

**These Documents are for Grievance #265**

12/3/2020 Grievance -

<https://lacity.quickbase.com/db/bki8tnady?a=printr&rid=265&dfid=2&rl=bh9q 1/3>

**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 reconsidered 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 \*\*\***

**The Department of Neighborhood Empowerment failed to follow this simple instruction allowing this Grievance to go through to the Grievance Panel and failed to allow the Sunland Tujunga Neighborhood Council to provide any Documentation to defend itself.**

Los Angeles Administrative Code

Plan for the Citywide System of Neighborhood Councils

Board of Neighborhood                      Please state Policy below

Commissioners Policy                      Policy Number 2020-3 What Policy is this?

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.

The items highlighted in blue are the accusations made by Ms. Sanchez.

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

The Grievant failed to follow this rule when filling out the application which should have forced a dismissal.

The STNC is providing a response based on what we think Mrs. Sanchez may be implying with her submission of this grievance and not based on any facts or rules that she failed to provide per the Grievance Policy.

The Grievant failed to provide any facts or witness statements to support her accusations.

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

1) Based on Conclusion

This statement is untrue. The Board made decisions based on documentation, Bylaws, Code of Conduct, Censure Policy, Meeting Minutes and an Audio Recording. The standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council (STNC), and witnessed behavior.

2) intention to embarrass and humiliate me.

This statement is untrue. There was no intent by the STNC in the filing of the Censure against Ms. Sanchez to embarrass or humiliate Ms. Sanchez. The intent was to bring to Ms. Sanchez's attention the fact that her violations were creating a hostile environment so that she would stop her abusive behavior and stop violating the STNC Bylaws and Code of Conduct. If Ms. Sanchez was embarrassed and humiliated by the Censure, it was due to her own behavior and actions. The STNC filed the Censure against Ms. Sanchez to hold her accountable for her actions and abusive behavior. Please review the attachment "Censure # 2" and the transcript of her abusive language that was directed at fellow Boardmembers at a Public Meeting.

From Censure #2- 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.

Liliana Sanchez's statement after the Parliamentarian resigned:  
"You guys are fucking embarrassing"

"Excuse me Code of Conduct Violation" Lydia Grant interjected  
"I put in my resignation right now to... Fuck you Lydia Grant!"  
"Fuck You Carol!" and "Fuck You Nina!"  
"Shame on you Liliana interjected." Nina Royal  
Ms. Sanchez responded and continued.  
"Fuck you!"  
"I call for this shit show that you guys have been doing."  
"You guys have been trying to remove me from the board all for political reasons."  
"It was all political Lydia Grant good riddance".  
"I hope you can lead this board to whatever disaster you want to lead it."

Violation- STNC Bylaws:

Section 1: Code of Civility - The STNC, its representatives and all Stakeholders shall conduct all STNC business in a civil, professional and respectful manner. Boardmembers will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy

Violation- NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT

Items 1, 2. And 4

POLICY ATTACHMENT A

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.
2. Neighborhood Council Board Members should treat other Boardmembers and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Boardmembers.

**Violation- The Standard Order of business for the Sunland Tujunga Neighborhood Council**  
Never should our meetings violate the Standard Order of Business by turning into a place where Boardmembers and Community members should be attacked or be forced to witness behavior that is harmful to our Community and Reflects so poorly on the Sunland-Tujunga Neighborhood Council.

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.

This statement is untrue. Ms. Sanchez was given a full 30 days to review the Censure. We can only guess since she did not include the required information that Ms. Sanchez is referring to the fact that the City Attorney and D.O.N.E. forced the removal of a few of the

attached Documents of Proof due to Attorney Client Privilege. There was no change of language in the Censure.

4) Board members did not have time to read my response and only had time to give a partial statement.

This statement is untrue. Per the Censure Policy in the STNC Bylaws the Board allowed Ms. Sanchez to give her verbal rebuttal to the Board. The amount of time allowed for each the presenter and the rebuttal were decided in a Brown Act compliant meeting of The Executive Committee and both sides were given equal time. In addition, The D.O.N.E. demanded and violated the Censure Policy in our Bylaws by insisting that our Board Secretary send out Ms. Sanchez's written rebuttal to all of the Boardmembers in advance of the meeting. So, in fact, Ms. Sanchez was given more than the allotted time.

5) Censure contains Libelous statements.

This statement is untrue. There was no intent on the behalf of the writers of this grievance to include anything that would be considered libelous. All statements were backed by facts. The City Attorney and the Department were both asked to double check the Censure to make sure that there was nothing libelous to protect the Grievant and the Board. The City Attorney's office refused saying It was a Conflict of Interest and our D.O.N.E. Representative, Jasmine Elbarbary, refused stating she would not edit It line by line which was not what was asked for and instead sent the information to Ms. Sanchez about filing a Grievance against us if we went forward. The City Charter States below in Section 22.810.1. We received no support from the Department with this Censure, only interference with them continuing to tell us not to file, but refusing to answer why or to guide us.

Please see attached email

#### **Sec. 22.810.1. Regulations Implementing the Plan for a Citywide System of Neighborhood Councils (Plan).**

- (a) **Department Responsibilities.** In addition to the responsibilities set forth in Article IX of the City Charter and Section 22.801 of this Code, the Department of Neighborhood Empowerment (Department) shall:
- (10) Act as an information clearinghouse and resource to Neighborhood Councils.

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. It clearly states in the Grievance Policy that you can't not grieve State or Federal Law according to the Grievance Policy, again the Department has failed to follow its' own process and procedures. There was no discussion or action by the STNC in regards to asking or telling Ms. Sanchez that she was not

allowed to attend something. Since we have no examples of what Ms. Sanchez means by this we will have to assume that she is referring to the items in regards to LAPD and the violation of the Code of Conduct along with the other policy violations as written in Censure #1

From Censure # 1

Item 1

**Changing Agendas that have already been approved.**

Motions for the Executive Committee Agendas are approved by other Committees, for example the Budget Committee approves motions for Funding Items. They are forwarded to the Executive Committee who then approves them for the Board Agenda. Liliana Sanchez is changing and allowing the Parliamentarian to change the already approved items on her orders and to add and remove items from the already approved agendas. This is not the job of the Parliamentarian and is a violation of so many NC Policies. An example is the Agenda for the August 12, 2020 Board Meeting. The Bylaws update was removed. The Secretary was told to change the wording of the motions approved by both the Budget and Executive Committees in regards to funding. Elections were added and National Night out which is being worked on in collaboration between Ms. Capps and Ms. Royal was removed from the agenda with only 2 Board Meetings left to discuss or give updates. The funding items have now been restored back to the way they were approved by both Committees and National Night Out has been added back to the Final Agenda. These actions are completely unacceptable.

This is a Violation of Bylaws- ARTICLE VII COMMITTEES AND THEIR DUTIES Violation Executive Committee Agenda Setting /Bylaws A. Executive Committee – This committee consists of the five (5) Executive • Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special

and Emergency Board meetings.

This is a Violation of Bylaws Parliamentarian- The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on rules.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 2

**Refusal to put an item on Agenda as required.**

Rock Swart, a stakeholder, attended the Executive Committee Meeting on July 1, 2020 asking why his request was not on the agenda to be voted on. Mr. Swart submitted it before the deadline on the STNC Website portal for Agenda Submissions. The Item was not allowed on the agenda as Liliانا Sanchez did not add it to the agenda and did not give the Executive Committee the right to consider the item stating that she contacted the Council office and the City Council had already voted on the issue. The Neighborhood Council often votes on items and submits Cis Statements when it is unable to meet before the Council vote. There was a similar motion for the same item. Both Items should have been on the Agenda. Liliانا Sanchez went to great lengths to stop both of these similar motions regarding stopping the Defunding of the LAPD due to her political opinions. The actions of Liliانا Sanchez took away the rights of Mr. Swart and the ability of the other members of the Executive Committee to fulfil their duties. Items for the Agenda are vetted and decided on by the Committee not by the decisions of one person.

This is a Violation of Bylaws (Purposes) Item 1. To engage, the broad spectrum of STNC stakeholders to collaborate and participate in matters that affect the community, including events, issues and projects.

This is a Violation of the Bylaws (Section 3) 3. To promote STNC stakeholder participation and advocacy in Los Angeles.

This is a Violation of Bylaws ARTICLE VII COMMITTEES AND THEIR DUTIES: Executive Committee Agenda Setting /Bylaws A. Executive Committee – This committee consists of the five (5) Executive • Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.

This is a Violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of Bylaws (Article #3) 2. To participate in discussion on an action, policy, or position before the STNC.

This is Violation of Bylaws # 5 -The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.



This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

This is a Violation of STNC Standing Rule “Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws.”

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

In closing if Ms. Sanchez felt that she had grounds for any of the above complaints why did she not provide any Documentation, Recordings or Witness Statements to back up her libelous statements?

The answer is there are no documents or proof to back up these claims and may have been filed solely to create bias and attack the Character of the current Boardmembers running for office during our upcoming Election. Ms. Sanchez is running against Ms. Grant for President and has friends running against her fellow Board Members currently on the STNC.

#### 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

The statements above are libelous and without facts, since this Board Grievance is filed by a Boardmember, then she should be requesting punishment equally for all Boardmembers not just one person.

The Department is failing to follow its' own policies and should have dismissed this Grievance.

We are attaching both Grievances filed against Ms. Sanchez and additional documents to support the Board against these false allegations.



# 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.

<b>First Name</b>	<b>Last Name</b>	<b>Please identify your role within the Neighborhood Council system:</b>
Liliana	Sanchez	Board Member

<b>Phone Number</b>	<b>Email Address</b>
[REDACTED]	[REDACTED]

**Mailing Address**  
 [REDACTED] Tujunga, California 91042

<b>Neighborhood Council</b>	<b>Neighborhood Council Bylaws</b>
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.

*No facts, rules, or documentation were submitted as stated this will not may result in a dismissal of your Grievance*

### 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

*This is an attack on one Boardmember not the Board  
The punishment specified does not refer to*

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](#).

*any rule violation only a personal opinion.*

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.

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Status	Staff	Initial Status	
		New	
Notes	Response	Panel Determination	Date Closed

asd

No response forms found

Created on Nov. 12 at 10:19 PM (PST). Last updated by [Briceno, Lorenzo](#) today at 1:33 PM (PST). Owned by [Anonymous](#).





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**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

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**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](mailto: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,



DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

<p><b>Manual: Policy Division</b></p> <p><b>Title: NEIGHBORHOOD COUNCIL GRIEVANCES</b></p> <p><b>Section #: Section 22.818, Article 3 of Chapter 28 of the Los Angeles Administrative Code.</b></p> <p><b>Formulated:</b></p> <p><b>Page 1 of 8</b></p>
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**Purpose:**

To provide Neighborhood Councils (NC) with appropriate expectations and guidelines regarding Neighborhood Council Grievances.

**Policy:**



To ensure the reliable operation of our Neighborhood Council Grievance System, the Department of Neighborhood Empowerment (DONE) expects Board members to follow the guidelines outlined in this policy when dealing with a grievance.

**General:**

1. (a) **Regional Grievance Panels.** Regional Grievance Panels will be comprised of the City’s seven regional planning areas, composed of the South Area, Central Area, Harbor Area, West Area, East Area, North Valley Area and South Valley Area. The Department of Neighborhood Empowerment (Department) shall assign each Neighborhood Council to one of the Seven Regional Grievance Panels, according to the geographic area that best corresponds to the Neighborhood Council’s boundaries.
  
- (b) **Appointments to a Regional Grievance Panel.** Each Neighborhood Council may appoint one board member or stakeholder to serve as a panelist, eligible to sit on a Regional Grievance Panel. The term of each panelist will commence once the Neighborhood Council notifies the Department of the appointment and will remain valid until the Neighborhood Council names a replacement. The Department, in its sole discretion, may reject or remove any panelist appointed by the Neighborhood Council and request the Neighborhood Council to appoint a replacement panelist. The Department may also develop mandatory training required before a panelist serves on the Regional Grievance Panel.
  
- (c) **Grievances.**



- (1) **Grievance Defined:** A Grievance consists of any allegation that a Neighborhood Council board, as a body, failed to follow any of the following:
  - (A) A bylaw or standing rule of the Neighborhood Council;
  - (B) A section of the Los Angeles Administrative Code;
  - (C) A section of the Plan for the Citywide System of Neighborhood Councils;
  - (D) An applicable policy of the Board of Neighborhood Commissioners;
  - (E) A rule or regulation promulgated by the Department; or
  - (F) Any other City code, executive directive, rule or regulation applicable to Neighborhood Councils.
  
2. Exclusions. The Grievance process outlined herein will not be applicable to any of the following:
  - ~~(A)~~ An alleged violation of state or federal law;
  - ~~(B)~~ An allegation of wrongdoing by an individual member of a Neighborhood Council board or committee; or
  - (C) An allegation involving an action or inaction by a Neighborhood Council committee; or
  - (D) A policy dispute or disagreement regarding the position of a Neighborhood Council board or committee.
  
3. **Grievance by Board Member.** A board member may file a Grievance against his or her own board. The Grievance will bypass consideration by the impacted Neighborhood Council Board, as set forth in Subsection (d)(2). The Department will forward said Grievance to the Regional Grievance Panel for disposition, as specified in Subsection (d) (6)
4. Grievance Forms.
  - (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;
    - (iii) The nature of the remedy sought by the Grievant; and

(iv) An email address or mailing address to which all notices may be sent.

(B) The Department will develop a Grievance Response Form. Only the Neighborhood Council identified in the Grievance may file a Grievance Response Form. The Department will only process a response filed on a Grievance Response Form approved by the Department. At a minimum, the Grievance Response Form shall require the Neighborhood Council to specify:

(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.

*X*  
*We have to know what we are responding to, to provide this information*

(C) The Department will only process a witness statement filed on a Witness Statement Form if the information contained is within the personal knowledge of the witness and relates to the facts and circumstances surrounding the Grievance. Each Witness Statement Form will be limited to one page and must be signed by the witness under penalty of perjury. A Grievant may file no more than three Witness Statement Forms in connection with any Grievance.

5. **Time for filing a Grievance.** 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.

6. **Serial Grievances Prohibited.** 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. In addition, the Department will not process any Grievance relating to a previously filed Grievance, except those, that the Department, in its sole discretion, determines relate in fact and circumstance.

**(D) Grievance Process.**

(1) **Department Receipt of Grievance.** The Department will review a Grievance within seven calendar days of submission to determine whether the Grievance conforms to Subsections (c) (1) and (c) (2), above. Upon a determination that a Grievance conforms



with Subsection (c ) (1), above, the Department will certify the Grievance for disposition and notify the affected Neighborhood Council that the Grievance process has commenced. The certification should not be construed as a statement regarding the validity or invalidity of the Grievance.

- (2) **Review of Grievance by Neighborhood Council.** 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:
  - (A) Consider the Grievance in accordance with the grievance process outlined in the Neighborhood Council's bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; or
  - (B) Waive consideration of the Grievance and request the Department to forward the Grievance directly to the Regional Grievance Panel for consideration.
- (3) **Standing Waiver.** In the alternative, a Neighborhood Council may adopt a bylaw or standing rule which waives consideration of all Grievances.
- (4) **Inaction by Neighborhood Council.** If a Neighborhood Council fails to timely consider the Grievance or waives consideration of the Grievance, the Department will forward the Grievance to the Regional Grievance Panel in accordance with Subsection (d)(5), below.
- (5) **Appeal of Neighborhood Council Action.** A Grievant may appeal a decision of the Neighborhood Council issued pursuant to Subsection (d) (2) (A). The appeal must be filed with the Department within seven calendar days from the date of the Neighborhood Council's action on the Grievance. A Grievant may not appeal a decision by the Neighborhood Council to waive consideration of any or all Grievances. No person other than the Grievant may appeal a decision.
- (6) **Establishment of a Regional Grievance Panel.** The Department will convene a Regional Grievance Panel under the following circumstances:
  - (A) The Department receives a timely appeal from a decision of a Neighborhood Council;
  - (B) A Neighborhood Council fails to timely consider a certified Grievance;
  - (C) A Neighborhood Council waives consideration of a Grievance; or
  - (D) A board member files a Grievance against his or her own board.
- (7) **Composition of the Regional Grievance Panel.** The Department will exercise reasonable efforts to assign a Grievance to a Regional Grievance Panel in the region in

which the Neighborhood Council is located. The Department will also randomly select three panelists from the Neighborhood Council's region to serve on the Regional Grievance Panel. If sufficient panelists from a Neighborhood Council's region are unavailable for any reason, the Department, in its sole discretion, may appoint one or more panelists from another region, or may convene a Regional Grievance from another area, to consider the Grievance.

- (8) **Time Limit for Regional Grievance Panel Hearing.** A Regional Grievance Panel will hear the Grievance within 21 days after the Department convenes the Regional Grievance Panel. If the Regional Grievance Panel does not reach a determination on the Grievance within 21 days, the Department shall disband the Panel and create another Regional Grievance Panel as stated in Subsection (d)(5), above, to hear the matter.
- (9) **Notice of a Regional Grievance Panel Hearing.** The Department shall provide notice of the Regional Grievance Panel hearing to the Grievant at the address provided on the Grievance Form, as well as, to the Neighborhood Council representative listed on the Grievance Response Form.
- (10) **Conduct of the Regional Grievance Panel Hearing.** The only written evidence considered at the Grievance Panel Hearing will be the Grievance Form, the Grievance Response Form and up to three Witness Statements filed by each side. At the hearing on the Grievance, the Grievant shall have the opportunity to present an opening argument not to exceed ten minutes. The Neighborhood Council designee shall have the opportunity to present an opening argument not to exceed ten minutes. The Grievant shall present a rebuttal not to exceed five minutes. The Regional Grievance Panel may, in its sole discretion, extend the time of the opening arguments and rebuttals. No further witness testimony shall be allowed. After conclusion of the rebuttal by the Neighborhood Council representative, the Regional Grievance Panel may question either of the parties. The Regional Grievance Panel will open the matter for public comment for 10 minutes, unless, in the sole discretion of the Regional Grievance Panel, additional time for public comment is necessary to adjudication of the Grievance. The Regional Grievance Panel then shall deliberate the Grievance and prepare a written recommendation to the Department.
- (11) **Regional Grievance Panel Determination.** Within seven calendar days after the hearing, the Regional Grievance Panel shall issue to the Department a written determination in writing regarding whether the Grievance is sustained or rejected, in whole or in part. If the Grievance is sustained in whole or in part, the Regional Grievance Panel determination also shall include a recommended remedy. The Department shall post a copy of the Grievance Panel's determination on the Department's website and also shall provide a copy of the determination to the Neighborhood Council and the Grievant.
- (12) **Appeals from the Regional Grievance Panel.** Only a Grievant or the Neighborhood Council at issue in the Grievance may appeal a determination of the Regional Grievance Panel. The only basis to appeal a Decision of the Regional Grievance Panel is an allegation of impropriety by the Regional Grievance Panel. No other bases shall give rise to an appeal of a Regional Grievance Panel determination, including, but not limited to, failure or inability to introduce new or additional evidence at either the Neighborhood Council or Regional Grievance Panel or failure or inability to attend the scheduled hearing date. Within seven calendar days, the Department will make a



determination on any appeal. If the appeal is rejected by the Department, neither the Grievant nor the Neighborhood Council may appeal the Department's decision. If the Department determines that the Regional Grievance Panel's determination was improper, the Department shall establish another Regional Grievance Panel to reconsider the Grievance.

**e) Remedies.** The Department, in its sole discretion, may impose the remedy or combination of remedies recommended by the Regional Grievance Panel or may impose a remedy or remedies of its own discretion. If the Department imposes a remedy or remedies that are more severe than the recommendation of the Regional Grievance Panel, the Department shall inform the Regional Grievance Panel of the basis for its decision. The remedies that may be recommended by a Regional Grievance Panel or imposed by the Department alone or in combination are as follows:

*This grievance was filed by a board member not a stakeholder*

- (1) Issuance of an admonishment or warning to the Neighborhood Council board or individual board members of members;
- (2) Issuance of a directive for the Neighborhood Council board to take corrective affirmative action;
- (3) Issuance of a directive requiring the Neighborhood Council Board or an individual board member or members to undergo mandated training;
- (4) Issuance of a directive requiring the Neighborhood Council Board or an individual board member or members to engage in mediation;
- (5) Suspension of board operations until mandated trainings are taken by the board or board member or members;
- (6) Temporary suspension of Neighborhood Council funding;
- (7) Placement of the operations of the Neighborhood Council Board under the control and supervision of the Department;
- (8) Suspension of an individual board member or members;
- (9) Imposition of an election challenge remedy, as authorized by the Department; or
- (10) Initiation of the de-certification process or the process to declare board seats vacant pursuant to Section 22.810.1E of this Code.

**(f) Notice of Imposition of Remedy.** The Department will notify the Grievant and the Neighborhood Council of the remedy or remedies imposed by the Department within 14 calendar days from the Regional Grievance Panel's determination.

**(g) Regulations.** The Department is authorized to promulgate any further procedure, rule or regulation necessary for the administration of this Grievance process, including making clarifications or additions to the remedies listed in Subsection (e), above.

Sec. 2. Subdivision (1) and (2) of Subsection (e) of Section 22.810.1 of the Los Angeles Administrative Code are amended in their entirety to read as follows:

**(e) Decertification of a Neighborhood Council/Declaration of a Board Vacancy by the Board of Neighborhood Commissioners.**

- (1) Department Action.** On its own initiative, or after a recommendation by Regional Grievance Panel, the Department may seek the involuntary decertification of a Neighborhood Council or may seek a declaration of vacancy for one or more Neighborhood Council board seats. Immediately upon the issuance of the Department's petition for decertification of a Neighborhood Council Board or declaration of vacancy in one or more board seats, the Department immediately shall freeze and suspend the access to and use of any City funds previously available to the Neighborhood Council or board members named in the petition.
- (2) Opportunity to Cure/Exhaustive Efforts.** Prior to initiating the process to decertify a Neighborhood Council or to vacate one or more Neighborhood Council board seats, the Department first shall provide notice to the Neighborhood Council of the applicable law, rule or regulation upon which the decertification or vacancy declaration will be founded. After giving notice to the Neighborhood Council Board, the Department may give the Neighborhood Council Board an opportunity to come into compliance with the applicable law, rule or regulation. The Department also may exercise "exhaustive efforts" by taking over all powers vested in the Neighborhood Council Board in an effort to bring the Neighborhood Council, Neighborhood Council Board or Board members into compliance with the law, rule or regulation. If, despite the opportunity to cure and/or the Department's exhaustive efforts, compliance is not achieved, then the Department may initiate the process described in Subdivision (3) below.
- (3) Involuntary Decertification/ Vacation of Board Seats.** The Department may petition the Board of Neighborhood Commissioners (Commission) to involuntarily decertify or declare one or more board seats vacant in accordance with Article VI, Section 5 of the Plan.

  - (A) Commission Hearing.** To the extent feasible, the Commission hearing on a petition for decertification or vacation of one or more board seats, will be conducted within the boundaries of the Neighborhood Council at issue.
  - (B) Notice.** At least 15 days before the Commission acts on a petition for decertification or vacation of one or more board seats, the Department will post at least five public notices of hearing. The notices will be posted within the boundaries of the proposed Neighborhood Council, stating the time, place and purpose of the hearing, as set forth in Article VI, Section 5(b)(iii) of the Plan. The public notices shall also be translated in accordance with the provisions set forth in Article VI, Section 5(b)(iii) of the Plan. The Department shall provide email notification to the Neighborhood Council Board of the hearing.
  - (C) Commission Determination Regarding Decertification.** The Commission may decertify a Neighborhood Council based upon evidence that the Neighborhood Council failed to demonstrate the willingness or ability to comply



with any rule, regulation or law applicable to Neighborhood Council. If a Neighborhood Council is decertified, the Neighborhood Council no longer shall be a certified Neighborhood Council in the City of Los Angeles. Within 48 hours, a decertified neighborhood council immediately shall vacate any City owned, leased or controlled property and shall surrender to the City all City-owned property, including personal and intellectual property.

**(D) Commission Determination Regarding Vacating One or More Board Seats.**

As an alternative to decertifying the Neighborhood Council, the Commission may vacate one or more board seats based on evidence that one or more board member has failed to demonstrate a willingness to comply with any rule, regulation or law applicable to the Neighborhood Council Board or board member.

**(E) Appeals.** If the Commission decertifies a Neighborhood Council or declares one or more board seats vacant, the Neighborhood Council or an individual whose seat was declared vacant may file an appeal pursuant to the provisions of Article VI, Section 5(f) of the Plan. The City Council may by ten votes, sustain, reverse or modify the Commissions' decision.



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Fwd: STNC - Contact Form

Lydia Grant <stnclydia@gmail.com>  
Mon 2/8/2021 1:26 PM  
To: You

Reply icons

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From: <[rocks013ca@gmail.com](mailto:rocks013ca@gmail.com)>  
Date: Mon, Jun 22, 2020, 1:06 PM  
Subject: STNC - Contact Form  
To: <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

*LAPD Item  
ms. Sanchez  
Refused to allow  
on the agenda.*



# SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

## Agenda Request Form

First Name: Roger  
Last Name: Swart  
Email: [rocks013ca@gmail.com](mailto:rocks013ca@gmail.com)  
Request Title: Stakeholder  
Committee: Executive Committee  
Agenda Motion Request: Based on the present position/motion of The Mayor and C DeFund our LAPD \$150 million in the budget of 2020-2021 I request our STNC to su DeFend The LAPD.

### Uploaded Documents:

Reply Forward

**Subject:** Fwd: STNC - Contact Form  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** Mon, 8 Feb 2021 13:59:20 -0800  
**To:** print@cmprintmail.com

Please print

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**From:** **Liliana Sanchez** <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>  
**Date:** Sun, Jun 28, 2020, 11:10 PM  
**Subject:** Re: STNC - Contact Form  
**To:** Cindy Cleghorn <[stnc.secretary2019@gmail.com](mailto:stnc.secretary2019@gmail.com)>, <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

Hello Lydia Grant,

This is going to be a highly controversial item so if this is coming before the EC committee please make sure to have a PRO and CON speaker and provide us with both or this will not go on the draft agenda.

Thank you.  
Liliana Sanchez  
STNC President

On Sun, Jun 28, 2020 at 11:05 PM <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)> wrote:



## SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

### Agenda Request Form

First Name: Lydia

Last Name: Grant

Email: [stnclydia@gmail.com](mailto:stnclydia@gmail.com)

Request Title: Motion for Board Meeting on 7/8/20

Committee: Executive Committee

Agenda Motion Request: MOTION: The STNC Board approves the submission of a Community Impact Statement in opposition to Council File 20-0692

Motion Title: Community Impact Statement (CIS) opposing any LAPD Budget cuts.

(Lydia Grant LANCC Liaison)

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[Download 01593410753.docx](#)

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LG

Lydia Grant <stnclydia@gmail.com>

Mon 2/8/2021 1:24 PM

To: You

Navigation icons: back, forward, search, etc.

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From: Lydia Grant <stnclydia@gmail.com>

Date: Mon, Aug 10, 2020, 8:19 AM

Subject: Fwd: STNC - Contact Form

To: <linda@cmprintmail.com>

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

From: <stnclydia@gmail.com>

Date: Wed, Jul 29, 2020, 6:37 PM

Subject: STNC - Contact Form

To: <stnclydia@gmail.com>



SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

Handwritten note: Last item - Lydia Grant was harrassed for submission and question with verbal threats

Agenda Request Form

First Name: Lydia

Last Name: Grant

Email: stnclydia@gmail.com

Request Title: Addition to Standing Rules

Committee: Arts, Recreation & Culture Committee

Agenda Motion Request: No Committee Motion to add the following to the STNC Standing the event that the President is unable or chooses to not properly fill out and/or sign the Leg Documents, Including the Name and the Title of the person signing them. The Legal Docurr the STNC include Motions, Letters, Communications, etc. that would normally be done by th President. The Documents will be signed by the next Executive Boardmember following in t The First Vice President, Second Vice President. Secretary and Treasurer.

Motion Title: Motion to add Signature Duties to the STNC Standing Rules

Agenda Announcement Request: Motion to add Signature Duties for the STNC Standing Ru

Handwritten note: another LARD item was removed from a Brown Act Agenda as vote on by the executive committee





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### Fwd: Guidance on STNC Censure Motion (per BONC Policy)

LG

Lydia Grant <stnclydia@gmail.com>

Mon 2/8/2021 1:19 PM

To: You

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From: **Lydia Grant** <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

Date: Tue, Sep 1, 2020, 3:16 PM

Subject: Fwd: Guidance on STNC Censure Motion (per BONC Policy)

To: Lenny <[lenjs@earthlink.net](mailto:lenjs@earthlink.net)>, Eli Lipmen <[commissionerlipmen@gmail.com](mailto:commissionerlipmen@gmail.com)>

So I have no rights to file a censure motion.

Regardless of who the movers are

The fact that I am on the Executive Committee and it gets submitted to the Seretary and the Censure is against the President. It is a violation of Quorum

It also appears very threatening that they will go after me for Censure if the Dept feels that it is embarrassing to the person being censured. None of this is in your BONC policy that the Department won't help you write it and will punish you if they don't like it.

The mover issue aside I know that was a problem because 2 of us were on the Committee but now they are saying the Censure has to be thrown out and it can't just be re written.

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

From: **Jasmine Elbarbary** <[jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)>

Date: Mon, Aug 31, 2020, 5:07 PM

Subject: Guidance on STNC Censure Motion (per BONC Policy)

To: Jasmine Elbarbary <[Jasmine.Elbarbary@lacity.org](mailto:Jasmine.Elbarbary@lacity.org)>

Cc: Semee Park <[Semee.Park@lacity.org](mailto:Semee.Park@lacity.org)>, Elise Ruden <[elise.ruden@lacity.org](mailto:elise.ruden@lacity.org)>



Dear STNC President, Secretary, & Censure Motion Movants (all parties bcc'd to prevent serial communication)

The Department is writing to provide guidance regarding the censure process and your motion to censure.

For this particular motion, we do have some broad concerns. For example, the executive committee is made up of five (5) Board members with a quorum of three



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## Fwd: STNC board member resignation notice

LG

**Lydia Grant** <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

Mon 2/8/2021 1:10 PM

To: You

[↩](#) [↶](#) [→](#) [⋮](#)

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

From: **Lydia Grant** <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>

Date: Sun, Aug 9, 2020, 1:18 AM

Subject: Re: STNC board member resignation notice

To: Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>

Cc: Cindy Cleghorn <[stnc.secretary2019@gmail.com](mailto:stnc.secretary2019@gmail.com)>

The situations are not the same. I was told to give you the information by Ivan. Please feel free to take it up with him. It is very clear that your behavior towards us is clearly unprofessional and you feel that it is ok for you to control us. I will not put up with your behavior any longer. you calling me and calling me names and saying I am an embarrassment is a complete violation of the rules. You continue to break rules and now are refusing to do your duties as President. Please feel free to resign since you are unable to put your political bias aside and that is unfair to our community.

Lydia

On Sun, Aug 9, 2020, 12:28 AM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:

Lydia,

I will explain...You were so eager to personally send Oscar a warning but you did not extend the same courtesy to Victoria Cerpa, why?

Liliana Sanchez  
STNC President

On Sat, Aug 8, 2020, 11:56 PM Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)> wrote:

I do not understand. Please explain.

Lydia

On Sat, Aug 8, 2020, 10:37 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:

Hi Lydia,

I wonder why you did not extend the same courtesy to Victoria Cerpa?

Liliana Sanchez



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### Fwd: STNC board member resignation notice

LG

Lydia Grant <stnclydia@gmail.com>

Mon 2/8/2021 1:10 PM

To: You



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

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Subject: Re: STNC board member resignation notice

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Hi Lydia

