

Special STNC General Board Meeting Agenda Item 3-18-21

Following documents are in this packet:

1. PRA Request Response letter from Liliana Sanchez stating she only filed 1 grievance in regards to the Censure and implying that the Department of Neighborhood Empowerment must have changed the numbers of the Grievance.
2. Submitted Grievance #262
3. Grievance Determination Letter for Grievance #262
4. Grievance Determination Letter for Grievance #265
5. Submitted Grievance #265
6. Internal Emails dated 1-1-21, 1-3-21, 2-3-21, 3-3-21
7. STNC Response to Grievance
8. STNC Response as submitted in Template
9. DRAFT Letters to Raquel Beltran, Mayor Garcetti and Councilman John Lee

1.

Fwd: PRA Request Response

Lydia Grant <stnclydia@gmail.com> Wed, Mar 17, 2021 at 11:25 AM
To: Cindy Cleghorn <stnc.secretary2019@gmail.com>

----- Forwarded message -----

From: **Liliana Sanchez** <stnc.president2019@gmail.com>
Date: Mon, Mar 1, 2021, 9:10 PM
Subject: PRA Request Response
To: Lydia Grant <stnclydia@gmail.com>
Cc: Semee Park <semee.park@lacity.org>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Elise Ruden <elise.ruden@lacity.org>

To: Ms. Lydia Grant
Date: March 1, 2021
Re: Public Record Act Request to the Sunland-Tujunga Neighborhood Council;
Liliana Sanchez, President

Dear Ms. Grant:

This email is in response to your email dated February 18, 2021, requesting certain records under the Public Records Act from the Sunland-Tujunga Neighborhood Council. As you may be aware, our NC is comprised of members of the public who volunteer their services to the City of Los Angeles and provide recommendations to the City on issues impacting our community.

The Act allows the public to inspect non-exempt and reasonably identifiable writings relating to the conduct of the public's business and that are prepared, owned, or retained by the NC. (Gov. Code §§6252 and 6253(d)). Under the Act, the public may inspect reasonably identifiable records only if the records being requested exist and are non-exempt. (Gov. Code §§6252 and 6253(d) .) Under Government Code section § 6253(b), a request must reasonably identify or describe the records that are being sought. (See also Rogers v. Superior Court, (1993) 19

Cal.App.4th 469, 481; holding that a request must be specific and focused .). In addition, there is no obligation to create a record for the purpose of responding to a request under the Act. (Gov. Code §§6252 and 6253(d) .)

The NC will conducted a diligent search in an effort to obtain and identify potentially responsive documents. Your request(s) is/are listed below followed by the NC's response:

Your Request - PRA for Grievance #262

My Response:

The grievance I filed that was certified was #265, the same email that was sent out to the entire STNC board from Lorenzo Briceno. You will see attached a copy of an email saying clearly the grievance I filed is for #262. That number is incorrect. I only filed one grievance in response to the Censures. The only existing grievance, I filed and has been certified as #265, was made directly to DONE's Grievance Portal so there isn't an existing copy in my possession.

(Please see PRA request attachments.)

Please note that If you would like copies of the documents once they are gathered, please note that cost is \$0.10 (or actual commercial copy cost) for each page. This amount is calculated pursuant to the Los Angeles Administrative Code, Article 4, section 12.40 (b). Should you choose to receive these documents electronically via email or facsimile, there would be no cost. If you have any further questions regarding this matter, please contact me via email at: stnc.president2019@gmail.com.

Please let me know if you have any further questions.
Thank you,

Liliana Sanchez
STNC President

3 attachments

2.

Grievance #262

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:**

Liliana Sanchez Board Member

Phone Number **Email Address**

[Redacted] STNC.president2019@gmail.com

Mailing Address

[Redacted] California 91042

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

Please state Policy below

The BONC Policy March 3, 2020
Policy number 2020-3
2.
3.

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

Date of Alleged Violation

10-28-20

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

At our EC meeting 10/28/2020 Lydia Grant who is the author of my censure announced at the meeting that there were items on her "incomplete" censure that would need to be removed because the city attorney requested them removed. I have not been given the opportunity to even review a "complete" list of accusations minus the deleted accusations. This incomplete censure has been moved onto our next agenda without the ability to prepare for a response on a complete censure violating BONC Policy that requires a 30-day prior written notice. Lydia Grant has stated multiple times that BONC is advising her on the correct procedure and policy and I ask you how can this be?
The BONC policy dated March 3, 2020 states 2. ... that the Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion. 3.The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice. ...The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above...

I have NOT received a completed censure motion since Lydia stated tonight that, "she is still working on it." and neither has DONE. I ask that this be addressed immediately.

Semee Park attended this meeting.

Looking forward to your response.

Liliana Sanchez
STNC President

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.

This is the second Censure filed by the same board members: Lydia Grant, Carol Hutchinson and Glenn Belt. The first censure was recommended by DONE and our Parliamentarian Ivan Spiegel to remove indefinitely on the grounds that the authors constituted a majority of the EC quorum. This advise was ignored by Lydia Grant so I believe there needs to be a different remedy.

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	Last Name	
Semiee	Park	
Email Address	Phone Number	Witness Statement
seem.park@lacity.org		

Witness 2 Contact Information

First Name	Last Name	
Sandy	Capps	
Email Address	Phone Number	Witness Statement
sandy.stnc@gmail.com		

Witness 3 Contact Information

First Name	Last Name	
Ivan	Speigel	
Email Address	Phone Number	Witness Statement
[REDACTED]@verizon.net		

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 Document7

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.

Liliana Sanchez

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

Status	Staff	Initial Status		
		New		
Notes	NC Determination	Panel Determination	Date Closed	
	censure on draft agenda.png			

asd
No response forms found

Created on Oct. 29, 2020 at 7:32 PM (PDT). Last updated by [Briceno, Lorenzo](#) on Nov. 25, 2020 at 3:17 PM (PST). Owned by [Anonymous](#).

3.



Grievance Determination

Grievant's Name: Liliana Sanchez

Neighborhood Council: Sunland-Tujunga Neighborhood Council

Grievance Number: 262

Complainant Alleges Violation of the Following: Any other City code, executive directive, rule or regulation applicable to Neighborhood Councils.

Date Received: October 29, 2020

Date of Department Review: November 5, 2020

GRIEVANCE-PROCESS:

The Department reviews all Grievances to determine whether the Grievance conforms to the Grievance Policy. Upon a determination that a Grievance conforms to the Policy, the Department certifies the Grievance and notifies the affected Neighborhood Council that the Grievance may proceed through the Grievance process established herein. The certification of a Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance. If a determination is made that the grievance has merit, a notification is sent to the Neighborhood Council in question describing the suggested remedy.

Dear, Ms. Sanchez:

Thank you for contacting the Department of Neighborhood Empowerment (DONE) via the [Grievance Portal](#) relative to your grievance against the Sunland-Tujunga Neighborhood Council on October 29, 2020. The Neighborhood Council Grievance process is, in general, authorized to address alleged violations of the Neighborhood Council's rules, Los Angeles City ordinances regarding the Neighborhood Council system, Neighborhood Council funding rules from the City Clerk, or policies of the Department of Neighborhood Empowerment or Board of Neighborhood Commissioners (BONC). The jurisdiction of complaints that are reviewed under the Neighborhood Council Grievance process is limited in scope. For example, the Neighborhood Council Grievance process is prohibited from addressing allegations against individual board members or addressing violations of State or Federal law.

Your grievance alleges:

1. Wrongdoing against an individual and committee.

RESPONSE: The allegations above are considered to be outside of the jurisdiction of the grievance process. The grievance alleges wrongdoing against an individual, which is, not an appropriate matter to be resolved under the Neighborhood Council Grievance process. While the jurisdiction of your complaint under the Neighborhood Council Grievance process is limited in scope, your concerns will be forwarded to the Neighborhood Empowerment Advocate who works with the Sunland-Tujunga Neighborhood Council so that the matter can be addressed with the Chair.

After carefully reviewing your grievance, the Department found that the allegations in your grievance are matters pertaining to issues outside of the jurisdiction of the Grievance process and therefore are prohibited from being addressed through the Neighborhood Council Grievance process. Accordingly, this grievance is closed.

Thank you for bringing this issue to the Department's attention. I hope the Department's description of the Neighborhood Council's Grievance process of the rules provides clarification of the circumstances in question.

Respectfully,

4.



Grievance Determination

Grievant's Name: Liliana Sanchez

Neighborhood Council: Sunland-Tujunga Neighborhood Council

Grievance Number: 265

Complainant Alleges Violation of the Following: Board of Neighborhood Commissioners Policy number 2020-3

Date Received: November 12, 2020

Date of Department Review: November 19, 2020

GRIEVANCE-PROCESS:

The Department reviews all Grievances to determine whether the Grievance conforms to the Grievance Policy in accordance with Ordinance No. 183487 (May 3, 2015) – Adding Section 22.818 to the Los Angeles Administrative Code (LAAC). Upon a determination that a Grievance conforms to the Policy, the Department certifies the Grievance and notifies the affected Neighborhood Council that the Grievance may proceed through the Grievance process established herein. If a determination is made that the grievance has merit, a notification is sent to the Neighborhood Council in question describing the suggested remedy.

Dear, Ms. Sanchez:

Thank you for contacting the Department of Neighborhood Empowerment (DONE) via the [Grievance Portal](#) relative to your grievance against the Sunland-Tujunga Neighborhood Council on November 12, 2020. The Neighborhood Council Grievance process is, in general, authorized to address alleged violations of the Neighborhood Council's rules, Los Angeles City ordinances regarding the Neighborhood Council system, Neighborhood Council funding rules from the City Clerk, or policies of the Department of Neighborhood Empowerment or Board of Neighborhood Commissioners (BONC). The jurisdiction of complaints that are reviewed under the Neighborhood Council Grievance process is limited in scope. For example, the Neighborhood Council Grievance process is prohibited from addressing allegations against individual board members or addressing violations of State or Federal law.

Your grievance alleges:

1. That the Censure that was filed against you and presented on November 9, 2020 violated the Censure process because you were not given 30 days of the "complete" censure and Censure contained libelous statements.

RESPONSE: The allegations above are considered to be within the jurisdiction of the grievance process. As such, this letter serves as notification that we have certified the grievance. The grievance will be processed in accordance with the Ordinance.

Process: The Neighborhood Council will be notified of the Department's certification, pursuant to sections 22.818 (c) GRIEVANCE, (3) GRIEVANCE BY BOARD MEMBER; As prescribed in "Any

Grievance filed by a board member against his or her own board will bypass consideration by the impacted Neighborhood Council Board, as set forth in 22.818 Subsection (d) GRIEVANCE PROCESS (2) Review of Grievance by Neighborhood Council. "The Department will forward a Grievance filed by a board member against his or her own board directly to the Regional Grievance Panel for disposition, as specified in 22.808 Subsection (d) GRIEVANCE PROCESS (6) Establishment of a Regional Grievance Panel.

The Neighborhood Council will have the opportunity to, within 60 days from the date of communication from the Department, to agendaize and discuss the grievance in order to prepare for their presentation to the Regional Grievance Panel, which will be assembled no later than 90 days. If it chooses, the Neighborhood Council may consider, as a body, adopting a possible remedy that could satisfy the grievance. If accepted by the grievant, the matter could avoid having the matter forwarded to a Regional Grievance Panel.

In the interim, the Department will begin preparations to contact the eligible neighborhood councils in the assigned region and request the names of the individuals to serve on the Panel (see 22.818, (a) *REGIONAL GRIEVANCE PANEL*, (b) *APPOINTMENTS TO A REGIONAL GRIEVANCE PANEL*). The Department expects to notify the Sunland-Tujunga Neighborhood Council of our certification of the grievance by December 4, 2020.

In the event that the Neighborhood Council fails to take action on the grievance within the allotted time frame, or, if the grievance is not resolved the grievance will be forwarded to a Regional Grievance Panel.

If the grievance is forwarded to a Regional Grievance Panel, notices related to your grievance will be sent to you via email to the email address that you provided to us in your grievance,

Please contact me at Lorenzo.Briceno@lacity.org if additional clarification is needed relative to this Letter of Determination. We recommend referring to [Sec. 22.818. Neighborhood Council Grievances Ordinance](#) as it may provide answers to questions.

Respectfully,

5.

Grievance #265

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:**
Liliana Sanchez Board Member

Phone Number **Email Address**

Mailing Address

Tujunga, California 91042

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

Please state Policy below
Policy Number 2020-3

Department Policy

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

Date of Alleged Violation

11-09-20

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

The Censure that was filed against me and presented on November.9, 2020 violated the following:

- 1) Based on Conclusion
 - 2) intention to embarrass and humiliate me.
 - 3) Was not given 30 days of the "complete" censure. The Censure was asked to be modified by the City Attorney and I was not allowed to be given the modified censure until 2 days before the board meeting.
 - 4) Board members did not have time to read my response and only had time to give a partial statement.
 - 5) Censure contains Libelous statements.
 - 6) Evidence made public violated my 1st Amendment Right to freedom of assembly.
- Our own Bylaws say that we should not discriminate based on political affiliation. I never mixed STNC business and my right to assemble but the Board decided to accuse me of bias based on my political beliefs.
Meeting was recorded 11/09/2020.

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.

Remedy:

#8 would be for Lydia Grant who was given ample guidance by DONE on the violations of her Censures. She continues to find reasons to waste the Boards time and DONE's time on libelous, conclusive and false statements.
#5 Lydia Grant

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	Last Name		
Email Address	Phone Number	Witness Statement	

Witness 2 Contact Information

First Name	Last Name		
Email Address	Phone Number	Witness Statement	

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
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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.

Liliana Sanchez

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

6.



Semee Park <semee.park@lacity.org>

Update on Grievance filed

1 message

Liliana Sanchez <stnc.president2019@gmail.com>

Fri, Jan 29, 2021 at 1:22 PM

To: Lorenzo Briceno <lorenzo.briceno@lacity.org>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Bcc: semee.park@lacity.org

Good Day Mr. Lorenzo Briceno,

I am contacting you for clarification on statements that board member, Lydia Grant, made at our January 13, 2021 meeting. She specified speaking to Lorenzo Briceno and she stated that the grievance I filed will be thrown out. Can you please clarify the following statement from Ms. Grant?

..."So, after discussing this with the department today and asking how our board could possibly respond to not having complete information and the fact that some of this information was actually not true. "...

https://us02web.zoom.us/rec/play/L5ZV3AJQc0JbMf0y4B7kTLO1TIVjIUfR3UFackBQ5qVc-TzSfg2H8ZB9yTRn2JfZVbdoT74TjAXYArfU.DdVubR4eCqcPBftK?continueMode=true&_x_zm_rtaid=3VMjE8qKRCCh3LbflJczfQ.1611953608465.4e498a58d9319033093b1cb42092b5ca&_x_zm_rhtaid=333

Thank you.

Liliana Sanchez
STNC President



Semee Park <semee.park@lacity.org>

Grievance #265 Determination Letter

2 messages

Lorenzo Briceno <lorenzo.briceno@lacity.org> Fri, Dec 4, 2020 at 1:17 PM
 To: STNC.president2019@gmail.com
 Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Semee Park <semee.park@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

Hello, Ms Sanchez,

Please find attached the Grievance Determination Letters in connection with the recently submitted Grievances against the Sunland-Tujunga Neighborhood Council.

To view the Department of Neighborhood Empowerment's Grievance Policy, [click here](#).

 Lorenzo Briceno, Assistant Director of Policy and Government Relations
Department of Neighborhood Empowerment
 200 N. Spring Street, Suite 2005
 Los Angeles, CA 90012
 Downtown Office: (213) 978-1551
 Downtown Fax: (213) 978-1751



Empower Yourself. Empower Your Community. Empower LA.



Grievance Determination - Grievance 265.pdf
 309K

Semee Park <semee.park@lacity.org> Tue, Feb 2, 2021 at 3:21 PM
 To: Jasmine Elbarbary <jasmine.elbarbary@lacity.org>

Semee Park
 Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
 14410 Sylvan St. 3rd Floor
 Los Angeles, CA 91401
 Office | 818-374-6851
 Email | Semee.Park@lacity.org
 [Quoted text hidden]



Semee Park <semee.park@lacity.org>

Grievance #265 - STNC

6 messages

Lorenzo Briceno <lorenzo.briceno@lacity.org> Wed, Jan 13, 2021 at 2:40 PM
To: Semee Park <semee.park@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

Hi, Semee,

I just got off a call with Lydia Grant regarding tonight's meeting and the grievance against the STNC. We had a very long conversation. She made a very compelling argument as to why the grievance should be dismissed and should have never been certified. I must say a lot of things that she mentioned were my questions and concerns back in November, when the grievance was received.

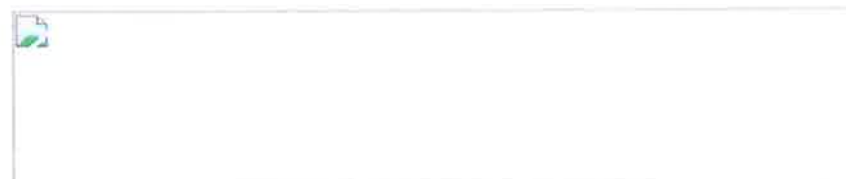
The Board is going to hear the item today and the response to the Department is going to be that we dismiss the grievance. I have to say that based on our conversation, my initial thoughts about this grievance and the fact that the grievant failed to specify the exact rule and explain the facts of the alleged violation, I would have to agree that the grievance should be dismissed and not forwarded to a Regional Grievance Panel.

I was afraid that this would become an issue after the department certified the grievance and now Lydia has raised these concerns.

I just wanted to give you a heads up and I'd like to have a meeting to discuss this further.

Best,
Lorenzo

--
Lorenzo Briceno, Assistant Director of Policy and Government Relations
Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751



Empower Yourself. Empower Your Community. Empower LA.



Semee Park <semee.park@lacity.org> Wed, Jan 13, 2021 at 3:23 PM
To: Lorenzo Briceno <lorenzo.briceno@lacity.org>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

Hi Lorenzo,

Did you share with Lydia that you agree? I am curious with what was shared and how it will affect tonight's meeting.

If this is just an FYI for us staff, and given the meeting is tonight... Gibson, what are your thoughts?

Semee Park

Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 3rd Floor

Los Angeles, CA 91401

Office | 818-374-6851

Email | Semee.Park@lacity.org

[Quoted text hidden]

Lorenzo Briceno <lorenzo.briceno@lacity.org>

Wed, Jan 13, 2021 at 3:33 PM

To: Semee Park <semee.park@lacity.org>Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

Hi, Semee,

No, absolutely not she asked me how should the Board respond to the grievance when the grievance failed to indicate the specific rule of the violation and failed to properly specify the policy that was allegedly violated. I told her that the Board would need to collectively, as a body, make a determination on what they want to respond to the Department. She asked me specific questions like why did the Department certify the grievance when the grievance failed to explain and specify the facts of the alleged violation. Furthermore, she went on to state that everything that was specified in the grievance are statements and the grievant's opinion and therefore shouldn't have been allowed to certify the grievance. I explained that the grievant mentioned that the Policy Number 2020-3 of the Commission's policy was violated and since it conformed to the policy we certified it. She challenged it by saying how the grievance conforms to policy when the explanation of the alleged violation is nothing other than a rant and rave and opinion of the grievant.

In the end, I told her that the board can respond back to the department as they see fit

[Quoted text hidden]

Semee Park <semee.park@lacity.org>

Wed, Jan 13, 2021 at 3:35 PM

To: Lorenzo Briceno <lorenzo.briceno@lacity.org>Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

Cool cool. Thanks Lorenzo. Look forward to the convo tomorrow.

Gibson, reach out with how we can be of support to you.

Semee Park

Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 3rd Floor

Los Angeles, CA 91401

Office | 818-374-6851

Email | Semee.Park@lacity.org

[Quoted text hidden]

Lorenzo Briceno <lorenzo.briceno@lacity.org>

Wed, Jan 13, 2021 at 3:46 PM

To: Semee Park <semee.park@lacity.org>Cc: Gibson Nyambura <gibson.nyambura@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

you're welcome, Semee,

Gibson, I did mention to Lydia that NEA's are not involved in the certification process of grievances, therefore, your involvement is limited. Should you get asked any questions about how the Board should vote, just tell them that you can

only advise them to vote base on information that was presented and discussed and that you're not at liberty to tell them if a remedy or statements would satisfy the grievance, and that if there are any follow up questions to contact me.

Call or text me if you have any questions during your meeting

[Quoted text hidden]

Gibson Nyambura <gibson.nyambura@lacity.org>
To: Lorenzo Briceno <lorenzo.briceno@lacity.org>
Cc: Semee Park <semee.park@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

Thu, Jan 14, 2021 at 10:14 AM

Good morning,

The Board is going to have a special meeting for the grievance, the president wanted to have a meeting that was dedicated to the grievance. The Board had multiple agenda items they wanted to address and so they did not discuss it in last night's meeting. I have no objection to reassessing the grievance and denying it if necessary. What I would like to do is explain why we denied the grievance on the matter. I understand we are building the process and it is part of the growing pains. Am open to this proposal.

[Quoted text hidden]

--

Gibson Nyambura
Department Racial Equity Officer
Neighborhood Empowerment Advocate

Department of Neighborhood Empowerment
[200 N. Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)
Office | [213-978-1551](#) Cell | [818-374-9953](#) Fax | [213-978-1751](#)
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org

[Quoted text hidden]

7.

Response to Grievance

(A) The Department will only process a Grievance filed on the Grievance Form if approved by the Department. At a minimum, the Grievance Form will require the Grievant to specify;

(i) The nature of the Neighborhood Council's alleged violation;

(ii) Any specific bylaw, rule, regulation, code, policy or directive that allegedly has been violated;

(i) The nature of the response to the Grievance;

(ii) The bylaw, rule, regulation, code, policy or directive that is relevant to and supports the response to the Grievance;

(iii) The remedy, if any, which the Neighborhood Council suggests; and (iv) The email or mailing address of the member of the Neighborhood Council Board authorized to represent the Neighborhood Council in connection with the Grievance

The Sunland- Tujunga Neighborhood Council voted to Censure the President, Liliana Sanchez, based on Facts, Recordings of Meetings, Witness Statements, and Boardmembers witnessing these behaviors in person. There were two Censures filed against Ms. Sanchez that were approved by the Sunland -Tujunga Neighborhood Council. The Board followed the rules as outlined in the Censure Policy. This Grievance needs to be Dismissed. Ms. Sanchez failed to provide any documentation of any proof of her Statements and no witness statements. Further this Grievance needs to be dismissed due to the fact that The Sunland- Tujunga Neighborhood Council is not allowed to provide any Documents to prove their side of this issue as there is no availability for the Board to upload Documents.

The President did not say anything about this Grievance having been filed nor did the Department of Neighborhood Empowerment Representative at our STNC December Meeting forcing our Board to lose 30 days of our 60 days allowed to review and respond considering we had multiple Holidays during that 30 days. This is now being addressed at our first Meeting after the Holidays causing us to rush to address this issue.

**On the Grievance Application it states: Please State Policy Below
Ms. Sanchez, the Filer of this Grievance did not State the Policy that was alleged to have been Violated.**

Included was a Policy Number which is not Listed on the Empower LA Website under Commission Policies. The Policy is only listed by name on the Department of Neighborhood Empowerment Website. The Policy does not include the Policy number anywhere in it's Header on the Departments Website or in the STNC Bylaws. This policy is unavailable to the public by the number cited. It should have been stated that her accusations are based on The Grievance Policy or The Sunland- Tujunga Neighborhood Council Bylaws.

This Grievance is not "Complete"

The Sunland-Tujunga Neighborhood Council asks for this Grievance be dismissed based on the failure of Ms. Sanchez to include the information as required by this Grievance Policy to "state the Policy"

On the Grievance Application it States "Please specify the exact Rule and explain the facts of the alleged violation."

As stated by Ms. Sanchez:

"Based on Conclusion"

The Sunland- Tujunga Neighborhood Council can't possibly respond to fragments such as this without the requirements set forth by this Grievance Policy

The Sunland-Tujunga Neighborhood Council asks for this Grievance be dismissed based on the failure of Ms. Sanchez to include the information as required by this Grievance Policy- "Please specify the exact Rule and explain the facts of the alleged violation."

As stated by Ms. Sanchez:

“Taking away someone’s rights to Free Assembly” is not part of any policy that is grounds for Grievance to be filed against a Neighborhood Council Board. This Statement is in fact Libelous and false claim against the Board Members of the Sunland -Tujunga Neighborhood Council. The Board did not hold her Prisoner, take any Board Action or tell her in any way that she could not attend something. Again, we are asking for the entire Grievance to be dismissed.

The Sunland-Tujunga Neighborhood Council asks for this entire Grievance be dismissed based on the failure of Ms. Sanchez to include the information as required by this Grievance Policy- “Please specify the exact Rule and explain the facts of the alleged violation.”

Remedies

Grievances are to be filed against the Board not Individuals.

The Remedies requested in this Grievance show that there are specific punishments for one Boardmember that has been singled out, would make this a personal attack and not a Grievance against the Whole Board as required. The Board would also like to note that there are no mandated trainings available on the Censure Process.

We are appalled that this Grievance was filed during the Preparation for our Elections and could be used to attack Boardmembers to stop them from being re-elected

The Sunland -Tujunga Neighborhood Council asks for the Grievance and Remedies to be dismissed due to the failure of Ms. Sanchez to follow the rules of the Grievance Process.

8.

✓ Grievance Response Form

Before submitting this form, please make sure to review the [Grievance Policy](#).

Grievance Number

Neighborhood Council Responding

Authorized Representative

Grievant responded to

Number of Grievances previously filed by this Grievant this calendar year

After receiving a certified Grievance from the Department, a Neighborhood Council must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:

Grievance Review by Neighborhood Council

What specific bylaw, rule, regulation, code, policy or directive is relevant to and supports the response to the grievance?

The Sunland-Tujunga Neighborhood Council voted to Censure the President, Liliana Sanchez, based on Facts, Recordings of Meetings, Witness Statements, and Boardmembers witnessing these behaviors in person. There were two Censures filed against Ms. Sanchez that were approved by the Sunland-Tujunga Neighborhood Council. The Board followed the rules as outlined in the Censure Policy. This Grievance needs to be Dismissed. Ms. Sanchez failed to provide any documentation of any proof of her Statements and no witness statements. Further this Grievance needs to be dismissed due to the fact that The Sunland-Tujunga Neighborhood Council is not allowed to provide any Documents to prove their side of this issue as there is no availability for the Board to upload Documents.

The President did not say anything about this Grievance having been filed nor did the Department of Neighborhood Empowerment Representative at our STNC December Meeting forcing our Board to lose 30 days of our 60 days allowed to review and respond considering we had multiple Holidays during that 30 days. This is now being addressed at our first Meeting after the Holidays causing us to rush to address this issue.

On the Grievance Application it states: Please State Policy Below
 Ms. Sanchez, the Filer of this Grievance did not State the Policy that was alleged to have been Violated.
 Included was a Policy Number which is not Listed on the Empower LA Website under Commission Policies. The Policy is only listed by name on the Department of Neighborhood Empowerment Website. The Policy does not include the Policy number anywhere in it's Header on the Department's Website or in the STNC Bylaws. This policy is unavailable to the public by the number cited. It should have been stated that her accusations are based on The Grievance Policy or The Sunland-Tujunga Neighborhood Council Bylaws.

Grievance Response Form

Before submitting this form, please make sure to review the [Grievance Policy](#).

Grievance Number

Neighborhood Council Responding

Authorized Representative

Grievant responded to

Number of Grievances previously filed by this Grievant this calendar year

After receiving a certified Grievance from the Department, a Neighborhood Council must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:

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What specific bylaw, rule, regulation, code, policy or directive is relevant to and supports the response to the grievance?

The Sunland-Tujunga Neighborhood Council voted to Censure the President, Liliana Sanchez, based on Facts, Recordings of Meetings, Witness Statements, and Boardmembers witnessing these behaviors in person. There were two Censures filed against Ms. Sanchez that were approved by the Sunland-Tujunga Neighborhood Council. The Board followed the rules as outlined in the Censure Policy. This Grievance needs to be Dismissed. Ms. Sanchez failed to provide any documentation of any proof of her Statements and no witness statements. Further this Grievance needs to be dismissed due to the fact that The Sunland-Tujunga Neighborhood Council is not allowed to provide any Documents to prove their side of this issue as there is no availability for the Board to upload Documents.

The President did not say anything about this Grievance having been filed nor did the Department of Neighborhood Empowerment Representative at our STNC December Meeting forcing our Board to lose 30 days of our 60 days allowed to review and respond considering we had multiple Holidays during that 30 days. This is now being addressed at our first Meeting after the Holidays causing us to rush to address this issue.

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Email

Board Member

Last three years

What is the nature of the response to the grievance?

This Grievance is not "Complete"
The Sunland-Tujunga Neighborhood Council asks for this Grievance be dismissed based on the failure of Ms. Sanchez to include the information as required by this Grievance Policy to "state the Policy"
On the Grievance Application it States "Please specify the exact Rule and explain the facts of the alleged violation."
As stated by Ms. Sanchez:
"Based on Conclusion"
The Sunland-Tujunga Neighborhood Council can't possibly respond to fragments such as this without the requirements set forth by this Grievance Policy
The Sunland-Tujunga Neighborhood Council asks for this Grievance be dismissed based on the failure of Ms. Sanchez to include the information as required by this Grievance Policy-

"Please specify the exact Rule and explain the facts of the alleged violation."
As stated by Ms. Sanchez:
"Taking away someone's rights to Free Assembly" is not part of any policy that is grounds for Grievance to be filed against a Neighborhood Council Board. This Statement is in fact Libelous and false claim against the Board Members of the Sunland-Tujunga Neighborhood Council. The Board did not hold her Prisoner, take any Board Action or tell her in any way that she could not attend something. Again, we are asking for the entire Grievance to be dismissed.
The Sunland-Tujunga Neighborhood Council asks for this entire Grievance be dismissed based on the failure of Ms. Sanchez to include the information as required by this Grievance Policy- "Please specify the exact Rule and explain the facts of the alleged violation."

What remedy is suggested?

Remedies
Grievances are to be filed against the Board not Individuals.
The Remedies requested in this Grievance show that there are specific punishments for one Boardmember that has been singled out, would make this a personal attack and not a Grievance against the Whole Board as required. The Board would also like to note that there are no mandated trainings available on the Censure Process.

We are appalled that this Grievance was filed during the Preparation for our Elections and could be used to attack Boardmembers to stop them from being re-elected.
The Sunland-Tujunga Neighborhood Council asks for the Grievance and Remedies to be dismissed due to the failure of Ms. Sanchez to follow the rules of the Grievance Process.

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

Save & close

Cancel

6. MOTION TO CENSURE in accordance with BONC Policy Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Standing Rules, and the standard conduction of the orderly business of the Sunland -Tujunga Neighborhood Council dated 9-23-20 consisting of 8 separate items: 1) Changing Agendas that have already been approved. 2) Refusal to put an item on Agenda as required. 3) Failure to fulfill Duties of the President Position 4) Changing the Policies of the Executive Committee Meetings 5) Changing policies at Committee and Board Meetings. 6) Failure to hold the May Executive Committee and Board Meetings 7) Behavior at Executive Committee Meeting 8) On-going harassment of Board members using Technology: Private Messages, Emails and Social Media.

7. MOTION TO CENSURE in accordance with BONC Policy Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Standing Rules, and the standard conduction of the orderly business of the Sunland -Tujunga

3



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

Neighborhood Council dated 10-5-20 consisting of 5 separate items: 1) Calling Board Members out by name and using and directing profanity to Executive Committee members and a Boardmember at the Executive Committee Meeting on September 22 ,2020. 2) Removal of Items from the Neighborhood Council Storage shed and giving away those items during Covid -19. 3) Refusal to acknowledge Point of Order at Executive and Board meetings. 4) Cancelling Adam Schiff from attending the October Board Meeting 5) Issues with Parliamentarian Position. Violation not allowing checks and balances and violating the Bylaws.

9.



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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March 10, 2021

via: Email

Raquel Beltran, General Manager
Department of Neighborhood Empowerment
200 N. Spring Street, 20th Floor
Los Angeles, CA 90012

cc: Mayor Garcetti
cc: Councilman John Lee, Arts, Parks
cc: Mike Feuer, L.A. City Attorney
cc: Elise Ruden, Managing Deputy City Attorney, DONE
cc: Board of Neighborhood Commissioners

Dear General Manager Raquel Beltran:

The Sunland-Tujunga Neighborhood Council asks for an immediate dismissal of the Grievance #265 that was filed against the Board.

The internal emails from the Department which were received in a PRA request show that Department of Neighborhood Empowerment staff members not only knew that the Grievance did not follow the Grievance Policy for multiple reasons but that the Staff member had raised these questions and concerns back in November. Lydia Grant asked Mr. Briceno how the Board could possibly respond to the Grievance when the information needed to respond was not included in the Grievance. The Board voted on a response that was returned to the Department of Neighborhood Empowerment to Dismiss the Grievance. The Department staff was aware that this Grievance needed to be dismissed but it was decided to punish our Boardmembers without cause, documentation or facts of any kind and to make this a Public Punishment just in time to disrupt our Election and damage the reputations of several of the Candidates. The Board asks for immediate dismissal of this Grievance and an investigation by the City to address the misuse of power by the Department of Neighborhood Empowerment Leadership.

Thank You
Sunland-Tujunga Neighborhood Council

Attachments



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

March 10, 2021

via: Email

Eric Garcetti, Mayor
200 N. Spring Street, 20th Floor
Los Angeles, CA 90012

cc: Councilman John Lee, Arts, Parks, Health, Education, and Neighborhoods Committee
cc: Mike Feuer, L.A. City Attorney
cc: Elise Ruden, Managing Deputy City Attorney, DONE
cc: Board of Neighborhood Commissioners
cc: Raquel Beltran, General Manager, DONE

Dear Mayor Garcetti:

The Sunland-Tujunga Neighborhood Council asks for an immediate dismissal of the Grievance #265 that was filed against the Board.

The internal emails from the Department which were received in a PRA request show that Department of Neighborhood Empowerment staff members not only knew that the Grievance did not follow the Grievance Policy for multiple reasons but that the Staff member had raised these questions and concerns back in November. Mr. Briceno was questioned by Lydia Grant on how the Board could possibly respond to the Grievance when the information needed to respond was not included. The Board voted on a response that was returned to the Department of Neighborhood Empowerment to Dismiss the Grievance. The Department staff was aware that this Grievance needed to be dismissed but it was decided to punish our Boardmembers without cause, documentation or facts of any kind and to make this a Public Punishment just in time to disrupt our Election and damage the reputations of several of the Candidates. The Board asks for immediate dismissal of this Grievance and an investigation by the City to address the misuse of power by the Department of Neighborhood Empowerment Leadership.

Thank You
Sunland-Tujunga Neighborhood Council

Attachments



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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March 10, 2021

via: Email

Councilman John Lee, Chair
Arts, Parks, Health, Education, and Neighborhoods Committee
200 N. Spring Street, 20th Floor
Los Angeles, CA 90012

cc: Mayor Eric Garcetti
cc: Mike Feuer, L.A. City Attorney
cc: Elise Ruden, Managing Deputy City Attorney, DONE
cc: Board of Neighborhood Commissioners
cc: Raquel Beltran, General Manager, DONE

Dear Councilman John Lee:

The Sunland-Tujunga Neighborhood Council asks for an immediate dismissal of the Grievance #265 that was filed against the Board.

The internal emails from the Department which were received in a PRA request show that Department of Neighborhood Empowerment staff members not only knew that the Grievance did not follow the Grievance Policy for multiple reasons but that the Staff member had raised these questions and concerns back in November. Mr. Briceno was questioned by Lydia Grant on how the Board could possibly respond to the Grievance when the information needed to respond was not included. The Board voted on a response that was returned to the Department of Neighborhood Empowerment to Dismiss the Grievance. The Department staff was aware that this Grievance needed to be dismissed but it was decided to punish our Boardmembers without cause, documentation or facts of any kind and to make this a Public Punishment just in time to disrupt our Election and damage the reputations of several of the Candidates. The Board asks for immediate dismissal of this Grievance and an investigation by the City to address the misuse of power by the Department of Neighborhood Empowerment Leadership.

Thank You
Sunland-Tujunga Neighborhood Council

Attachments