

Granada Hills North Neighborhood Council
Ethics Committee Meeting
Thursday, May 25, 2006, 7:00 P.M.
St. Euphrasia Church Meeting Room
Shoshone @ Mayerling, Granada Hills, CA

Meeting Minutes

Meeting called to order at 7:00P.M.

Members present: Ben Pedrick, Wayne Aller, Mary Anna Kienholz, Sue DeVandry, Robert Ricketts. Absent: Sid Gold, Tom Tcimpidis.

Ben Pedrick was unanimously elected as chairperson

Committee Membership. GHNNC rules state that any member may join any committee except the Executive Committee and the Election Committee. More than seven members on the Ethics Committee would make it difficult to maintain a quorum and as we may have some sensitive situations to review a stable regular committee membership is most desirable. All members of the Board are welcome to attend so long as we do not have 50% of the board present. We recommend that no new members join at this time.

A Grievance and Complaint procedure was prepared and is presented for Board approval. It follows on the next page.

A Grievance & Complaint Form was prepared and is submitted for Board approval. The form is on a following page.

We have a grievance procedure in our by-laws but it is limited to complaints by stakeholders against board actions and does not include complaints by board members or active stakeholders against each other.

The next meeting is scheduled for June 21.

Meeting adjourned at 8:30 P.M.

Ben Pedrick, Chair, Ethics Committee
818-360-1813 benpedrick@socal.rr.com

Granada Hills North Neighborhood Council
Proposed Grievance & Complaint Procedure

1. The parties involved should first attempt to resolve the problem between themselves prior to filing a grievance or complaint.
2. A Grievance or Complaint is to be submitted in writing on a form obtained from the Board Secretary and submitted to both the Board Chairperson and the Chairperson of the Ethics Committee.
3. The person against whom the complaint has been made will be sent a copy of the form by the Ethics Committee. All parties will be asked to attend the Ethics Committee meeting reviewing the complaint and an attempt will be made to resolve the problem at this level. If needed, the committee will request the presence of our D.O.N.E. Advocate and/or City Human Relations Dept. to help resolve the issue
4. If no remedy to the problem has been achieved the Board as a whole can review the matter and attempt a solution.
5. Final resolution may then be requested from D.O.N.E. if necessary.

Board members and active stakeholders are advised NOT to E-mail their grievances or complaints to the entire Board or to any others outside GHNNC but to use this system to solve our disagreements and problems.

**Granada Hills North
Neighborhood Council
GRIEVANCE & COMPLAINT FORM**

Person or Persons against whom you are filing a grievance or complaint:

Date:

Place:

Nature of Complaint: (Add additional pages if needed)

X _____

Signature

Printed Name

Address _____

Phone _____

Submit to both of the following:

- 1. Granada Hills North Neighborhood Council Chairperson
11862 Balboa Blvd., # 137, Granada Hills, CA 91344**
- 2. Ben Pedrick, GHNNC Ethics Chairperson
P.O. Box 33636, Granada Hills, CA 91394**