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GRAYCE LIU
GENERAL MANAGER

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June 12, 2014

Tarzana Neighborhood Council Board Members

VIA E-MAIL

RE: Denyse Selesnick's Grievance, dated June 7, 2014

Dear Tarzana Neighborhood Council Board Members,

The Department of Neighborhood Empowerment (Department) received a grievance from stakeholder Denyse Selesnick dated June 7, 2014. Attached, please find a copy of Ms. Selesnick's grievance. With the exception of the matter of the outstanding reimbursement of election-related expenses, please address the remaining issues that Ms. Selesnick presents in her grievance, in accordance with the grievance resolution process set forth in your bylaws. Below are the relevant bylaw provisions:

**TARZANA NC BYLAWS - ARTICLE XI
GRIEVANCE PROCESS**

A. Any stakeholder may submit a grievance to a member of the Executive Committee or to the neighborhood council by US Mail, postage prepaid to the address on file with the Department of Neighborhood Empowerment.

B. All grievances shall be in writing and shall contain the following information:

1. A brief statement of the facts of the grievance.
2. The date, time and place of the conduct out of which the grievance arose.
3. The name and contact information of the person claiming to be aggrieved.

C. The grievance shall be placed on the agenda at the next regular meeting of the Council if received at least two (2) weeks prior to the meeting date. If the grievance is received less than two (2) weeks prior to the next regular meeting date it shall be placed on the agenda of the following regular meeting.

D. At the meeting the Board shall, by majority vote determine if the grievance is valid. A grievance shall be valid if it states facts that involve a violation of the Council's bylaws, a standing rule or rules, the code of civility, a policy promulgated by appropriate City officials as previously defined in these bylaws or a violation of an applicable statute or ordinance. In no event shall a disagreement with legitimately determined policies or positions of the Council be considered a grievance for the purposes of this section.

If the grievance is determined to be valid, then the President, with the consent of the Board shall establish an ad hoc grievance committee comprised of three (3) stakeholders whose names are chosen randomly from a list of stakeholders who have previously agreed to serve as members of a grievance committee.

E. Within two (2) weeks of the committee's selection, the Executive Secretary, or in his/her absence, the Second Vice President, shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved. The Executive Secretary or Second Vice President shall not be present at any of the meetings of the committee.

Within thirty (30) days following such meeting, a member of the committee shall prepare a written report to be forwarded by the Executive Secretary or the Second Vice President to the Board outlining the panel's collective recommendations for resolving the grievance. The grievance shall

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Selesnick Grievance

be placed on the agenda for the next regular meeting of the Board if the report is received at least seven (7) days prior to the meeting date. If the report is received less than seven (7) days prior to the next regular meeting date it shall be placed on the agenda of the following regular meeting. The Board may receive a copy of the committee's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

F. If the committee report upholds the grievance, the Board shall take appropriate steps to address the grievance and, if necessary take corrective action to resolve it. Such resolution shall be the subject of a regularly made motion which shall carry if approved of by a majority of those present and voting.

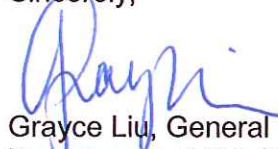
G. Board members are not permitted to file a grievance against another Board member or against the Council.

After we reviewed the relevant documents, the Tarzana Neighborhood Council meeting minutes shows that there was \$300 in funds set aside for miscellaneous election expenses. Further review of the minutes shows that there was a lack of clarity regarding the explicit purpose for and process for accessing those funds. Therefore, Ms. Selesnick, as election committee chair, could have reasonably expected to access those funds to pay for election-related items that cost more than the budgeted amount.

As there is no dispute between the board and the grievant that the funds were used for the purposes of the Neighborhood Council election, it is the Department's determination, in consultation with the Office of City Attorney, to pay Ms. Selesnick the full \$529.23 for which she has sought reimbursement. I have directed our funding staff to access the Tarzana Neighborhood Council account in order to reimburse Ms. Selesnick the remaining \$89 denied by your board at your May 27, 2014 board meeting. Since the matter of the outstanding reimbursement is resolved, please address only the remaining concerns outlined in Ms. Selesnick's attached grievance.

Should you have any questions or concerns, please contact your Neighborhood Empowerment Advocate, Amber Meshack at (818) 374-9898 or via e-mail at amber.meshack@lacity.org

Sincerely,



Grayce Liu, General Manager
Department of Neighborhood Empowerment

C: Denyse Selesnick
Leyla Campos, Director of Field Operations
Amber Meshack, Neighborhood Empowerment Advocate
Darren Martinez, Office of the City Attorney
Alois Phillips, Office of the City Attorney