

**REPORT OF THE PORTER RANCH NEIGHBORHOOD COUNCIL STAKEHOLDER  
GRIEVANCE PANEL ON THE GRIEVANCE  
SUBMITTED BY MS. BECKY LEVEQUE TO THE DONE.**

We, the members of the PRNC grievance panel, have studied Ms. Becky Leveque's grievance submitted to DONE, Mr. Ron Nagai's response and the City Council Motion File Number 04-2432. We have also studied the PRNC Bylaws and instructions given to us by Mr. Manuel Durazo, Project Coordinator of the Porter Ranch Neighborhood Council.

Based upon our research and analysis, we submit the following comments:

As per Article XI of the Grievance Procedure of the Bylaws for the Porter Ranch Neighborhood Council, any grievance by a stakeholder must be submitted in writing to the Secretary. The Secretary shall then refer the matter to an ad hoc grievance panel comprising three (3) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

In this case, we do not find that a grievance had ever been forwarded to the Secretary, but was sent directly to the DONE, which was inappropriate. The proper procedure should have been followed in accordance with the Bylaws.

Based upon the material and the information provided to the grievance panel, it is not clear to the panel members that the basic substance of the grievance has been established and defined. We understand procedural mistakes may have been made in failing to keep the PRNC Board of Directors fully informed, in a timely manner of the situation involving the Park construction and funding as they were evolving. We believe that these mistakes do not constitute a need for a formal grievance.

Referring to the grievance letter and addressing the matter of the donation of \$250.00 and the acceptance thereof, the following comments are made:

To the knowledge of the members of the grievance panel, if the DONE approves the donation, the check should be deposited. If it is not approved by DONE, then this becomes a non-issue, and the check should be rejected.

We have also reviewed the City Council Motion filed under number 04-2432 on the Rinaldi Park initiated by Council Member Greig Smith, a copy of which was given to us by Mr. Manuel Durazo.

## PRNC Stakeholder Grievance Panel Report

It is not clear to the members of the grievance panel as to how the Councilman's motion can impose liabilities and responsibilities on the PRNC Board Members as per Ms Leveque's letter addressed to the DONE.

As far as the liabilities of the PRNC Board Members with regard to the accepted donation noted in the City Council Motion, it is the City Council, which has the authority to accept or reject donations. Therefore, the PRNC Board Members cannot be placed in a culpable position. Members of the grievance panel conclude that PRNC Board Members have no right to approve or disapprove City Council decisions on donations.

In fact, the PRNC is on record as being in favor of a new pocket park to be called Rinaldi Park, as long as the cost of the City Park is borne by the City Council.

In conclusion, we the members of the PRNC grievance panel submit the following comments and recommendations:

- a) The subject grievance is without merit and should be rejected as a grievance.
- b) If a donation is accepted by PRNC Board Members, it should be immediately forwarded to the DONE for their decision in regards to the legalities.
- c) Whenever any PRNC member has a complaint or feels an unacceptable action has been taken by the PRNC, the PRNC Board Member should call a meeting to discuss and decide the proper course of action (complaint or grievance) in a timely manner. This action should not be delayed as it may cause an untenable situation.
- d) If any member wants to make a commendable effort to get a donation, he/she should first approach the PRNC Board and get its approval to do so. This approach should occur in an open Board Meeting and should be documented in the minutes of the meeting.



Irwin Cohen

August 2, 2005



Vasdev Singh