stakeholders. She has her own agenda and that was proven at the meeting on 11/26/18.

Verbally attacking another board member and out of control behavior and to have her boyfriend , who is also on the STNC board, join in on the verbal attack is 100% uncalled for and unprofessional.

Witness Information

ALL of your Witness information and Witness Statement needs to be included at this time. The Department will ONLY accept and review Witness information included at time of submission. You can find the Witness Statement form [here](#).

Witness 1 Contact Information

First Name

Dana

Last Name

Stangel

Email Address

dana.stnc@gmail.com

Phone Number

Witness Statement

Witness 2 Contact Information

First Name

Sandy

Last Name

Capps

Email Address

sandy.stnc@gmail.com

Phone Number

Witness Statement

Grievance

Witness 3 Contact Information

First Name

Last Name

Email Address

Phone Number

Witness Statement

If no witness, please check this box

Supporting Documents

Before submitting, please include ALL supporting documentation HERE. The Department will ONLY process and review materials included at time of submission.

Supporting Document

Supporting Document

Supporting Document

Supporting Document

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By checking this box and typing my name below, I am electronically signing this form.

Georgia Brown

To SUBMIT, please click "Save" on top right corner.

Status **Staff** **Initial Status**

New

Notes **Panel Determination**

	asd
No response forms found	

To: Dana, Semeer
Nov. 29, 2018

Hello Dana,

"I wanted to follow-up on our conversation regarding concerns about your PLUM Committee Chair submitting a letter on behalf of the board to the Planning Commission without board approval.

Per the STNC bylaws, the committee's job is to submit advisory recommendations to the full board for approval. There is nothing in your bylaws that gives a committee member authority to send a letter on NC letterhead without board approval.

At this point, it is really up to the NC on how they would like to proceed. At a very minimum, I recommend that the board update their bylaws or standing rules to make sure that they draw a bright line addressing unauthorized communications.

An example of such language would be something to the effect of what Mission Hills NC has under Duties and Powers of the Board:

" Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board"

Additionally under Committees:

" All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board."

"Section 3: Committee Creation and Authorization A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action."

If the board wishes to remove or censure the member, please contact Elise Ruden for further advice before taking any action.

--

Kathleen Quinn
Project Coordinator

Bylaws Excerpt

The Outreach Committee shall be comprised of the second Vice President of Outreach, one (1) Geographical Rep from each of the four Regions and up to 10 non-board Stakeholder members. A quorum of the Outreach Committee meeting consists of four (4) Committee members. A Majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

C. **Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Investigates and pursues sources of income and funding for the STNC.
- Generates a financial plan for each electoral term, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.

A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. **Land Use Committee** - This committee consists of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee:

- Meets at least once per month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of

Bylaws Excerpt

- scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

Section 2: Ad Hoc Committees – Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members.

Section 3: Committee Creation and Authorization – Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Each committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action.

ARTICLE VIII MEETINGS

All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform community stakeholders of meetings.

Section 1: Meeting Time and Place - All meetings shall be held within Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the

STNC Policies, Procedures and Standing Rules

as of December 4, 2008

Article VII Committees

C. Budget and Finance Committee

1. Use of STNC prepaid card

(Brand/Stewart) moved "That anyone who uses the Sunland Tujungu NC prepaid card is required to adhere to the same rules as the treasurer regarding said card as set forth by DONE."

Motion passed at June 14, 2006 Board Meeting.

2. Second Signer on STNC prepaid card

Ed Rock is designated as the second signer on the STNC Debit Card for the 2006 Board year.

Motion passed at June 14, 2006 Board Meeting.

3. Limits on expenditures and approvals

a. "That all expenses up to \$100 need only the approval of the committee chair from whose budget the expense will be deducted."

b. "That all expenses over \$100 but under \$300 need the approval of the committee chair from whose budget the expense will be deducted, plus the approval of an executive board member, and that the committee chairman and executive board member cannot be the same person."

c. "That all expenses \$300 and over need to be voted on by a quorum of the STNC board and receive a majority vote to be approved."

(Brand) Budget Committee recommended. Unanimous vote to approve at August 9, 2006 general Board Meeting.

4. All requests for reimbursement by Board members must be submitted within 60 days for out of pocket expenditures. Any request received beyond this 60 day limit will be submitted to the board for approval.

Motion by Seigel, passed with one abstention at August 8, 2007 Board Meeting

E. Other Committees

1. By-Laws and Standing Rules Committee

Combine the rules and bylaws committees with the following task to be completed by the November 8th STNC meeting: 1) Code of Civility and 2) Bylaws, Tier 2.

Motion by Seigel/Royal carried unanimous at the September 13, 2006 Board Meeting

2. Arts & Culture Committee

Establish an ad-hoc "Arts & Culture" committee with board member Timothy Borquez as chair. "The Arts & Culture committee will consist of a minimum of 5 Sunland-Tujungu stakeholders with no more than two STNC board members. Three members of the committee, one of

them being a STNC Board member, will constitute a quorum. Meetings shall be held a minimum of once per quarter and called at the direction of the chair who will set the agenda for meetings. The Arts & Culture committee makes no decisions for the board but will advise and present motions to the board. Upon ratification of its formation by the STNC, this committee will exist through the 2007 STNC elected year, plus 2 months- through February 29, 2008 and can continue upon ratification by each newly elected STNC board before the end of February year to year until such time as it becomes a standing committee through a Bylaws amendment or it may be disbanded at the beginning of each new elected term by the STNC if no longer needed. Purpose: to discuss issues, foster collaboration on projects, and develop ideas to encourage greater community support and involvement in the arts; provide a resource focusing on artists and the creative life of the community; expand awareness of, involvement in, and access to arts and arts experiences; and to help our community use the arts to explore ideas in order to articulate community history, identity and values through telling local stories, giving voice to its citizens, and providing a forum for group action and expression.
Motion by Borquez/Cain carried 11 – 0 – 1 at the August 9, 2006 general Board Meeting

3. Community Beautification Committee

Establish the Community Beautification Committee with the purpose of getting a Welcome to Sunland-Tujunga sign across from Albertsons and also research other Community Improvement Projects.”
Seigel/Royal motion passed unanimously June 14, 2006.

4. Oversight Committee

Establish an oversight committee to investigate and gather information of any Board or Committee activities at the request of the STNC Board”.
Deborah Ray motion passed unanimously April 12, 2006.

F. Committee Administration

1. Sub-Committee Creation

Any Standing Committee chairman, with the support of a majority of that committee, may establish an ad hoc sub committee for a specific purpose within the scope of responsibilities of that committee. The membership of this ad hoc sub committee shall be appointed by the chairman of the standing committee and ratified by a majority of that standing committee. Recommendations made by any such ad hoc sub committee shall in all cases be submitted to the parent committee for action.

Bylaws (Skiles/Seigel) Committee recommendation to Board. On June 13, 2007 the Board met and adopted this Standing Rule unanimously.

2. Committee Member Attendance

Any committee member who has three consecutive unexcused absences forfeits his seat on that committee, at the discretion of the chairman of that committee. The committee chair shall be responsible to notify the committee member of his removal. Removal will not require the ratification of the Board, however any replacement on the committee must be ratified by the Board.

The Board may remove any committee member from a standing or ad hoc committee when that person has violated the STNC Bylaws, the STNC's code of responsibilities (adopted by the board on Oct. 11th 2006), or when that person has repeatedly engaged in dilatory tactics.

This rule may not be used to remove Board members from committees. Board members may be removed from committees by a majority vote of a quorum of the STNC Board.

Bylaws (Skiles/Seigel) Committee recommendation to Board. On June 13, 2007 the Board met and adopted this Standing Rule unanimously.

Article VIII Elections

F. Accession of New Board Members

1. all new board officers to be given this Code of Civility as part of their oath of office:

"As a Board Member and/or Committee Representative of the STNC, I agree to

- Attend all meetings and be on time unless prior arrangements are made.
- Conduct myself in a civil manner at all times and always wait for the presiding officer to recognize me before speaking.
- Learn the applicable laws that govern Neighborhood Councils including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances and the city charter.
- Take responsibility to fulfill my elected role as specified in the bylaws.
- Support the chairperson's effort at preserving decorum.
- Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws."

The ByLaws Committee recommended the board approve this motion.

(Borquez/Van Es) amended the motion to strike Rule #2, (which states that Board Members remain seated at their designated area during the entire meeting unless excused by written request to the chairperson through the parliamentarian.) The amendment also stated that all new board officers be given this Code of Civility as part of their oath of office. **Motion to amend motion passes: 11-1-1.**

(Blue/Cain) then moved to further amend the proposed Code of Civility to strike Rule #4 (which states the Board members learn the applicable laws that govern Neighborhood Councils

including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances and the City Charter.) **The motion to amend failed: 4-8-1**
The Board then voted on the motion to accept the Code of Civility as amended. **The motion as amended passed: 8-5-0 on October 11, 2006**