

Grievance #250

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:
Phyllis Ling Board Member

Phone Number Email Address
[REDACTED] pling.hcnnc@gmail.com

Mailing Address
[REDACTED] Los Angeles, California 90012

Neighborhood Council Neighborhood Council Bylaws

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
Code of Conduct Policy

☐ Department Policy

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

Date of Alleged Violation

08-19-20

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 state below

The HCNNC board permitted a board member, Huiling Cai, who had been suspended by DONE, to participate in and vote in a board meeting. The suspension was due to failure to comply with BONC Code of Conduct policy, which requires board members to have valid Code of Conduct training registered with the City. Her actions during this board meeting include motion to nominate Don Toy as Chair during the Election of Board Officers, and voting for the Chair.

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

The rule violated was a DONE directive suspending the board member for failure to comply with BONC Code of Conduct policy (Doc A - 8-12-20-BOARD NOTICE Board Member Suspension ExpiredMissing Code of Conduct Training.pdf). The rule in the BONC policy that was violated is the following:

"Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department or participate in training approved by the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council."

History:

1. Monthly profiles emailed to all board members indicate board member training status (Doc F - HCNNC Monthly Profiles.pdf).

2. NEAs at multiple meetings informed Huiling Cai of missing training certification. (August 6, 2019 is one example). She indicated that she would work with NEA (Julien Antelin/Mario Hernandez) to get that corrected.

3. Based on NC monthly profiles, it appears two of her trainings were updated in November 2019, but Code of Conduct was still

missing (Doc F - HCNNC Monthly Profiles.pdf).

4. In May 2020, there was an attempt to correct this situation with Code of Conduct training (Doc C - May2020Email.pdf).

5. Letter of her suspension was emailed to HCNNC board members on 8/12/2020 (Doc A - 8-12-20-BOARD NOTICE Board Member Suspension ExpiredMissing Code of Conduct Training.pdf).

6. At the August 19 Special Board meeting (see recording, Doc H - 08-19-2020

Page 1 of 6

zoom_0.mp4 and Partial transcript, Doc G - Partial Transcript- 8-19-20.pdf):

[00:22:54] - NEA Jackie Kim confirmed that she had been communicating with Huiling Cai and that her Cornerstone log in was available.

[01:33:20] - The question of Huiling Cai's eligibility to vote was raised by Phyllis Ling during a roll call vote to extend the meeting 45 minutes. The Chair stated "if we have to make adjustments later, we will, OK?"

[01:49:58] - During the Executive Committee's reports, Chair Don Toy reported on Huiling Cai's efforts over the previous three days to get her training corrected. Huiling Cai confirmed that she had tried to work with Jackie Kim, but that she had not completed her training, her password was invalid.

[01:57:00] - Chair Toy announced that Huiling Cai would be allowed to participate in the meeting and vote except on financial matters.

[02:10:13] Election of board officers begins at.

[02:15:52] Huiling Cai nominated Don Toy for Chair, and Bryce Louie seconded the nomination.

(Phyllis Ling was nominated by Miho Murai, and seconded by Paul Hanley.)

[2:28:54] - Phyllis Ling questioned the Chair's decision to allow Huiling Cai to participate. She read from the suspension letter. "As far as Huiling, she, we all got a letter from EmpowerLA saying that you know, she was suspended, and while suspended, the board member may not act on any matter that comes before their Neighborhood Council. Additionally, their presence at the meeting may and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council's meeting."

[03:08:08] Huiling Cai voted. Vote for Chair was 11-Don Toy, 5-Phyllis Ling, 1-Absent (Bryce Louie).

Supporting Documents:

Upload #1: Packet1-A-E.zip (Contains Documents A-E)

Document A.

Filename: Doc A - 8-12-20-BOARD NOTICE Board Member Suspension ExpiredMissing

Code of Conduct Training.pdf

8/12/20 letter from DONE about board member suspension.

Document B.

Filename: Doc B - 9-16-20-BONC Code of Conduct Email.pdf

9/16/20 Letter from Jackie/Department about need to revote on Chair.

Page 2 of 6

Document C.

Filename: Doc C - May2020Email.pdf

Description: May 2020 emails with Huiling Cai/Mario Hernandez.

Document D.

Filename: Doc D - HCNNC_8192020_Special-Board-Meeting-Agenda.pdf Description: August 19 Special Board Meeting Agenda

Document E.

Filename: Doc E - HCNNC_9_16_2020_Special-Board-Meeting-Agenda-.pdf Description: September 16 Special Board Meeting Agenda

Upload #2:

Document F.

Filename: Doc F - HCNNC Monthly Profiles.pdf Description: HCNNC Monthly profiles 7/2019- 9/2020

Upload #3: Document G

Filename: Doc G - Partial Transcript- 8-19-20.pdf

Description: Partial Transcript of August 19 special board meeting.

Upload #4: Packet2-J-K.zip (Contains Documents J-K)

Document J.

Filename: Doc J - Seat on the Executive Board.pdf Description: Letter from Valerie Hanley

Document K.

Filename: Doc K - Grievance 1 Submission Info.pdf

Description: Grievance Submission Information (in case there are glitches in form fields of the grievance portal).

2 Files too large to upload to grievance portal: Document H.

Link:

https://drive.google.com/file/d/1lwCTGkVWxC9KaBYBtlqgZnXvVV_ebIM4/view?usp=sharing

Filename: Doc H - 08-19-2020 zoom_0.mp4

Description: Recording of August 19 special board meeting.

Document I.

Page 3 of 6

Link: https://drive.google.com/file/d/1DuQka6mL_27vALLRHfB-s6C9XXsc9St/view?usp=sharing

Filename: Doc I - GMT20200916-223031_September-_640x360.mp4 Description: Recording of September 16 special board meeting.

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.

1. Required Corrective Action: Void actions of the suspended board member during the August 19th special board meeting, including motion/nomination of Don Toy as Chair and vote for Don Toy as Chair. The proper process was not followed and therefore the actions of the board must be voided.

2. I also do not believe that having the board redo the vote on the Chair is the proper remedy. Instead, I ask that HCNNC be placed under control and supervision of the Department until a new Executive Committee is in place. Here is the reason why:

If the actions at the August 19 board meeting to elect Don Toy as Chair are voided, he will still preside as Chair of HCNNC. However, the board under his leadership cannot be relied upon to properly execute any remedy for this grievance, especially if it requires the board to revote on the Chair position. To support my claim, I am offering as evidence the process by which the Treasurer, the fifth and final officer position, was elected at the September 16 special board meeting, the recording for which is provided in the supporting documents (Doc I - Doc I - GMT20200916-223031_September_640x360.mp4).  

Note: HCNNC is divided into four regions: Chinatown, El Pueblo, Solano Canyon, and Victor Heights. In order to be inclusive, our bylaws have a provision to provide for representation from each of these communities in our Executive Committee. Article VI. Section 1. "The Executive Committee will have at least one member from each community. If a community does not have a member willing to serve as an Officer then the seat will be open to the entire Board."  

At HCNNC's special board meeting on September 16, when electing the fifth and final position of Treasurer, Mei Lau nominated Steve Rice and Tony Quon seconded the nomination (1:20:15). That is when Phyllis Ling, raised a point of order because of Article VI. Section 1. of HCNNC bylaws. Valerie Hanley board member from El Pueblo, was nominated by Miho Murai and Phyllis Ling seconded her nomination. El Pueblo did not yet have a representative on the Executive Committee, per the provisions in the bylaws. Her nomination was seconded and accepted. However, the Chair ruled to allow Steve Rice, a member from Victor Heights, to also run for the seat, even though there was already a member from Victor Heights elected to the Executive Committee.  

Phyllis Ling read these two sentences from Article VI. Section 1 of the bylaws, and noted that these two sentences were also printed on the meeting agenda (Doc E - HCNNC_9_16_2020_Special-Board-Meeting-Agenda-.pdf). In addition, the NEA, Jackie Kim, explained that if this vote were allowed to proceed with the board member from Victor Heights, that this could be a grievable offense (1:27:27 in the recording). The decision of the Chair to open the Treasurer position to the Victor Heights member was appealed. However, the board voted to reject the appeal and continue with the Chair's decision to consider the Victor Heights member for the Treasurer position. The end result was the board voted to elect this Steve Rice to the Treasurer position, which meant that two members from Victor Heights (Don Toy and Steve Rice) were on the Executive Committee, and the community of El Pueblo was excluded.

I expect these actions at the September 16 Special meeting to become the subject of a future grievance, and ask that my report not be spun off into a separate grievance. I reserve my rights to file future grievances. I simply offer this September 16 incident as evidence as to why the board cannot be relied upon to execute any remedies.

Furthermore, because there is already a board member from Victor Heights serving on the Executive Committee, as Treasurer, and there is not yet an Executive Committee member that represents El Pueblo, if/when the board revotes on the Chair position, the chair position would need to be open only to El Pueblo members. If the board is allowed to revote on the Chair position under the leadership of the current Chair, it is likely that El Pueblo would again be excluded from the Executive Committee, in violation of HCNNC Bylaws.

3. I believe the NC should be placed under control and supervision of the Department because the Chair and the board under his leadership have disregarded DONE directives and HCNNC Bylaws repeatedly, and therefore cannot be relied upon to oversee any corrective action. In addition, five of the Chair's tenants (4 residents at Cathay Manor, which is managed by CCOA Housing Corporation, the President of which is Don Toy and Steve Rice), voted for him as Chair, despite their conflicts of interest.

4. I also believe that suspension or removal of board members who engaged in or facilitated this willful violation of DONE directive (Donald Toy and Huiling Cai) is necessary. I am seeking this remedy because there must be consequences for violating the rules that govern our neighborhood councils. This refusal of the Chair and members of this board to abide by HCNNC Bylaws, DONE, and BONC policies is not an isolated incident, and will continue unless there are repercussions.

5. As an additional remedy, I respectfully recommend that Valerie Hanley, board member from El Pueblo be appointed Chair. She was one of the members of the HCNNC Formation Committee, member of HCNNC's Ad Hoc Bylaws Committee, and has had many years of experience as a board member on HCNC prior to the formation of HCNNC. She previously ran for the Chair position in June 2019, and I know she would be willing to serve as Chair if needed (Doc J - Seat on the Executive Board.pdf). Her appointment to Chair would bring HCNNC into compliance with HCNNC Bylaws Article VI. Section 1.

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
Packet1-A-E.zip	Doc F - HCNMC Monthly Profiles.pdf	Doc G - Partial Transcript- 8-19-20.pdf	Packet2-J-K.zip

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.

Phyllis Ling

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

Status	Staff	Initial Status	
		New	
Notes	Response	Panel Determination	Date Closed

asd

No response forms found

Created on Sept. 18 at 2:25 PM (PDT). Last updated by [Briceno, Lorenzo](#) on Nov. 16 at 8:08 PM (PST). Owned by [Anonymous](#).

From: EmpowerLA empowerla@lacity.org
Subject: BOARD NOTICE - Board Member Suspension - Expired/Missing Code of Conduct Training
Date: August 12, 2020 at 11:12 AM
To: HCNNC hcnnc@empowerla.org
Cc: Jackie Kim jackie.kim@lacity.org

Dear Historic Cultural North Neighborhood Council,

As you are aware, on or after November 1, 2016, a newly elected, selected, appointed or re-elected Neighborhood Council Board Member is required to provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature, or to participate in a Code of Conduct training approved by the Department within 30 days of the election or selection being certified by the Department or within 30 days of selection or appointment to the board. Thereafter, all new Neighborhood Council Board Members shall renew their Code of Conduct every two years.

Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department or participate in the approved Department training within the above mentioned time frames is subject to suspension from their Neighborhood Council. Once suspended, the board member may not act on any matter that comes before their Neighborhood Council. Additionally, their presence at the meeting may and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council's meeting.

Upon review of our training records with the Department, we see that some Historic Cultural North Neighborhood Council Board Members have been out of compliance for longer than 30 days of their Code of Conduct expiration date, or we do not have information to support that they have completed the Code of Conduct agreement, including their signature, as of 30 days of receiving their Cornerstone Board Member Training Portal login credentials. Pursuant to the Code of Conduct Policy, they have been notified that their Board Member status has been suspended. While suspended, they cannot act on any matter that comes before your Neighborhood Council and cannot be counted for the purpose of establishing a quorum of the Neighborhood Council. They have 30 days from the date of their notice to submit their signed Code of Conduct agreement in the Cornerstone Board Member Training Portal.

It is in the Department's interest to avoid the need to progress to the next step, which is to remove the board member from service on your Neighborhood Council. We are available to provide individuals with assistance in this regard. If their Code of Conduct is not submitted by **August 24, 2020**, they will be removed from the Historic Cultural North Neighborhood Council board.

If they would like to provide evidence of their Code of Conduct compliance, they should notify us and include any substantiating evidence by emailing rosters@empowerla.org.

The following Board Members have been suspended:

Huiling Cai - Expiration Date: (None Recorded)

Thank you,

--

Department of Neighborhood Empowerment


200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751
EmpowerLA.org



NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT



Empower Yourself. Empower Your Community. Empower LA.

From: Jackie Kim jackie.kim@lacity.org 
Subject: BONC Code of Conduct
Date: September 16, 2020 at 1:11 PM
To: Steve Rice stopandthinkaboutthis@gmail.com, Mei Lau mxl056@gmail.com, Bryce Louie brycehlouie@gmail.com
Bcc: HCNNC@empowerla.org

Dear HCNNC Executive Committee,

I wanted to reach out regarding the past August 19 HCNNC Special Board meeting. There were concerns raised that a Board member who had been suspended due to an expired Code of Conduct training had taken part in the meeting (voting and being counted towards quorum). I reviewed the recording of the meeting and the Board member who was suspended at that time made a motion for agenda item 7.1 Election of Board Officers: Chair. This motion was seconded, voted on, and passed.

As per the BONC Code of Conduct policy (attached as a PDF), failure to complete the training within 30 days of election or selection will result in suspensions which means that board members cannot act on items that come before the NC. Relevant language is below for your reference:

"4. Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department or participate in training approved by the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council."

In addition, the Department made multiple attempts to contact the board member prior to her suspension to remind her to complete the expired training. She received emails with her Cornerstone login information on April 2 and May 28, 2020. Department staff also made an attempt to call her on April 23, 2020 but as the number she provided to the Department was no longer in service, they sent her a follow up email on the same day.

Based on this information, the Board will have to redo agenda item [7.1.at](#) a later Board meeting to ensure that it is recognized as official Board action. I also respectfully ask that the minutes from the August 19 meeting (attached) are revised as it is inaccurate with respect to this agenda item -- the motion was made by the Board member in question and seconded by Bryce Louie.

Hope this is helpful and reach out with questions.

Best,
Jackie

--

Jackie Kim
Neighborhood Empowerment Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | [213-978-1551](tel:213-978-1551) Direct | [213-473-7465](tel:213-473-7465)
Email | jackie.kim@lacity.org
COVID-19 UPDATES: <https://empowerla.org/covid/>

 **NEIGHBORHOOD COUNCILS
EMPOWER LA**
Department of
NEIGHBORHOOD EMPOWERMENT 
Empower Yourself. Empower Your Community. Empower LA.



NEIGHBORHOO HCNNC_8_19_20
D-COU...(1).pdf 20_Spe...tes.pdf



From: angela cai [REDACTED]@yahoo.com
Subject: Re: IMPORTANT - Please renew/complete your Code of Conduct Training
Date: May 30, 2020 at 10:48 PM
To: Phyllis Ling pling.hcnnc@gmail.com

I try it . but cann't log in. Would you try to me.

On Saturday, May 30, 2020, 05:42:12 PM PDT, Phyllis Ling <pling.hcnnc@gmail.com> wrote:

Hi Angela,

Can you log in to the online system, print the certificate, sign it, and send it to me?

Thanks,

Phyllis Ling
Historic Cultural North Neighborhood Council
Secretary • Solano Canyon Resident Representative
[Email: pling.hcnnc@gmail.com](mailto:pling.hcnnc@gmail.com)
Website: hcnnc.org
Subscribe: hcnnc.org/subscribe

On May 29, 2020, at 6:54 AM, Mario Hernandez <mario.hernandez@lacity.org> wrote:

Hi Phyllis,

Good morning. If she completed using CornerStone, she is able to print her cert of completion and send to Rosters.

If it is not there, it takes a few minutes to read through and sign.

Hope this helps.

M

On Thu, May 28, 2020, 10:17 PM Phyllis Ling <pling.hcnnc@gmail.com> wrote:

Hi Mario,

I'm trying to help Angela (Huiling) Cai figure out the problem with her Code of Conduct training. Angela says that she has completed it, but for some reason, it's not showing up on the system.

Angela — Do you remember the day you took it? Was there any kind of receipt or email to confirm you finished the training? If so, could you send that to me and/or Mario?

Mario — Do you have any idea what the problem could be? Is there any kind of record that shows the training was started, and maybe it didn't get submitted? (Sorry, I took the training on the old system, so I don't know how the new training is set up.)

Thanks,

Phyllis Ling
Historic Cultural North Neighborhood Council
Secretary • Solano Canyon Resident Representative
[Email: pling.hcnnc@gmail.com](mailto:pling.hcnnc@gmail.com)
Website: hcnnc.org

website: hcnnc.org

Subscribe: hcnnc.org/subscribe

Begin forwarded message:

From: angela cai [REDACTED]@yahoo.com>

Subject: Fw: **IMPORTANT - Please renew/complete your Code of Conduct Training**

Date: May 28, 2020 at 10:06:18 PM PDT

To: Phyllis Ling <pling.hcnnc@gmail.com>

----- Forwarded Message -----

From: EmpowerLA <empowerla@lacity.org>

To: Huilingangela [REDACTED]@yahoo.com>

Cc: Mario Hernandez <mario.hernandez@lacity.org>

Sent: Thursday, May 28, 2020, 04:43:11 PM PDT

Subject: IMPORTANT - Please renew/complete your Code of Conduct Training

Dear Huiling Cai,

We hope you are doing well amidst the COVID-19 pandemic. The Department of Neighborhood Empowerment (Department) is working hard to provide you with the support you need to fulfill your duties as a Neighborhood Council (NC) board member.

In the [April 17th EmpowerLA Newsletter](#), the Department issued a notification to NC board members that effective May 1, 2020, NC boards will be returning to full meeting status in a virtual meeting environment. We are contacting you because your **Code of Conduct** training is either expired or will be expiring within the next 90 days (***Missing Training***). It is also possible that we may not have verification of the training being completed on file; we share more information below on how to move forward in these circumstance

The Department has made concerted efforts over the past few months to assist board members with expired, or soon to be expiring trainings. On April 2, 2020, the Department sent out an email reminding board members with missing/expired trainings to renew/complete their training. Additionally, during the past two months, your Neighborhood Empowerment Advocate has been in communication with you about completing the mandatory trainings.

In order to fully participate at NC board meetings, it is important that Ethics, Funding, and Code of Conduct trainings are completed. NC board members are required to complete all three (3) trainings in order to be eligible to vote on financial items according to the [Neighborhood Council Funding Program Policies and Guidelines](#). Significantly important is the requirement to complete the Code of Conduct training in order to serve on the board. Please see the Code of Conduct and Funding policies below:

[Neighborhood Council Code of Conduct Policy](#)

- Per the Board of Neighborhood Commissioners (Commission) Code of Conduct Policy, **the Department of Neighborhood Empowerment is authorized to suspend board members who fail to complete the Code of Conduct within the**

given parameters of the policy (POLICY NUMBER: 2014-2(4) § 4 - 5)

[Neighborhood Council Funding Policy](#)

To renew your **Code of Conduct** training, please log into the **Cornerstone Board Member Training Portal**. Please see your Cornerstone login credentials below:

To login to Cornerstone please visit: <https://lacity.csod.com>

Your username is: [REDACTED]

Your password is: [REDACTED]

If you have already logged in to Cornerstone before, please use the password you created.

If you do not remember the password you created, please contact us at communications@empowerla.org and we can reset it for you.

If you completed your **Code of Conduct** training before August of 2019 and feel as if you received this email in error, please send your certificate/proof of completion to rosters@empowerla.org.

If you experience any issues with Cornerstone, please contact us at communications@empowerla.org. We are available to help you. You can also contact your Neighborhood Council Advocate, **Mario Hernandez** (mario.hernandez@lacity.org), if you have any questions.

Thank you for service to your communities.

Sincerely,

SEEK, SHARE, AND STAY SAFE during COVID-19.

--

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Downtown Office: (213) 978-1551

Downtown Fax: (213) 978-1751

EmpowerLA.org



NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT



Empower Yourself. Empower Your Community. Empower LA.

HCNNC

HISTORIC CULTURAL NORTH NEIGHBORHOOD COUNCIL

CHINATOWN • EL PUEBLO • SOLANO CANYON • VICTOR HEIGHTS



Wednesday, August 19th, 2020 – 4:00 p.m. - 6:00 p.m.

Special Board Meeting

通用董事會會議 · Reunión de la Junta

Please click the link below to join the webinar:

<https://zoom.us/j/95528860779>

Or iPhone one-tap :

US: +16699006833

Password: 95528860779#

or +13462487799

Password: 95528860779#

Or by Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833

+1 346 248 7799

or +1 253 215 8782

or +1 301 715 8592

or +1 312 626 6799

or +1 929 205 6099

or 833 548 0282 (Toll Free)

or 877 853 5257 (Toll Free)

or 888 475 4499 (Toll Free)

or 833 548 0276 (Toll Free)

Webinar ID: 955 2886 0779

International numbers available: <https://zoom.us/j/abjgwJOYNP>

VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Historic Cultural North Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial **888 475 4499 US Toll-free**, and enter **926 0488 4161** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

AGENDA

- 1 — **Welcoming Remarks** - Call to Order and Introductions
- 2 — **Establishment of Quorum** - Roll Call
- 3 — **Discussion and possible action to approve the minutes of the HCNNC General Board Meeting of February 21, 2020.**
- 4 — **General Public Comment on Non-Agenda Items** (Up to two minutes per speaker)
- 5 — **Community/Government Reports & Announcements**
 - 5.1 LA City Council District Representatives
 - 5.2 Public Safety
 - 5.3 Other Government Departments/Agencies, including the Department of Neighborhood Empowerment representatives
 - 5.4 Community Organizations
- 6 — **Executive Committee Officer's Reports**
 - 6.1 Chair's Report
 - 6.2 Vice Chair #1 & #2 Reports
 - 6.3 Secretary's Report
 - 6.4 Treasurer's Report
 - 6.4.1 Discussion and possible action to approve the Monthly Expenditure Report (MER) for February 2020.
 - 6.4.2 Discussion and possible action to approve the Monthly Expenditure Report (MER) for March 2020.
 - 6.4.3 Discussion and possible action to approve the Monthly Expenditure Report (MER) for April 2020.
 - 6.4.4 Discussion and possible action to approve the Monthly Expenditure Report (MER) for May 2020.
 - 6.4.5 Discussion and possible action to approve the Monthly Expenditure Report (MER) for June 2020.

- 7 — **Election of Board Officers**

Discussion and possible action regarding the Election of officers. The Officers of the Board will have at least one member from each community. If a community does not have a member willing to serve as an Officer then the seat will be open to the entire Board.

- 7.1 Chair
- 7.2 Vice-Chair #1
- 7.3 Vice-Chair #2
- 7.4 Secretary
- 7.5 Treasurer

- 8 — **Regular day and time for HCNNC Monthly Meeting**

- 8.1 Discussion and Possible action to approve the third Wednesday of each month, 4pm -6pm for our regular neighborhood council meetings.

- 9 **Second Signer and Bank Card Holder**

- 9.1 Discussion and possible action to designate Second Signer /Bank Card Holder

- 10 **Discussion and possible action regarding midterm election process and procedures (DONE information guidelines etc.)**

- 11 **Committee Reports**

- 11.1 **Ad-Hoc Bylaws Committee**

10.1.1 Report from committee. Discussion and possible action to formally disband the ad-hoc bylaws committee.

11.2 Planning & Land Use Management, July, 14th 2020)

11.2.1 414 Bamboo Lane / ZONE VARIANCE

Case Number: ENV-2019-6870-CE, ZA-2019-6869-ZV-ZAA

Description: PROPOSED ZONE VARIANCE TO ALLOW ZERO (0) PARKING SPACES ON-SITE IN LIEU OF THE REQUIRED SEVEN (7) SPACES PURSUANT TO LAMC SECTION 12.21 A.4.

Hearing Date: TBD

Planner: Maira Sanchez - maira.sanchez@lacity.org

Applicant: JOHN LEE [Company: 9 ZERO 4 LLC]

Discussion and possible action on a Letter of Support.

11.2.2 207-211 Ord Street / CONDITIONAL USE PERMIT

Project Name: "The Little Jewel of New Orleans & The Swamp Room"

Case Number: ZA-2020-492-CUB

Request: Conditional Use to allow the sale and dispensing of a full line of alcohol for on-site and off-site consumption in conjunction with an existing 3,715 s.f. restaurant and market (already selling beer and wine for on- and off-site consumption) with 42 seats, and in a new 1,345 s.f. lounge area with 56 seats, for a total of 5,060 s.f. of alcohol service area and 98 seats, and with hours of operation from 8 a.m. to 4 a.m. daily.

Hearing Date: 7/27.

Applicant: [Company: EVANGELINE INC]

Planner: Michelle Carter - michelle.carter@lacity.org

Discussion and possible action on a Letter of Support.

11.2.3 727 N Broadway #216 / CONDITIONAL USE PERMIT

Project Name: "Tang's"

Case Number: ZA-2020-1485-CUB

Request: A Conditional Use Permit to allow the sale and dispensing of a full line of alcoholic beverages at an existing 3,370 s.f. restaurant with 101 seats having live entertainment and hours of operation from 12 noon to 2 a.m. daily.

Hearing date: TBD

Applicant: [Company: TANG'S]

Planner: Trevor Martin - trevor.martin@lacity.org

Discussion and possible action on a Letter of Support.

11.2.4 1640-1646 N. Spring Street / CONDITIONAL USE PERMIT

Case Number: ZA-2020-2750-CUB, EVN-2020-2751-CUB

Description: CUB TO ALLOW THE SALE AND DISPENSING OF BEER AND WINE IN CONJUNCTION WITH A 980 SQ. FT. RESTAURANT WITH 15 INTERIOR SEATS AND HOURS OF OPERATION FROM 7:00 AM - 12:00 AM DAILY IN THE UV(CA) ZONE.

Hearing Date: TBD

Applicant: JENNIFER TZAR [Company: THE ZYMOLOGIST LLC]

Planner: Phillip Bazan - phillip.bazan@lacity.org

Discussion and possible action on a Letter of Support.

11.2.5 980 N. Broadway / CONDITIONAL USE PERMIT

Case Number: ZA-2020-950-CUB-CUX, EVN-2020-951-CE

Description: CUB SALE & DISPENSING OF BEER & WINE ONSITE CONSUMPTION & SALE OF WINE OFFSITE CONSUMPTION NEW 1397 SF BAR W/ 59 INTERIOR SEATS, 109 SF PATIO W/ 12 EX SEATS, LIVE ENT., DANCING IN 95 SQFT, HRS OF OPERATION OF 7 AM-2 AM.

Hearing Date: 7/7.

Applicant: ZACH JARRETT [Company: ELOTRO]

Planner: Courtney Shum - courtney.shum@lacity.org

Discussion and possible action on a Letter of Support.

11.2.6 Planning Subcommittee Meeting, August 13th, 2020

Follow up on previous projects discussed on alcohol sales

11.2.7 Presentation and Discussion on HCNNC's role in 2040 plan

11.3 Budget & Finance

11.4 Outreach & Communications

- 11.4.1 Discussion and possible action to approve a logo. Discussion and possible action to pay \$250 to the artist Davil for the rights to use the logo.

Committee Recommendation: For approval of logo, by a unanimous vote (4-Yes).

- 11.4.2 Discussion and possible action to approve a flyer and brochure. (See flyer.pdf and brochure.pdf). Discussion and possible action to approve payment of up to \$500 to ER Copies for printing of flyers and brochures.

Committee Recommendation: For approval, by a unanimous vote (4-Yes).

11.5 Schools & Libraries

11.6 Arts, Parks, Recreation & Culture

12 — Old Business

- 12.1 Discussion and possible action to approve up to \$150.00 for a 3-month rental, or up to \$400 for a 12 month rental of a United States Postal Service P.O. Box for the official mailing address of the HCNNC.

13 — New Business

14 — Board Member Comments and Announcements

15 — Requests and Motions for Future Agenda Items

16 — Adjournment

Officers

Don Toy Chair	Mei Wah Lau 1st Vice-Chair	Bryce Louie 2nd Vice-Chair	— Secretary	Steve Rice Treasurer
-------------------------	--------------------------------------	--------------------------------------	----------------	--------------------------------

Neighborhood Representatives

Xiao Ping Liang Chinatown At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Mei Wah Lau Chinatown Business Owner/ Employee Representative	Wai So Yuan Chinatown Non-Profit Representative	Tuong Hoang Chinatown Residential Representative	Ne Hung Hom Chinatown Residential Representative
Paul Hanley El Pueblo At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Norma Garcia El Pueblo Business Owner/ Employee Representative	Valerie Hanley El Pueblo Non-Profit Representative	Huiling Cai Solano Canyon Residential Representative	Phyllis Ling Solano Canyon Residential Representative
Wilson Gee Solano Canyon Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Steve Rice Victor Heights Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Don Toy Victor Heights Residential Representative	Esther Woojan Victor Heights Residential Representative	Bryce Louie At-Large Youth Representative
Miho Murai At-Large Representative	Tony Quon At-Large Representative			

Public Input at Neighborhood Council Meetings

The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

Public Posting of Agendas

Neighborhood Council agendas are posted for public review as follows:

- Solano Avenue Elementary School, 615 Solano Avenue, Los Angeles, CA 90012
- Public Notice Board, Plaza el Pueblo de Los Angeles (in front of 555 N Main St, Los Angeles, CA 90012)
- Chinatown Library, 639 N Hill St, Los Angeles, CA 90012
- Alpine Recreation Center, 817 Yale St, Los Angeles, CA 90012
- Eastside Deli, 1013 Alpine St, Los Angeles, CA 90012
- www.hcnnc.org

You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions> or HCNNC's mailing list at <https://hcnnc.org/subscribe/>.

The Americans With Disabilities Act

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCsupport@lacity.org or phone: (213) 978-1551.

Public Access of Records

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of their meetings, may be viewed 200 N Spring St, Los Angeles, California 90012, or at our website: www.hcnnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact HCNNC at (323) 716-3918 or email hcnnc.board@gmail.com.

Servicios De Traducción

Si requiere servicios de traducción, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. si necesita asistencia con esta notificación, por favor llame al (323) 716-3918.

翻译服务

如果您需要翻译服务，请在活动开始前3个工作日（72小时）通知办公室。如果您在此通知中需要帮助，请致电(323) 716-3918。

HCNNC

HISTORIC CULTURAL NORTH NEIGHBORHOOD COUNCIL

CHINATOWN • EL PUEBLO • SOLANO CANYON • VICTOR HEIGHTS



Wednesday, September 16th, 2020 – 4:00 p.m. - 6:00 p.m. Special Board Meeting Agenda

通用董事會會議 · Reunion General

Please click the link below to join the webinar:

<https://zoom.us/j/96862605049>

and enter Webinar ID: 968 6260 5049

Or iPhone one-tap :

US: +16699006833 and enter 96862605049#

or +13462487799 and enter 96862605049#

Or by Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833

or +1 346 248 7799

or +1 253 215 8782

or +1 929 205 6099

or +1 301 715 8592

or +1 312 626 6799

or 888 475 4499 (Toll Free)

or 833 548 0276 (Toll Free)

or 833 548 0282 (Toll Free)

or 877 853 5257 (Toll Free)

International numbers available: <https://zoom.us/j/abXWr2451w>

VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Historic Cultural North Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial **(888)475-4499 US Toll-free**, and enter **968 6260 5049** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

AGENDA

1 — Welcoming Remarks - Call to Order and Introductions

2 — Establishment of Quorum - Roll Call

3 — Election of Board Officers

Discussion and possible action regarding the Election of officers. The Officers of the Board will have at least one member from each community. If a community does not have a member willing to serve as an Officer then the seat will be open to the entire Board.

3.1 Vice-Chair #2

3.1.1 Nominations

Miho Murai (Nominated by Phyllis Ling; Nomination seconded by Valerie; Nomination Accepted)

Valerie Hanley (Nominated by Steve Rice; Nomination seconded Don Toy; Nomination Declined)

Paul Hanley (Nominated by Steve Rice; Nomination seconded Don Toy; Nomination Declined)

Norma Garcia (Nominated by Steve Rice; Nomination Seconded by Norma Garcia; Nomination Declined)

Bryce Louie (Nominated by Steve Rice; Nomination Seconded by Don Toy; Nomination Accepted)

3.1.2 Elections

3.2 Secretary

3.3 Treasurer

4 — Regular day and time for HCNNC Monthly Meeting

4.1 Discussion and Possible action to approve the third Wednesday of each month, 4pm -6pm for our regular neighborhood council meetings.

5 Second Signer and Bank Card Holder

5.1 Discussion and possible action to designate Second Signer /Bank Card Holder

6 Discussion and possible action regarding midterm election process and procedures (DONE information guidelines etc.)

7 Committee Reports

7.1 Ad-Hoc Bylaws Committee

7.1.1 Report from committee. Discussion and possible action to formally disband the ad-hoc bylaws committee.

7.2 Planning & Land Use Management, July, 14th 2020)

7.2.1 414 Bamboo Lane / ZONE VARIANCE

Case Number: ENV-2019-6870-CE, ZA-2019-6869-ZV-ZAA

Description: PROPOSED ZONE VARIANCE TO ALLOW ZERO (0) PARKING SPACES ON-SITE IN LIEU OF THE REQUIRED SEVEN (7) SPACES PURSUANT TO LAMC SECTION 12.21 A.4.

Hearing Date: TBD

Planner: Maira Sanchez - maira.sanchez@lacity.org

Applicant: JOHN LEE [Company: 9 ZERO 4 LLC]

Discussion and possible action on a Letter of Support.

7.2.2 207-211 Ord Street / CONDITIONAL USE PERMIT

Project Name: "The Little Jewel of New Orleans & The Swamp Room"

Case Number: ZA-2020-492-CUB

Request: Conditional Use to allow the sale and dispensing of a full line of alcohol for on-site and off-site consumption in conjunction with an existing 3,715 s.f. restaurant and market (already selling beer and wine for on- and off-site consumption) with 42 seats, and in a new 1,345 s.f. lounge area with 56 seats, for a total of 5,060 s.f. of alcohol service area and 98 seats, and with hours of operation from 8 a.m. to 4 a.m. daily.

Hearing Date: 7/27.

Applicant: [Company: EVANGELINE INC]

Planner: Michelle Carter - michelle.carter@lacity.org

Discussion and possible action on a Letter of Support.

7.2.3 727 N Broadway #216 / CONDITIONAL USE PERMIT

Project Name: "Tang's"

Case Number: ZA-2020-1485-CUB

Request: A Conditional Use Permit to allow the sale and dispensing of a full line of alcoholic beverages at an existing 3,370 s.f. restaurant with 101 seats having live entertainment and hours of operation from 12 noon to 2 a.m. daily.

Hearing date: TBD

Applicant: [Company: TANG'S]

Planner: Trevor Martin - trevor.martin@lacity.org

Discussion and possible action on a Letter of Support.

7.2.4 1640-1646 N. Spring Street / CONDITIONAL USE PERMIT

Case Number: ZA-2020-2750-CUB, EVN-2020-2751-CUB

Description: CUB TO ALLOW THE SALE AND DISPENSING OF BEER AND WINE IN CONJUNCTION WITH A 980 SQ. FT. RESTAURANT WITH 15 INTERIOR SEATS AND HOURS OF OPERATION FROM 7:00 AM - 12:00 AM DAILY IN THE UV(CA) ZONE.

Hearing Date: TBD

Applicant: JENNIFER TZAR [Company: THE ZYMOLOGIST LLC]

Planner: Phillip Bazan - phillip.bazan@lacity.org

Discussion and possible action on a Letter of Support.

7.2.5 980 N. Broadway / CONDITIONAL USE PERMIT

Case Number: ZA-2020-950-CUB-CUX, EVN-2020-951-CE

Description: CUB SALE & DISPENSING OF BEER & WINE ONSITE CONSUMPTION & SALE OF WINE OFFSITE CONSUMPTION NEW 1397 SF BAR W/ 59 INTERIOR SEATS, 109 SF PATIO W/ 12 EX SEATS, LIVE ENT., DANCING IN 95 SQFT, HRS OF OPERATION OF 7 AM-2 AM.

Hearing Date: 7/7.

Applicant: ZACH JARRETT [Company: ELOTRO]

Planner: Courtney Shum - courtney.shum@lacity.org

Discussion and possible action on a Letter of Support.

7.2.6 Planning Subcommittee Meeting, August 13th, 2020

Follow up on previous projects discussed on alcohol sales

7.2.7 Presentation and Discussion on HCNNC's role in 2040 plan

7.3 Outreach & Communications

7.3.1 Discussion and possible action to approve a logo. Discussion and possible action to pay \$250 to the artist Davil for the rights to use the logo.

Committee Recommendation: For approval of logo, by a unanimous vote (4-Yes).

7.3.2 Discussion and possible action to approve a flyer and brochure. (See flyer.pdf and brochure.pdf). Discussion and possible action to approve payment of up to \$500 to ER Copies for printing of flyers and brochures.

Committee Recommendation: For approval, by a unanimous vote (4-Yes).

7.4 Schools & Libraries

7.5 Arts, Parks, Recreation & Culture

8 — Old Business

8.1 Discussion and possible action to approve up to \$150.00 for a 3-month rental, or up to \$400 for a 12 month rental of a United States Postal Service P.O. Box for the official mailing address of the HCNNC.

9 — New Business

10 — Board Member Comments and Announcements

11 — Requests and Motions for Future Agenda Items

12 — Adjournment

Officers

Don Toy Chair	Mei Wah Lau 1 st Vice-Chair	Bryce Louie 2nd Vice-Chair	— Secretary	Steve Rice Treasurer
-------------------------	--------------------------------------------------	--------------------------------------	-----------------------	--------------------------------

Neighborhood Representatives

Xiao Ping Liang Chinatown At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Mei Wah Lau Chinatown Business Owner/ Employee Representative	Wai So Yuan Chinatown Non-Profit Representative	Tuong Hoang Chinatown Residential Representative	Ne Hung Hom Chinatown Residential Representative
Paul Hanley El Pueblo At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Norma Garcia El Pueblo Business Owner/ Employee Representative	Valerie Hanley El Pueblo Non-Profit Representative	Huiling Cai Solano Canyon Residential Representative	Phyllis Ling Solano Canyon Residential Representative
Wilson Gee Solano Canyon Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Steve Rice Victor Heights Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Don Toy Victor Heights Residential Representative	Esther Woojan Victor Heights Residential Representative	Bryce Louie At-Large Youth Representative
Miho Murai At-Large Representative	Tony Quon At-Large Representative			

Public Input at Neighborhood Council Meetings

The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

Public Posting of Agendas

Neighborhood Council agendas are posted for public review as follows:

- Solano Avenue Elementary School, 615 Solano Avenue, Los Angeles, CA 90012
- Public Notice Board, Plaza el Pueblo de Los Angeles (in front of 555 N Main St, Los Angeles, CA 90012)
- Chinatown Library, 639 N Hill St, Los Angeles, CA 90012
- Alpine Recreation Center, 817 Yale St, Los Angeles, CA 90012
- Eastside Deli, 1013 Alpine St, Los Angeles, CA 90012
- www.hcnnc.org

You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions> or HCNNC's mailing list at <https://hcnnc.org/subscribe/>.

The Americans With Disabilities Act

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCSupport@lacity.org or phone: (213) 978-1551.

Public Access of Records

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of their meetings, may be viewed 200 N Spring St, Los Angeles, California 90012, or at our website: www.hcnnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact HCNNC at (323) 716-3918 or email hcnnc.board@gmail.com.

Servicios De Traducción

Si requiere servicios de traducción, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. si necesita asistencia con esta notificación, por favor llame al (323) 716-3918.

翻译服务

如果您需要翻译服务，请在活动开始前3个工作日（72小时）通知办公室。如果您在此通知中需要帮助，请致电(323) 716-3918。



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Happy Fiscal New Year! We have wrapped up our Neighborhood Council elections for the next two years. BIG thanks to EmpowerLA's election outreach team, led by Director of Outreach and Communications, Tom Soong, as well as all of our staff for doing an amazing amount of outreach in our targeted areas. We will now be focused on writing our report back to City Council on the election results. We'll also be holding some citywide townhalls to debrief the elections with Neighborhood Councils so please let us know what worked and what needs to work better. More details about this under the Outreach section of the profile. Many thanks to our partners, the Office of the City Clerk and the City Attorney's Office, for their assistance during the elections! We hope you have had or will have an opportunity to attend our Leadership Academy, online Cornerstone training, or Neighborhood Council Civic University 1.0. This education will provide you with some foundational training for your role as an advocate for your community. Please remember that we are here to assist your Neighborhood Council in succeeding because your one success benefits the entire Neighborhood Council system.

Citywide Campaigns

As you know, filing Community Impact Statements is one of the ways Neighborhood Councils can weigh in officially on City Council files. Neighborhood Councils filed the most Community Impact Statements last year with 648. Congratulations to Los Feliz Neighborhood Council for being the number one filer in the City with 60 Community Impact Statements!!

Admin

Fiscal year 2018-19 has come to a close and we are grateful to our many partners, both Neighborhood Council members and City partners that helped us innovate and pilot new services such as the online Cornerstone training interface and the Canva platform. We look forward to further innovations including an updated website, and case management and tracking application. Please continue to follow us by subscribing to our newsletter, and following us on social media for the latest news.

Field

The Department will be working with our NCs in the coming months to implement the reforms.

Also, with the 2020 Census moving to an online survey, EmpowerLA is participating in the Census 2020 by volunteering a computer site to assist stakeholders complete the Census. These computer sites are being referred to as Census Action Kiosk sites. Los Angeles County ranks as the hardest-to-count county in the nation. Hard-to-count areas include neighborhoods with limited access to the internet, those with high concentrations of renters and homeless people, and immigrant communities that may not participate in the

Census due to language barriers or fear of reprisal by the federal government. As a reminder, per the Mayor Garcetti's [Executive Directive No. 20](#) the City will not assist or cooperate with any effort by federal immigration agents to use public facilities or resources for the purposes of enforcing federal civil immigration law. For more information and resources visit: <https://www.lamayor.org/Immigration>

Funding

The Administrative Packet for Fiscal Year 2019-2020 can be submitted through the Funding portal starting July 1, 2019. The Admin Packet allows your Board to plan and create its annual budget, confirm the Financial Officers serving your Board, and to confirm or let us know of any administrative services, i.e. storage space, website support, for the upcoming Fiscal Year. Please visit our [website](#) to download the Packet. You'll find it in the Documents and Forms section, under Governing Documents. Plan on submitting your Admin Packet starting July 1st in order to gain access to your annual funds when the Fiscal Year begins. NCs that have not submitted an annual budget and Administrative Packet to the NC Funding Program when the new Fiscal Year begins will be limited to \$333.00/month for Office/Operational expenditures only. On August 1st, Funding Program will begin notifying NCs of their Fiscal Year 2018/2019 account closing balance which will include the amount of funds available for rollover. As a reminder, NCs now have the ability to rollover up to \$10,000 of unspent funds from one Fiscal Year to the next, on a non-cumulative basis. Please refer to Funding Program Policy 1.1.3, Annual Budget Funds Rollover, for more information: <https://clerk.lacity.org/neighborhood-council-funding-program>

Outreach

Elections for all 13 Regions have been completed. What a journey! We thank the City Clerk staff for their assistance as over 22000+ voters got involved with our election process. We will be compiling information and doing after election surveys. 3 feedback sessions will be held in the Valley, Central/East, and South/Harbor Areas. We are securing locations but save the dates for July 30, July 31, and August 1st. An after election report will be done describing the methods of outreach used, what worked, and best practices. Thank you for making the elections a success!

Policy

Civic U emphasizes civic and community engagement and gives Neighborhood Council leaders the tools they need to understand city government and influence policy at City Hall. Since the first Civic U, over 300 Angelenos have completed and graduated the program. The Department of Neighborhood Empowerment/EmpowerLA in collaboration with the Mayor's Office and Cal State LA Pat Brown Institute, invite each Neighborhood Council to select one male and one female to the cohort of Civic U 1.0. Civic U 1.0 will be held on Monday, July 15, 22, and 29 from 6 pm - 9 pm. Space is limited, so please [register](#) by Friday, July 5. "We cannot build a better Los Angeles without an engaged population that knows how to navigate city government," said Mayor Garcetti. "That's why the Civic U emphasizes civic literacy: it's not just about your vote at the ballot box, it's about making sure your elected officials are representing your interests." Instructors will be under the supervision of Dr. Raphael Sonenshein, Executive Director of the Pat Brown Institute (PBI), and author of three books on Los Angeles politics and government. Teaching staff, guest speakers, and group

facilitators will be drawn from the Pat Brown Institute (PBI), Cal State LA Faculty, the Mayor's Office, other city offices, the Center for Nonprofit Management, and trained by the Pat Brown Institute.

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, July 2 at 6 pm at City Hall East Controller's Conference Room 351 located at 200 North Main Street, Los Angeles, CA 90012. Agenda items include discussion and possible action regarding training for the neighborhood council board members. Discussion may include creating policies for mandated leadership and conflict resolution for board members and candidates. In addition, the Board of Neighborhood Commissioners will be hosting town hall meetings on creating policies for mandated leadership and conflict resolution for board members and candidates in August and September.

The next Homelessness Liaison meeting will be on Tuesday, July 30 from 6:30 pm - 8:30 pm at the Controller's Conference Room 351 located at City Hall East (200 North Main Street). The Los Angeles City Council will be on its summer recess from Friday, July 5 to Friday, July 26. Thank you to the many Neighborhood Councils for submitting Community Impact Statements. Over 600 Community Impact Statements were submitted during FY 18-19. Please contact Lorenzo at lorenzo.briceno@lacity.org if your Neighborhood Council has appointed new filers for Community Impact Statements.

City Clerk Election Administration

The 2019 Neighborhood Council Elections are now complete. The City Clerk will coordinate with the Department on scheduling post-election town halls to obtain feedback on the election process. Our office will also be contacting your board to arrange for your election records pick-up. Stakeholder Registration Forms, candidate filing applications, and ballots will become available 90 days after your election was certified. NCs must designate a representative to pick up the records from our office. If your NC does not pick up these documents, which are very useful for ongoing stakeholder outreach, these materials will be disposed of in accordance with the City's records retention guidelines. If you have any questions about this process, please contact our office at (213) 978-0444 or at Clerk.Election@lacity.org. Thank you!

Did you know?

With the start of the new fiscal year and with the conclusion of the Neighborhood Council Elections, it is a good time to review with your Board your Neighborhood Council's bylaws. Bylaws are established to provide a written framework and an organizational structure for the Neighborhood Council. The Department is accepting bylaw amendments until April 15, 2020. Be sure to review and complete the [Bylaw Amendment Application](#) and submit via email to NCsupport@lacity.org. Here is a [bylaws template](#) to assist you, which includes components of the City Council approved Neighborhood Council Reforms([CF 18-0467](#)).

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 7/2/2019, you have filed Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 7/2/2019, Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Certification	Code of Conduct
Miho	Murai	At-Large Stakeholder	6/25/2021	5/29/2019	5/9/2019
Tony	Quon	At-Large Stakeholder		6/23/2019	
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2019	6/23/2019
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2019	5/29/2019
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2019	5/29/2019
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2019	5/29/2019
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2019	5/29/2019
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2019	5/29/2019
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2018	6/7/2019
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	7/1/2020	2/25/2014	1/10/2017
Valerie	Hanley	El Pueblo Non-Profit Representative	6/30/2020	12/11/2018	1/10/2017
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2019	4/26/2019
Huiling	Cai	Solano Canyon Residential Representative			
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2018	5/13/2019
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2019	5/29/2019

First Name	Last Name	Board Seat	Ethics Expiration	Funding Certification	Code of Conduct
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2019	5/29/2019
Esther	Woojan	Victor Heights Residential Representative	5/29/2021		5/29/2019

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative
Esther	Woojan	Victor Heights Residential Representative

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

First Name	Last Name	Board Seat
Tony	Quon	At-Large Stakeholder
Huiling	Cai	Solano Canyon Residential Representative

Board Members who have not completed the Code of Conduct training or their certificate has expired :

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Tony	Quon	At-Large Stakeholder
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Tuesday, July 2

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, July 3

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Thursday, July 4

[Holiday](#)

Saturday, July 6

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Thursday, July 11

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, July 13

10:00am

[PlanCheckNC Meeting](#)

Monday, July 15

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

5:30pm

[Civic University 1.0 Session](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, July 17

8:00am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, July 18

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Monday, July 22

5:30pm

[Civic University 1.0 Session](#)

Saturday, July 27

10:00am

[Neighborhood Council Emergency Preparedness Alliance Meeting](#)

Monday, July 29

5:30pm

[Civic University 1.0 Session](#)

Tuesday, July 30

6:30pm

[Homelessness Liaison Meeting](#)

Existing Vendors for NCs

Web Service Providers:

Civic Resource Group

Contact: Gregory Curtin, CEO

gregc@civicresource.com

The Mailroom

Contact: Kristina Smith

(310)-514-1797

ksmith@klct.com

Moore Business Results

Contact: Wendy Moore

(818)-252-9399

wmoore@moorebusinessresults.com

Port Town Websites

Contact: Jill Fox

(310)-832-0836

jill@porttownwebsites.com

The Web Corner

Contact: Robert Adams, Owner

(818)-345-7443

rob@thewebcorner.com

Zel design

Contact: Zelda Harrison

(310)-559-2770

zeldesign@sbcglobal.net

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz

Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana

(562)-860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca

(626)-793-0020

arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes

(310)-387-1374

info@btsasa.com

Translation Services:

Languages 4 You

(818) 720-7105

Continental Interpreting Services

(800) 201-7121

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCSupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



NEIGHBORHOOD COUNCILS **EMPOWER** LA™

Department of
NEIGHBORHOOD EMPOWERMENT



Historic Cultural North **Neighborhood Council Monthly Profile**

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

In September of 2017, we conducted a [demographic survey](#) of the Neighborhood Council board members to prepare for the 2019 election outreach. Now that elections are over, we are conducting a follow up survey of the board members to see if there are any changes in the demographics. Please help us by taking the [survey](#) before August 31, 2019. Thank you!

We have some staff updates to announce. We are happy to welcome three new Neighborhood Empowerment Advocates to the team. Freddy Cupen-Ames and Karen Hernandez will be joining the Valley team, and Jackie Kim will be joining the Central/East team. Freddy, Karen and Jackie add a great balance of Neighborhood Council, community organizing and government experience to our department. Congrats to Freddy, Karen and Jackie!

Citywide Campaigns

On July 12th, Mayor Eric Garcetti launched a new campaign to strengthen citywide emergency readiness calling on Neighborhood Councils to appoint preparedness officers and bring resilience issue directly into their communities. The Mayor encouraged Neighborhood Councils to participate in the Ready Your L.A. Neighborhood ([RYLAN](#)). This builds upon the Mayor's initiative, [Resilient Los Angeles](#). After each Neighborhood Council appoints its Resilient Liaisons, they would then appoint one to be the Preparedness Officer. The Preparedness Officer will serve as a liaison with the City's Emergency Management Department (EMD). After being trained by EMD, these Preparedness Officers will facilitate workshops in their area and develop [RYLAN](#) plans. The Mayor also called upon every Neighborhood Council to organize and host a block party to encourage families to participate in the RYLAN program. If you have questions, please contact the Department of Neighborhood Empowerment's Chief Resiliency Officer, John Darnell, at john.darnell@lacity.org.

Admin

In an effort to make required trainings easier for Neighborhood Council Board Members and to provide access to more online trainings, we have been transitioning Board Members to the online Cornerstone training platform. Login information were sent to new and current Board Members starting April 15 (post Hollywood area elections).

If you have not seen this email, please search in your email for the subject line "Welcome To The Neighborhood Council System – Important Required Training Info" from sender empowerla@lacity.org. If after searching, you are not able to find this email, please contact us at communications@empowerla.org.

Starting this month, the department will no longer accept training completed outside of Cornerstone, unless they are done in person. This includes the Financial Officer Funding training and the In-Person Ethics Training.

To login, learn more, or view FAQs about Cornerstone, please visit: <https://empowerla.org/nctrainings/>

We'd like to also welcome two new team members to the administrative support team. Erricka Peden has accepted a position with our Department as the Executive Administrative Assistant III for the General Manager's office. She will be joining our team later in August. In addition, Candy Rosales, a Commission Executive Assistant from the City Clerk's Office will be helping our Department support the Board of Neighborhood Commissioners. Please join us in welcoming them to the Neighborhood Council system.

Field

We're happy to announce our newest alliance into the Neighborhood Council system, the West Valley Neighborhood Alliance on Homelessness (WVNAH)! The WVNAH has steadily been building a strong network of Neighborhood Councils to facilitate greater collaboration and successfully conducted a Homelessness Solutions Information Fair! 11 of the 16 NCs in the West Valley have taken action to join the WVNAH and we're excited to see the WVNAH grow! The WVNAH meets regularly throughout the West Valley. For more information and to contact the WVNAH, email WVNAH@empowerla.org

On the bylaws front, we encourage our Neighborhood Councils to start reviewing your bylaws for potential amendments. We also encourage you to start thinking about the Neighborhood Council Reforms [CF 18-0467](#) as the Department will be providing a "Stipulation Worksheet" next month to implement components of the NC Reform. Each NC will need to agendaize and vote on the stipulation worksheet, otherwise, the default option will be implemented. Our NEAs will be reaching out to provide more information about the NC Reforms.

Funding

Rollover funds will be announced to each NC in August as our Program finalizes its end-of-Fiscal-Year account closing. Once you receive your official rollover funds balance, if any, you may finalize and submit or amend and resubmit your annual budget including the rollover funds.

We are reviewing your NC's FY18/19 expenditures to identify items purchased that qualify for inventory. Using a new inventory form, we are creating an inventory list for each NC from the items identified for FY18/19. In August, we will provide your NC with the list so you may review, update as necessary, and then approve it. The approved inventory list must then be uploaded through the Funding System portal for record-keeping purposes. The inventory list form will be in Microsoft Excel format so that you may also use for inventory items you may purchase in this new Fiscal Year. The inventory list should be kept in addition to the last inventory list your board approved and provided to DONE in 2018. If there are any updates to the 2018 inventory list, namely changes to the Current Status of items, your board will also need to approve the updates to that list and resubmit through the Funding System portal.

Items considered for inventory include:

- 1) Goods with at least a \$1,000 value and at least a 3-year expected life cycle
- 2) Electronic/Electric Equipment

3) Computer Hardware

4) Furniture/Other Equipment

Outreach

The Department in conjunction with the City Clerk Elections will be compiling feedback from the 3 elections sessions and the voter survey to see what can be improved from the 2019 elections. A future gathering of outreach chairs will be scheduled so we can exchange, learn, and share best outreach practices. It is a goal to extrapolate best outreach practices that can be adopted. As we begin this fiscal year, it is a good opportunity for neighborhood councils to budget upcoming outreach events and to work with the City Clerk Funding to ensure all proper paperwork has been submitted. We are also working on an outreach report to share with City Council that lists recommendations for future budget asks.

Policy

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, August 6 at 6 pm at Glassell Park Community Center located at 3750 Verdugo Road, LA, CA 90065. Agenda items include discussion and possible action regarding training for the neighborhood council board members. Discussion may include creating policies for mandated leadership and conflict resolution for board members and candidates. In addition, the Board of Neighborhood Commissioners will be hosting town hall meetings on creating policies for mandated leadership and conflict resolution for board members and candidates in August, September, and October.

Thank you to the many Neighborhood Councils for submitting Community Impact Statements. Over 600 Community Impact Statements were submitted during FY 18-19. Los Feliz Neighborhood Council submitted the most Community Impact Statements during FY 18-19. Please contact Lorenzo at lorenzo.briceno@lacity.org if your Neighborhood Council has appointed new filers for Community Impact Statements.

LA County receives about \$7 BILLION every year based on Census data to fund programs such as Medicaid, SNAP, foster care, child welfare programs, Section 8 housing, and more. With the 2020 census being primarily administered online and LA being the hardest-to-count county, we need your help to ensure everyone is counted. If your NC is interested in hosting a census informational workshop with the Mayor's Office, please email your Neighborhood Empowerment Advocate.

Did you know?

The Congress of Neighborhoods is Saturday, September 28th. Save the date for a day long event of networking and workshops for Neighborhood Council board members citywide at City Hall! For more information, visit <https://www.nccongressla.com> Also, here is [Neighborhood Council Funding Contribution Form](#) for your Neighborhood Council to contribute to the 2019 Congress of Neighborhoods.

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 8/2/2019, you have filed Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 8/2/2019, Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	6/23/2021	
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	7/1/2020	6/30/2020	6/30/2019
Valerie	Hanley	El Pueblo Non-Profit Representative	6/30/2020	12/11/2020	6/30/2019
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Huiling	Cai	Solano Canyon Residential Representative			
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Board Members who have not completed the Code of Conduct training or their certificate has expired :

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Tony	Quon	At-Large Stakeholder
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Thursday, August 1

6:00pm

[2019 Election feedback session North and South Valley](#)

Saturday, August 3

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Monday, August 5

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, August 6

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, August 7

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Thursday, August 8

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, August 10

10:00am

[PlanCheckNC Meeting](#)

Thursday, August 15

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, August 17

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Monday, August 19

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, August 21

8:00am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Saturday, August 24

10:00am

[Neighborhood Council Emergency Preparedness Alliance Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278

Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020

arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374

info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649

santafesprings@atwork.com

Translation Services:

Languages 4 You

(818) 720-7105

Continental Interpreting Services

(800) 201-7121

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCSupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear NC Leaders: This month, the Department is focused on concluding several projects. One is the NC board member demographic survey, several items related to the NC reforms introduced in 2018, and providing feedback to the Board of Neighborhood Commissioners on resolutions related to NC code of conduct, censure, and removal of board members. Ensuring NCs are clear about what authorizations are in place to support victims of the recent fires has been of great importance to the Department as evidenced by the emails sent referencing the enabling authority in the City Clerk Funding Guidelines. The Empower LA's website page Grievances has been revised to provide greater clarity on the status of formally filed grievances against NCs. Thirty one percent of NCs have been visited during the Listening Tour. Thanks you for your hard work and efforts.

Citywide Campaigns

The Department is assisting NCs with the recruitment of individuals interested in serving as NC Census 2020 Liaisons and Ready Your LA (RYLAN) Liaison. Contact your NEA for more details.

Admin

The Administrative Services team has begun the process of compiling the 2020-2021 Budget Proposal for Neighborhood Empowerment which will be submitted to the Mayor's Office on November 22. Department managers have met with the Budget Advocates to discuss department priorities and a vision for the future. Keeping in line with prior years, the focus will be on requesting staffing and funding that will better support the Neighborhood Council System, including support at NC meetings, training, coordinating priority initiatives such as homelessness, resilience, community engagement, and dispute mediation.

Board Basics Manual - Chapter 1

The first chapter of our new Board Member Basics Manual is now available for download on our website at tiny.cc/BoardBasicsManualChapter1. It includes:

- Dictionary of Neighborhood Council-related terms and acronyms
- Overview of what NCs are; who's on a board; and how they work (which you can cut and paste into your own promo materials)
- Contacts list for City departments that support NCs
- Overview of how to set up your public contact info as a board member
- List of assets your NC should have
- Citywide map of all 99 Neighborhood Councils

Field

We wanted to share some helpful documents from the Neighborhood Council Advice Division (NCAD). Thank you to our Managing Deputy City Attorney Elise Ruden, and Deputy City Attorneys Steve Houchin and Ruth Kwon, for their guidance and support of the Neighborhood Council System. The [NCAD Neighborhood Council assignments](#) will help board members connect with the right City Attorney when seeking individual conflict advice for matters that may appear before your Neighborhood Council. Please review [this conflict of interest primer](#) and also refer to the [Procedure for Requesting Legal Advice document](#) when your Neighborhood Council wishes to contact the City Attorneys at NCAD.

Finally, here is a [quick guide](#) for your NC to review related to the California Public Records Act (CPRA). Please also take time to review your Board's own internal process on how to process CPRAs, and remember that both NCAD and the Department are available to assist your Neighborhood Council with CPRA requests.

Funding

As a reminder from last month's Profile, starting with October 2019, card transactions that are red-flagged in the Portal will need to be addressed in time for the Monthly Expenditure Report (MER) to be generated. When card transactions and accompanying receipts are reviewed and the transaction is red-flagged for a particular reason, the reason for the red flag will need to be addressed by your NC's cardholder by the time the MER is scheduled to be generated, normally by the 5th business day of the following month. If the red flag is not addressed, then the MER will not generate.

One of our long-standing committed, and knowledgeable Funding Reps, Atziri Camarena, has left the "comfort" of our Funding Program and moved on to new challenges as a Field staff for the Department of Neighborhood Empowerment effective October 28. Some of you will start seeing her at your Board meetings as your new Field Rep from DONE.

Outreach

As the holidays approach, this is a good time to start agendizing expenditures for upcoming holiday events. Holiday events are great opportunities to capture critical masses of people so you can sign people up for your database. We are looking to schedule an outreach gathering for outreach chairs to discuss outreach ideas best practices to engage stakeholders.

Policy

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, November 5 at 6 pm at Felicia Mahood Multipurpose Center located at 11338 Santa Monica Blvd., Los Angeles, CA 90025. Agenda items include discussion and possible action regarding training for the neighborhood council board members. Discussion may include creating policies for mandated leadership and conflict resolution for board members and candidates. In addition, the Board of Neighborhood Commissioners will be hosting town hall meetings on creating policies for mandated leadership and conflict resolution for board members and candidates.

City Clerk Election Administration

The City Clerk retains election materials for a period of 90 days after the certification of your NC's election results. Your Board can pick up the Stakeholder Registration Forms (excluding any stakeholder documentation) for at-poll voters, Candidate Filing Records (excluding candidate documentation), and ballots cast at the polls. In order to retrieve these documents, your Board must designate an individual to pick up these materials. That individual must then contact the City Clerk to schedule a time to retrieve the documents. If you have questions about this process, please contact our office at (213) 978-0444 or email us at clerk.electionsnclacity.org. Thank you.

Did you know?

Presidents or Chairs of a Neighborhood Council can use their discretion to direct the immediate use of NC funds for services and/or supplies related to recovery and mitigation efforts for the declared emergency? Yes, up to \$1,000 of NC funds are authorized for use in this manner, without prior board approval. Over \$1,000 in NC funds may be allocated for services and/or supplies pertaining to a declared emergency, with prior approval by the NC board at a properly noticed public meeting. In an Emergency Authority case like this one, the NC President or Chair may authorize the NC Bank Cardholder to utilize their NC bank card to purchase a specific list of items. Such expenses must be within the stated spending limits, and are strictly for emergency services/supplies listed on p. 38 of the current Neighborhood Council Funding Program manual. Have questions? Please contact your Neighborhood Empowerment Advocate or your NC Funding Representative if you require further assistance.

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 11/8/2019, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 11/8/2019, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	6/30/2020	6/30/2019
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	6/30/2019
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Huiling	Cai	Solano Canyon Residential Representative			
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Title	Case#	Case Lead	Open Date	Status
Tree Removal Notification	25047	Erica Cruz	10/31/2019	C – Resolved

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Saturday, November 2

8:45am - [Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am - [Los Angeles Neighborhood Council Coalition Meeting](#)

Monday, November 4

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, November 5

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, November 6

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Saturday, November 9

10:00am

[PlanCheckNC Meeting](#)

Monday, November 11

[Holiday - Neighborhood Empowerment Offices Closed](#)

Thursday, November 14

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, November 16

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Monday, November 18

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, November 20

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, November 21

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Thursday, November 28

[Holiday](#)

Friday, November 29

[Holiday](#)

Saturday, November 30

10:00am

[Neighborhood Council Emergency Preparedness Alliance Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278

Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020

arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374

info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649

santafesprings@atwork.com

Translation Services:

Languages 4 You

(818) 720-7105

Continental Interpreting Services

(800) 201-7121

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCsupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North

社區理事會每月概要

目錄

(請點擊所需標題轉到文檔相應部分)

開場致辭

全市宣傳：

行政管理最新資訊：

資金最新資訊：

現場最新資訊：

外聯最新資訊：

政策最新資訊：

您知道嗎？

帳戶餘額、社區影響聲明、議程和申訴

您的現有委員會成員及其認證如下所示：

證書過期或錯過必要培訓的委員會成員

未完成資金培訓的委員會成員：

道德證書丟失或過期的委員會成員：

未完成行為準則培訓或其證書過期的委員會成員：

您的本月案例為：

重要日期

NC 現有供貨商

尊敬的 NC 領導們：這個月，本部門致力於完成多個項目。其中一個項目是 NC 理事會成員的人口統計調查，2018年推出了與NC改革相關的若干項目，並且就與NC行為準則、指責和罷免理事會成員有關的決議向鄰里理事會委員提供反饋。確保 NC清楚地知道已經有支持最近火災受害者的授權，對本部門十分重要，這一點已經被提及《市書記官資助指南》中的授權所發送的電子郵件所證明。賦權洛杉磯（The Empower LA）的“申訴”網頁進行了修訂，對一起向 NC正式提出的申訴的狀態做出了更多的澄清。在傾聽之旅中，訪問了百分之三十一的NC。感謝大家的辛勤工作和努力。

全市活動

本部門執照協助 NC招募有興趣擔任 NC 2020年人口普查聯絡員和 Ready Your LA (RYLAN)聯絡員的人員。請與您的 NEA聯繫，獲取更多詳細資訊。

行政管理

行政服務團隊已經開始為社區賦權編制 2020-2021 年預算提案的程序。該提案將於11月22日提呈市長辦公室。部門管理員已經與預算倡導者舉行會議，討論了部門優先事項和未來願景。與往年保持一致，重點工作將放在要求人員配備IE資金上，以便更好地支持鄰里理事會系統，包括支持 NC會議、培訓、協調優先計劃，例如無家可歸、適應力、申請參與和爭端調解。

理事會基礎手冊-第1章

我們的新《理事會成員基本手冊》的第一章現在可以在我們的網站tiny.cc/BoardBasicsManualChapter1上下載。內容包括：

- 鄰里理事會相關的術語和首字母縮寫詞詞典
- 何謂 NC、理事會成員以及理事會工作方式的概述（您可以剪切並黏貼到自己的促銷材料中）
- 支持 NC的市政府部門聯繫人列表
- 您作為理事會成員如何設置公共聯繫資訊的概述
- 您的 NC 應該擁有的資產清單
- 全市所有 99 個鄰里理事會的地圖

現場

我們向分享一些來自鄰里理事會諮詢部（NCAD）的有用文件。謝謝我們的常務市副檢察長 Elise Ruden、市副檢察長 Steve Houchin和 Ruth Kwon對鄰里理事會系統的指導和支持。[NCAD 鄰里理事會的任務](#)將有助於理事會成員對於可能出現在鄰里理事會的事項向證券的市檢察官尋求個人衝突意見。當您的鄰里理事會希望在NCAD與市檢察官聯繫時，請審閱[本利益衝突入門](#)，並且參閱[請求法律意見文件程序](#)。

最後，這裡是您的NC查看關於《加州公共記錄法》（CPRA）的[快速指南](#)。請花點時間查看您的理事會如何處理CPRA的內部流程，並記住 NCAD 和本部門都可以協助您的鄰里理事會處理 CPRA的要求。

資助

作為上個月簡介的提醒，從2019年10月開始，門戶網站中被紅色標記的卡教育將需要及時處理，以便生成《月度支出報告》(MER)。當卡交易以及伴隨的收據因某種原因被審查並且交易被紅色標記時，在計劃生成MER之前您的NC卡持有者需要解決產生紅色標記的原因，通常是在下個月的第5個工作日之前。如果產生紅色標記的問題沒有解決，則不會生成MER。

我們的一位長期負責任和知識淵博的資金代表Atziri Camarena離開了我們資金計劃的“舒適”，從10月28日起調職擔任鄰里賦權部門實地工作人員，接受新的挑戰。你們一些人會看到她作為來自DONE的新實地代表參加你們的理事會會議。

外聯

隨著假期的臨近，現在是開始為即將到來的假期活動分配費用的好時機。假期活動是捕獲關鍵人群的絕佳機會，因此您可以為數據庫註冊人員。我們正在計劃為外展主席們安排一次外展聚會，討論吸煙利益相關者參與的外展想法和最佳做法。

政策

歡迎您來參加我們將於11月5日週二晚上6時在Felicia Mahood多用途中心舉行的鄰里理事會委員會會議，地址是11338 Santa Monica Blvd., Los Angeles, CA 90025。議程項目包括暴力對鄰里理事會董事會成員進行培訓以及可能採取的行動。此外，鄰里理事會委員們將舉行市政廳會議，討論創建理事會成員和候選人的強制性領導和衝突解決的政策。

市書記官選舉管理

在您的NC選舉結果認知後，市書記官保留選舉材料90天。您的律師可以為到投票站投票的選民領取《利益相關者登記表》（不包括任何利益相關者的文件）、《候選人備案記錄》（不包括候選人的文件）、以及投票站的選票。為了檢索這些文件，您的理事會必須指定一個人來領取這些材料。然後，該人必須與市書記官聯繫安排取走文件的時間。如果您對這個過程有疑問，請與我們辦公室聯繫，電話：(213) 978-0444，電子郵件地址：clerk.electionsnc@lacity.org。謝謝。

您知道嗎？

鄰里理事會的總裁或主席們可以酌情指示把NC資金立即用於與宣佈緊急狀況的恢復和減災工作相關的服務和/用品？是的，可以以這種方式授權使用最多\$1,000的NC資金，不需要理事會事先批准。在NC理事會在適當通知公共會議中事先批准的情況下，可以分配超過\$1,000的NC資金用於與宣佈的緊急情況相關的服務和/用品。在像這樣的經濟授權個案中，NC總裁或主席可以授權NC銀行卡持卡人使用其NC銀行卡購買特定物品清單中的物品。此類支出必須在規定的支出限額之內，並且嚴格用於當前的《鄰里理事會資助計劃》手冊第38頁列明的經濟服務/用品。您有疑問嗎？如果您需要進一步的幫助，請與您的鄰里賦權倡導者或您的NC資助代表聯繫。

繼續閱讀下一頁，查看您的帳戶餘額、社區影響聲明、議程、申訴、委員會成員認證狀態、過期或錯過的必要培訓、社區理事會案例、重要日期和 **NC 現有供應商**。

帳戶餘額、社區影響聲明、議程和申訴

點擊[此處](#)，訪問社區理事會資金控制面板，查看您的當前帳戶餘額。

截至~11/4~，您已經提交了 社區影響聲明，本月您的社區理事會張貼的議程為 份。

截至 11/8/2019，共有 0 份針對您的社區理事會提交的申訴。

請繼續閱讀下一頁，查看您的委員會成員認證狀態、過期或錯過的必要培訓、社區理事會案例、重要日期和 **NC 現有供貨商**。

您的現有委員會成員及其認證如下所示：

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	6/30/2020	6/30/2019
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	6/30/2019
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Huiling	Cai	Solano Canyon Residential Representative			
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021

請將所有最新資訊和更改提交至登記員，電子郵箱為 Rosters@EmpowerLA.org，包括所有道德認證。

請繼續閱讀下一頁，查看過期或錯過的必要培訓、您的社區理事會案例、重要日期和 *NC* 現有供應商。

證書過期或錯過必要培訓的委員會成員

為了就社區理事會資金專案進行投票，社區理事會委員會成員必須接受現有的道德培訓和資金培訓。社區理事會規章也要求成員接受這些培訓後方可就非資金事項進行投票。如需在委員會中服務，社區理事會委員會成員還必須閱讀並簽署《行為準則》或觀看視頻。如需完成這類培訓，請點擊[此處](#)。

注意：當面和線上道德培訓必須持續至少 2 小時。如果您線上完成道德培訓，請確保您花費兩小時完成培訓，顯示培訓時間短于 2 小時的任何認證均不會被接受。

以下委員會成員錯過了這些必要培訓之一。如果需要更新，請聯繫 Rosters@EmpowerLA.org。

未完成資金培訓的委員會成員：

資金 - 就財務事項進行投票的資格。如需符合就任何 NC 開支、財務報告和/或年度預算進行投票的資格，委員會成員必須：

- 是經選舉、任命和 / 或選任的 NC 委員會成員
- 年滿 18 歲
- 達到了加利福尼亞州當地官員道德培訓要求 (AB 1234)
- 完成了線上 NC 委員會成員資金培訓並在線上課程相關的任何測試中獲得 70% 的及格分數。

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

道德證書丟失或過期的委員會成員：

道德 - 所有委員會成員均受加利福尼亞州法律約束，須每隔兩年參加道德培訓。參加線上課程，將您的證書發送至 Rosters@EmpowerLA.org。所有委員會成員必須完成道德培訓。

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

未完成行為準則培訓或其證書過期的委員會成員：

行為準則 - 所有委員會成員必須閱讀《道德準則》政策並[填寫此表格](#)，聲明其已經閱讀並瞭解政策內容。

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

請繼續閱讀下一頁，查看您的社區理事會案例、重要日期和 NC 現有供應商。

您的本月案例為：

Title	Case#	Case Lead	Open Date	Status
Tree Removal Notification	25047	Erica Cruz	10/31/2019	C - Resolved

请继续阅读下一页，查看重要日期和 *NC* 现有供货商。

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Saturday, November 2

8:45am - [Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am - [Los Angeles Neighborhood Council Coalition Meeting](#)

Monday, November 4

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, November 5

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, November 6

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Saturday, November 9

10:00am

[PlanCheckNC Meeting](#)

Monday, November 11

[Holiday - Neighborhood Empowerment Offices Closed](#)

Thursday, November 14

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, November 16

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Monday, November 18

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, November 20

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, November 21

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Thursday, November 28

[Holiday](#)

Friday, November 29

[Holiday](#)

Saturday, November 30

10:00am

[Neighborhood Council Emergency Preparedness Alliance Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NCs can use any Web Service Provider that is approved by their NC Board. A contract may be required.

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz

(213) 787-2278

Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana

(562)-860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca

(626)-793-0020

arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes

(310)-387-1374

info@btsasa.com

At Wrok Personnel Services

Contact: Jennifer Rounds

(562) 222-4649

santafesprings@atwork.com

Translation Services:

Languages 4 You

(818) 720-7105

Continental Interpreting Services

(800) 201-7121

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCsupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North

社區理事會每月概要

目錄

(請點擊所需標題轉到文檔相應部分)

開場致辭

全市宣傳：

行政管理最新資訊：

資金最新資訊：

現場最新資訊：

外聯最新資訊：

政策最新資訊：

您知道嗎？

帳戶餘額、社區影響聲明、議程和申訴

您的現有委員會成員及其認證如下所示：

證書過期或錯過必要培訓的委員會成員

未完成資金培訓的委員會成員：

道德證書丟失或過期的委員會成員：

未完成行為準則培訓或其證書過期的委員會成員：

您的本月案例為：

重要日期

NC 現有供貨商

尊敬的鄰里理事會各位領導：

希望您度過了一個溫馨的感恩節假期。上週，本部門向我們部門的新聞通訊分發清單共享了《2020-2021財政年度擬議預算提案》。Empower LA網站的主頁上提供了該預算的兩個數字版本，網址為<https://empowerla.org>。如果您還沒有訂閱，請務必訂閱，以便接收有關當前事件的信息。預算提案基於GM傾聽之旅期間提供的反饋意見。它包括部門工作人員、鄰里理事會和市議會辦公室的反饋。首要任務是提供改進的NC直接支持，這對我們的四個運營目標至關重要。隨著城市預算審議程序的進行，我們將回答問題並考慮大家不斷提供的持續反饋。此外，我們的部門新聞通訊將在節期休假，因此我們在2019年底之前的最後一期將是12月20日。在新年年初之後，我們的新聞通訊將繼續在週五發行，但將從新年的第一期開始每兩週發行一次，該期將於2020年1月10日週五發行。

我們感謝您對鄰里理事會系統的持續努力。

全市運動

[洛杉磯的綠色新政](#)將我們的城市帶入2020年“行動十年！”的啟動。這項計劃要求大膽的目標，包括到2021年實現植樹 90,000 株，到2045年實現100% 可再生能源，到2050年創造 400,000個綠色就業機會。C40是由 94 個全球致力於解決氣候變化問題的最大城市的網絡。作為該組織的新主席，Garcetti市長通過多項舉措以身作則帶領洛杉磯，這些舉措包括最近批准的美國做大的太陽能 and 能源存儲項目伊蘭德（Eland），並成立了首個市長氣候行動青年理事會。

鄰里理事會（NC）如何參與

- 通過[鄰里理事會可持續發展聯盟 \(NCSA\)](#)成為一名倡導者。如果您的 NC 尚未加入 NCSA，請考慮委任一人（理事會成員或利益相關者）加入。
- 隨著雨季的全面到來，[請參與防洪工作調查](#)，以便幫助市工務部減少洪水災害的不利影響。

部門行政

鄰里賦權部門很榮幸地推出[部門的2020-2021年預算提案](#)。部門提出的 2020-21財年提議預算為 \$5,529,958，比部門批准的2019-2020 財年的預算增加了 64.9%（\$2,176,477）。這項預算要求注重於 (1) 繼續發展社區參與辦公室，(2) 擴大對鄰里理事會和部門處理不斷增加的各種工作量的行政支持，以及 (3) 增加服務不足的人群在鄰里理事會系統中的影響力。十分感謝我們的預算小組成員 Armando Ruiz、Julien Antelin、Semee Park、Tom Soong、Mike Fong、Kyle Stone、Erricka Peden 和 Man-Qin He 編寫預算提案，十分感謝我們的創意小組成員Sevak Paramazian、Ann-Marie Holman 和 Grace Kim 的精彩設計！預算提案現在已經遞呈市長辦公室和首席行政官（CAO）在市長於2020年4月20日發佈提議預算之前進行審查和舉行聽證會。之後，市議會預算和財務委員會將提出任何變更建議，以便在2020年5月批准預算。

NC 直接支持運營

在我們這個月的節期臨近之際，如果您的鄰里理事會計劃取消或重新安排例行董事會及/或委員會會議，請記住按照鄰里委員會董事會[議程發佈政策](#)發佈“取消通知”。“取消通知”可以是突出顯示“已取消”的議程，還應註明所取消的會議以及原定會議時間。

隨著今年年底即至，請花時間審查您的鄰里理事會章程。根據[全市鄰里理事會系統計劃第 II.4 條](#)的規定，鄰里理事會應盡可能獨立、自治和自我指導；鄰里理事會章程制定反映出自身治理、運營和行政結構的規則。每一個鄰里理事會的章程都是量身定制的（請參閱所有 99 個[NC 章程](#)），部門作為指導提供[章程模板](#)，只要求鄰里理事會系統內的目錄統一。

提交章程修正案的截止日期為 2020 年 4 月 15 日，如果您的鄰里理事會打算進行修正，請務必參閱您的章程的第 XIII 條，瞭解您的鄰里理事會的流程。所有提議的章程修正案必須提交部門審批；並且在提交之前，董事會必須作為正式行動審批修正案。同時請務必提交填妥的[章程修正申請書](#)和提議的修正語言，最好是通過 Microsoft Word 的“跟蹤更改”工具。如果您的鄰里理事會提議邊界調整及/或更改董事會結構，必須經過鄰里專員董事會批准，這可能會使部門的最終批准過程延長幾週。

市書記長撥款

當審查信用卡交易和要求的收據並且因為特定原因發現交易有問題時，NC 的持卡人需要在預定編制月度支出報告（MER）之時（通常是在下個月的第五個工作日）解決所述問題。如果問題得不到解決，則不會編制 MER。在撥款系統門戶網站上傳任何要求的或支持的文件時，請確保以下幾點：1) 上傳的文件不應包含任何敏感的個人識別信息，其中包括個人電話號碼和地址、個人電子郵件地址、社會安全號碼等，因為這項信息會損害個人的隱私。在向撥款系統門戶上傳之前，請審閱文件百千萬把可能出現的這類信息塗黑。2) 上傳的文件不能用秘密保護。受秘密保護的文件會阻止編制月度開支報告，並且您的撥款計劃工作人員將無法打開文件進行審核。

NC 外聯和選舉

我們的 NC 人口普查聯絡員會議出席的人數眾多。許多鄰里理事會派代表參加並且分享了想法。市長的人口普查小組概述了作為人類普查親善大使的意義以及鄰里理事會與人口普查進行合作的方式。NC 的目標之一是舉辦自己的人口普查外聯活動或者利用現有的活動宣傳人口普查資訊。隨著節期的臨近，現在是開始為即將到來的節期獲得分配費用的好時機。節期活動是捕獲關鍵人群的絕佳機會，因此您可以為您的數據庫增加人員。我們希望為外聯主席們安排一次外聯聚會，討論吸收利益相關者的外聯想法和最佳做法。同時請注意，市書記長有一定的資金來滿足您的翻譯和口譯服務需求。經費有限，先到先得。

NC 政策與政府關係

請參加我們於 12 月 16 日週一下午 1 時在洛杉磯市政廳舉行的鄰里專員董事會會議，地址是 200 North Spring Street 1050 室, Los Angeles, CA 90012。會議議程包括討論培訓鄰里理事會董事以及可能採取的行

動。討論的內容可能包括為理事會董事和候選人制定授權領導和解決衝突的政策。此外，鄰里專員董事會將主持市政廳會議，為理事會董事和候選人制定授權領導和解決衝突的政策。

部門社區參與/創新辦公室

這是您每個月資料的一個新的部分！目的是為您提供有關創新的有用資訊。在接下來的幾個月中，我們將能夠分享更多資訊，詳細介紹社區參與辦公室（OCE）、其目標以及它如何使鄰里理事會系統受益。我們還會通知您有關向您和公眾開放的新數字工具及其對您的外聯或決策過程的幫助。在十二月，我們希望為您提供一個對下列新的市府項目提供意見的機會：為您的鄰里**圖像創建數字招聘檔案**。財務和資訊技術局辦公室（ITA）正在進行一項資產整個洛杉磯市小型企業的新項目。通過創新績效委員會的資助，重塑洛杉磯品牌（Rebrand LA）項目旨在幫助 300個小型企業（每個理事會區 20個）參與洛杉磯的數字經濟，通過在網站Build-A-Thon講座的網站和品牌開發創建充滿活力的數字形象。除了為小型企業提供網站和品牌開發支持外，該項目還將包括創建您能所在地區的圖像的數字照片檔案。這些圖像將成為供**包括鄰里理事會**的洛市大家庭使用的存檔照片的一部分，並且將反映出我們洛杉磯社區的豐富多樣性。由於沒有人比您更瞭解您的鄰里，所以我們歡迎您提供有關識別關鍵性鄰里地標的專業知識，以將其納入此新照片檔案中。為此，請隨時在此分享您的想法：<http://tiny.cc/ClickClack>。然後我們會把該地點列表傳給在洛杉磯各地拍攝圖像的攝影師。預先感謝您的幫助！

市書記長選舉管理辦公室

在您的NC選舉結果得到認證後，市書記長將選舉治療保存90天。您的董事會可以取走在投票站投票的選民的利益相關者登記表格（不包括任何利益相關者證明文件）、候選人備案記錄（不包括候選人證明文件），以及投票站的投票。為了提取這些文件，您的董事會必須指定一個人來取走這些材料。然後，該人必須與市書記長聯繫，安排取走文件的時間。如果您對該程序有疑問，請致電(213) 978-0444與我們辦公室聯繫或者發電子郵件給我們：clerk.electionsnclacity.org。謝謝。

您知道嗎？

今年，我們慶祝鄰里理事會系統成立20週年！鄰里理事會系統於1999年通過修改市憲章創建，旨在把洛杉磯的多元社區與市政廳相聯繫。因為洛杉磯的鄰里理事會系統的建立旨在幫助市政府決策者考慮到本市每個社區的人的多樣性和觀點，所以每個理事會都有權選擇自己的章程和操作程序。

繼續閱讀下一頁，查看您的帳戶餘額、社區影響聲明、議程、申訴、委員會成員認證狀態、過期或錯過的必要培訓、社區理事會案例、重要日期和 NC 現有供應商。

帳戶餘額、社區影響聲明、議程和申訴

點擊[此處](#)，訪問社區理事會資金控制面板，查看您的當前帳戶餘額。

截至11月，您已經提交了 社區影響聲明，本月您的社區理事會張貼的議程為 份。

截至 12/12/2019，共有 0 份針對您的社區理事會提交的申訴。

請繼續閱讀下一頁，查看您的委員會成員認證狀態、過期或錯過的必要培訓、社區理事會案例、重要日期和 NC 現有供貨商。

您的現有委員會成員及其認證如下所示：

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	6/30/2020	6/30/2019
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	6/30/2019
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021

請將所有最新資訊和更改提交至登記員，電子郵箱為 Rosters@EmpowerLA.org，包括所有道德認證。

請繼續閱讀下一頁，查看過期或錯過的必要培訓、您的社區理事會案例、重要日期和 *NC* 現有供應商。

證書過期或錯過必要培訓的委員會成員

為了就社區理事會資金專案進行投票，社區理事會委員會成員必須接受現有的道德培訓和資金培訓。社區理事會規章也要求成員接受這些培訓後方可就非資金事項進行投票。如需在委員會中服務，社區理事會委員會成員還必須閱讀並簽署《行為準則》或觀看視頻。如需完成這類培訓，請點擊[此處](#)。

注意：當面和線上道德培訓必須持續至少 2 小時。如果您線上完成道德培訓，請確保您花費兩小時完成培訓，顯示培訓時間短於 2 小時的任何認證均不會被接受。

以下委員會成員錯過了這些必要培訓之一。如果需要更新，請聯繫 Rosters@EmpowerLA.org。

未完成資金培訓的委員會成員：

資金 - 就財務事項進行投票的資格。如需符合就任何 NC 開支、財務報告和/或年度預算進行投票的資格，委員會成員必須：

- 是經選舉、任命和 / 或選任的 NC 委員會成員
- 年滿 18 歲
- 達到了加利福尼亞州當地官員道德培訓要求 (AB 1234)
- 完成了線上 NC 委員會成員資金培訓並在線上課程相關的任何測試中獲得 70% 的及格分數。

道德證書丟失或過期的委員會成員：

道德 - 所有委員會成員均受加利福尼亞州法律約束，須每隔兩年參加道德培訓。參加線上課程，將您的證書發送至 Rosters@EmpowerLA.org。所有委員會成員必須完成道德培訓。

未完成行為準則培訓或其證書過期的委員會成員：

行為準則 - 所有委員會成員必須閱讀《道德準則》政策並[填寫此表格](#)，聲明其已經閱讀並瞭解政策內容。

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

請繼續閱讀下一頁，查看您的社區理事會案例、重要日期和 NC 現有供應商。

您的本月案例為：

请继续阅读下一页，查看重要日期和 *NC* 现有供货商。

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Monday, December 2

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, December 3

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, December 4

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Saturday, December 7

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Thursday, December 12

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, December 14

10:00am

[PlanCheckNC Meeting](#)

Monday, December 16

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, December 18

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, December 19

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, December 21

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Wednesday, December 25

[Holiday](#)

Saturday, December 28

10:00am

[Neighborhood Council Emergency Preparedness Alliance Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NCs can use any Web Service Provider that is approved by their NC Board. A contract may be required.

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz

(213) 787-2278

Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana

(562)-860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca

(626)-793-0020

arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes

(310)-387-1374

info@btsasa.com

At Wrok Personnel Services

Contact: Jennifer Rounds

(562) 222-4649

santafesprings@atwork.com

Translation Services:

Languages 4 You

(818) 720-7105

Continental Interpreting Services

(800) 201-7121

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCsupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear Neighborhood Council Leaders:

We hope you had a heartwarming Thanksgiving Holiday. Last week, the Department shared the Proposed Fiscal Year 2020-2021 Proposed Budget to our Department newsletter distribution list. Two digital versions of the budget are available on the Empower LA website home page at <https://empowerla.org>. If you haven't subscribed, please be sure to do so to receive information about current events. The Proposed Budget is built on feedback provided during the GM Listening Tour. It includes feedback from Department staff, Neighborhood Councils, and City Council offices. The priority is to provide improved NC direct support which is central to our four operational goals. As the City budget deliberation process evolves, we will be answering questions and considering the ongoing feedback you all continue to provide. Also, our Department newsletter will be on hiatus for the holidays, so our last issue before the end of 2019 will be December 20th. After the beginning of the year, our newsletter will continue to be published on Fridays, but will be moving to a biweekly publication schedule, beginning with the first issue of the New Year, which will come out on Friday, January 10, 2020.

Your commitment to the Neighborhood Council System is appreciated.

Citywide Campaigns

[LA's Green New Deal](#) moves our City into the launch of 2020's "Decade of Action!" This plan calls for bold targets, including the achievement of planting 90,000 trees by 2021, reaching 100% renewable energy by 2045, and creating 400,000 green jobs by 2050. As the new Chair of C40, a network of 94 of the world's megacities committed to addressing climate change, Mayor Garcetti is leading LA by example through several initiatives such as the recent approval of Eland, the largest solar and energy storage project in the US, and the establishment of the first-ever Mayor's Youth Council on Climate Action.

How NCs can participate

- Be an advocate through the [Neighborhood Council Sustainability Alliance](#) (NCSA.) If your NC has yet to join the NCSA, consider appointing a person (board-member or stakeholder) to join.
- With rainy season in full-swing, [weigh in on the Flood Preparedness Survey](#) in order to help the City's Department of Public Works reduce the adverse impacts of flood hazards.

Department Administration

Neighborhood Empowerment is pleased to present the [Department's 2020-2021 Budget Proposal](#). The Department is submitting a Proposed Budget for FY 2020-21 of \$5,529,958 with a 64.9% (\$2,176,477) increase from the Department's Approved FY 2019-2020 budget. This budget ask focuses on (1) continuing the development of the Office of Community Engagement, (2) expanding the administrative support for

Neighborhood Councils and Department to handle the increased and varied workload, and (3) increasing the influence of under-served populations in the Neighborhood Council system. Many thanks to our budget team, Armando Ruiz, Julien Antelin, Semee Park, Tom Soong, Mike Fong, Kyle Stone, Erricka Peden, and Man-Qin He for their work in writing the budget proposals and to our creative team, Sevak Paramazian, Ann-Marie Holman, and Grace Kim for the wonderful design! The budget proposal now goes to the Mayor's Office and CAO for review and hearings before the Mayor releases his proposed budget on April 20, 2020. After that, the City Council's Budget and Finance Committee will make their recommendations on any changes in order to approve the budget by May 2020.

NC Direct Support Operations

As we approach the holidays this month, if your Neighborhood Council plans to cancel or reschedule your regular Board and/or committee meetings, remember to post a “cancellation notice” following the Board of Neighborhoods Commissioners [Agenda Posting Policy](#). The “cancellation notice” can be the agenda with “cancelled” prominently displayed and should also indicate which meeting is being cancelled and when it would have occurred.

As this year comes to a close, please take time to review your Neighborhood Council bylaws. Per [The Plan for a Citywide System of Neighborhood Councils, Article II.4](#), Neighborhood Councils shall be as independent, self-governing and self-directed as possible; Neighborhood Council bylaws establish rules to reflect its own governance, operations and administrative structure. Each Neighborhood Council’s bylaws are uniquely tailored (see all 99 [NC Bylaws here](#)) and the Department provides a [Bylaws Template](#) as a guide, only requiring the table of contents to be uniform within the Neighborhood Council System.

With the deadline to submit bylaw amendments closing on April 15, 2020, if your Neighborhood Council is intending to make amendments, please be sure to refer to Article XIII in your bylaws for your Neighborhood Council’s process. All proposed bylaw amendments will need to be submitted to the Department for review and approval; and the Board must review and approve the amendments, as an official action of the Board, prior to submission. Please be sure to also submit a completed [Bylaws Amendment Application](#) and the proposed amended language, preferably through the Track Changes tool in Microsoft Word. If your Neighborhood Council is proposing boundary adjustments and/or board structure changes, approval by the Board of Neighborhoods Commissioners is required, which can extend the Department’s final approval process by a few more weeks.

City Clerk Funding

When credit card transactions and required receipts are reviewed and the transaction is red-flagged for a particular reason, the reason for the red flag will need to be addressed by your NC's cardholder by the time the Monthly Expenditure Report is scheduled to be generated, normally by the 5th business day of the following month. If the red flag is not addressed, then the MER will not generate. When uploading any required or supporting documentation in the Funding System portal, please be sure of the following: 1) Documents uploaded should not contain any sensitive personally identifying information. These include

personal phone numbers and addresses, personal email addresses, social security numbers, etc, which may compromise someone's privacy. Please review documents and redact any information of this nature which may appear on them before uploading to the Funding System portal. 2) Documents uploaded cannot be password-protected. Password-protected documents will prevent Monthly Expenditure Reports from generating and your Funding Program staff will not be able to open the documents for review.

NC Outreach and Elections

We had a great turnout for our NC Census Liaisons meeting. Many neighborhood councils were represented and ideas were shared. The Mayor's Census team gave an overview on what it means to be a Census Goodwill Ambassador and how neighborhood councils can partner with the census count. One goal is for NCs is to create their own census outreach events or use their existing events to promote census information. As the holidays approach, this is a good time to start agendaizing expenditures for upcoming holiday events. Holiday events are great opportunities to capture critical masses of people so you can sign people up for your database. We are looking to schedule an outreach gathering for outreach chairs to discuss outreach ideas best practices to engage stakeholders. Also, know that the City Clerk has a pool of funds available to support your translation and interpreter service needs. Funding is limited and available on a first-come first-served basis.

NC Policy and Governmental Relations

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Monday, December 16 at 1 pm at Los Angeles City Hall located at 200 North Spring Street Room 1050, Los Angeles, CA 90012. Agenda items include discussion and possible action regarding training for the neighborhood council board members. Discussion may include creating policies for mandated leadership and conflict resolution for board members and candidates. In addition, the Board of Neighborhood Commissioners will be hosting town hall meetings on creating policies for mandated leadership and conflict resolution for board members and candidates.

Department Office of Community Engagement/Innovation

This is a new section of your monthly profile! The goal is to provide you useful information regarding innovation. In the coming months, we will be able to share more information about the Office of Community Engagement (OCE), its goals and how it will benefit the neighborhood councils system. We will also inform you about the new digital tools that will be made available to you and the public and how it can help you in your outreach or your decision-making process. For the month of December, we want to offer you the opportunity to provide input in a new city project: the **creation of a digital photo archive of images** of your neighborhood. The Office of Finance and Information Technology Agency (ITA) are working on a new project to support small businesses across the City of LA. Through funding from the Innovation Performance Commission, the Rebrand LA project is designed to help 300 small businesses, 20 per Council District, participate in LA's digital economy through creating a vibrant digital presence via a website and brand development in website Build-A-Thon workshops. In addition to website and brand development support for small businesses, the project will include the creation of a digital photo archive of images from your area. These images will become part of

stock photography that can be used by the City family, **including neighborhood councils** and will reflect the rich diversity of our LA communities. Because nobody knows your neighborhood better than you, we welcome your expertise on the identification of key neighborhood landmarks to include in this new photo archive. To do so, don't hesitate to share your ideas here: <http://tiny.cc/ClickClack>. We will then communicate this list of locations to photographers that will go all over the City to capture the images. Thank you in advance for your help!

City Clerk Election Administration

The City Clerk retains election materials for a period of 90 days after the certification of your NC's election results. Your Board can pick up the Stakeholder Registration Forms (excluding any stakeholder documentation) for at-poll voters, Candidate Filing Records (excluding candidate documentation), and ballots cast at the polls. In order to retrieve these documents, your Board must designate an individual to pick up these materials. That individual must then contact the City Clerk to schedule a time to retrieve the documents. If you have questions about this process, please contact our office at (213) 978-0444 or email us at clerk.electionsnc@lacity.org. Thank you.

Did you know?

This year we celebrate the Neighborhood Council system 20th birthday! The Neighborhood Council system was created to connect LA's diverse communities to City Hall by an amendment to the City Charter established in 1999. Since LA's Neighborhood Council system was established to help City decision makers account for the diversity of people and perspectives within each of the City's communities, each Council was given the ability to choose its own bylaws and operating procedures.

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 12/12/2019, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 12/12/2019, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	6/30/2020	6/30/2019
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	6/30/2019
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Monday, December 2

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, December 3

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, December 4

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Saturday, December 7

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Thursday, December 12

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, December 14

10:00am

[PlanCheckNC Meeting](#)

Monday, December 16

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, December 18

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, December 19

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, December 21

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Wednesday, December 25

[Holiday](#)

Saturday, December 28

10:00am

[Neighborhood Council Emergency Preparedness Alliance Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278
Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020
arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374
info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649
santafesprings@atwork.com

Translation Services:

Languages 4 You

(818) 720-7105

Continental Interpreting Services

(800) 201-7121

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCsupport@LACity.org or by calling [213-978-1551](tel:213-978-1551) for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear Neighborhood Council Leaders:

The month of March comes with historical traditions and holidays: St. Patrick's Day, Easter, Passover, Women's History Month, Red Cross Month, National 'Something on a Stick' Day (it is a real thing), and National Nutrition Month to name a few. This year's Women's History Month celebrations are especially exciting because the Country is celebrating 100 years since the passage of the 19th Amendment to the US Constitution, which granted women the right to vote after over seventy years of struggle. Also, from March 12-20, the U.S. Census will be sending official Census Bureau mail with detailed information on how to respond to the 2020 Census online, by phone, or by mail. For the first time in Census history, community-based organizations (trusted partners in the community) will open Census Action Kiosks in support of the online option to complete the census questionnaire. The [data](#) portal on our website shares the locations for CAKS in each Neighborhood Council (NC). We have completed 83% of the NC Listening Tour! We shared preliminary data on your feedback and comments during the Listening Tour with the Health, Education, Neighborhoods, Parks and River Committee of the City Council, which is chaired by Councilmember David E. Ryu, Assistant Council President Pro Tempore. The report can be accessed [here](#). We thank you for working hard to consider the suggested bylaws amendments provided by the Office of the City Clerk and our Department before the April 15 deadline. You have shared many stories about the robust and thoughtful deliberations taking place to ensure there is clarity about what an NC. Board or Committee can and cannot do in any given situation. The process is essential to encourage discussion about bad as well as good experiences you have encountered since the last amendment period that can be addressed during this period. Doing will help to ensure there is clarity on areas of ambiguity moving forward.

With great respect,

Raquel Beltran

Citywide Campaigns

Nominate your Neighborhood Council for a 2020 Innovation and Performance Award! Presented by the Los Angeles Innovation and Performance Commission, these awards recognize the outstanding achievements of City Employees, Commissioners, or Neighborhood Councils during the past year.

Learn more and apply by the March 31, 2020 deadline at:

<https://innovate.lacity.org/about/2020-innovation-performance-awards>

The Innovation and Performance Awards will be presented at an award ceremony on May 28, 2020. Invitations to attend the ceremony will be sent out after the winners are selected.

Department Administration

The Neighborhood Council Budget Advocates have released their white paper for this budget cycle. Click [here](#) to read it. Mayor Garcetti will release his budget on April 20th. At that point, the City Council will hold Budget & Finance Committee meetings to review the budget and make any changes. Per the City Charter, any Neighborhood Council can weigh in on the City budget so please submit a Community Impact Statement on budget recommendations that affect your community.

NC Direct Support Operations

With the switch to the new online training portal (Cornerstone), we want to be available to assist you in all of your training needs. This month, our NEAs will be following up with you if your ethics training, funding training and/or code of conduct compliance has lapsed. If you need technical support, please reach out to your NEAs with how we can help! In addition, we are offering two live-ethics trainings one in the Valley: Monday, March 16th from 5pm – 8pm at the Marvin Braude Constituent Service Center and the other in the Eastside: Monday, March 23 from 6 pm – 8:30 pm at the Glassell Park Senior Citizen Center, to RSVP please contact NCsupport@lacity.org

In addition, please note that the Department is working with the City Clerk's Office to streamline the lease process. In the meantime, please take board action to approve new meeting and office locations, and connect with your NEA to assist you with next steps which may require on-site visits and/or coordinating with the Department on Disability to ensure ADA compliance with these locations. If there are any questions and/or concerns, please reach out to Semee Park, Director of Neighborhood Council Operations via email at semee.park@lacity.org

City Clerk Funding

During the past few months, especially during the Listening Tour, you have provided feedback on your various experiences with City approved vendors providing administrative support to Neighborhood Councils. We are pleased to report that discussions are underway to improve the process for placing requests for services to the vendors. Thanks for sharing your views. We are confident you will be pleased with the anticipated improvements. Please refer to the attached "Temp Staff Services" packet for a review and reminder of the temporary staffing services available for hire by your NC. The packet provides an overview of the process to secure and pay for services, a contact list of the five current City-contracted vendors (Contractors), a description of services offered, and a rate table for the various services available. Similar information will be provided very soon for new City-contracted Translation and Interpretation services vendors. Please stay tuned. Please work and communicate with your Funding Representative (Paola, Shawna, or Monica) when it comes to any contracts, agreements, or leases your NC may need to enter into. If you are not sure and have questions about whether a contract, agreement, or lease may be needed, please contact your Funding Representative.

NC Outreach and Elections

Neighborhood Council outreach leaders (outreach committee chairs, communications officers, et al.) from throughout the City are invited to learn about the Department of Neighborhood Empowerment's outreach

plans and to become part of the planning process for an outreach strategy for the Neighborhood Council system.

Plans for the evening include:

1. Hearing your feedback on the Department's past outreach efforts and present the feedback we have received so far on the Department's outreach strategy, including our 2019 elections outreach;
2. Presenting our plans for creating greater Neighborhood Council awareness, then discuss the role outreach leaders like you have in this campaign;
3. Distributing key resources to outreach leaders intended to promote awareness of the Neighborhood Council system and fundamental responsibilities/roles of Neighborhood Council board members; and
4. Conducting regional breakout sessions of outreach leaders to identify two major outreach goals per region, which the Department will commit to facilitating by providing logistical support for planning and executing these goals.

We know you all are focused on your own outreach efforts and we will continue to help in that regard, now and going forward. However, we want you to know how valuable your insights are and have been in determining the future of Neighborhood Council outreach plans. This event will be a first step in that process. Going forward, we will commit to providing support to ensure that we all reach our shared goals of increasing awareness, participation, and capacity of Neighborhood Councils.

Who should attend? Neighborhood Council outreach committee chairs, communications officers, et al.

Date: Monday, March 30, 2020

Time: 6:00pm-8:30pm

Location: City Hall East (City Controller's conference room)
200 N. Main St. Los Angeles, CA 90012

Space is limited. Please RSVP here: <https://www.eventbrite.com/e/citywide-neighborhood-council-outreach-gathering-tickets-95519055065>

Light refreshments will be provided

If you need parking, please reserve parking at this link:

<https://lacity.quickbase.com/db/bpca7ue39?a=nwr&nexturl=%2Fdb%2Fbpcv9fe%3Fa%3Dshowpage%26pageid%3D101>

Translation is available upon request by emailing ncsupport@empowerla.org

NC Policy and Governmental Relations

We thank you for working hard to consider the suggested bylaws amendments provided by the Office of the City Clerk and our Department before the April 15 deadline. You have shared many stories about the robust and thoughtful deliberations taking place to ensure there is clarity about what a NC board or committee can and cannot do in any given situation. The process is important to encourage discussion about bad as well as good experiences you have encountered since the last amendment period that can be addressed during this period. Doing will help to ensure there is clarity on areas of ambiguity moving forward.

The Department of Neighborhood Empowerment and the Emergency Management Department (EMD) are co-hosting three more meetings that will launch new Neighborhood Council "Emergency Preparedness Liaison" position. They will be held at the following locations: Wednesday, March 18th at 7 pm in the Glassell Senior Citizen Center, located at 3750 Verdugo Road, Los Angeles, CA 90065; Thursday, March 19th at 7 pm in the CD 9 Constituent Services Center, located at 4301 S. Central Avenue, Los Angeles, CA 90011; Tuesday, March 24th at 7 pm in the IMAN Center, located at 3376 Motor Avenue, Los Angeles, CA 90034. The EMD will provide training to Neighborhood Councils on how to promote RYLAN (Ready Your L.A. Neighborhood), and DONE will explain the duties of the Emergency Preparedness Liaison. Duties include social media outreach, events, collaborating with government agencies and other NCs, attending NC Alliance/Coalition meetings, and more. To RSVP for a meeting, please click the date when you want to attend, the hyperlink will take you to our Eventbrite page so you can register: [March 18th](#); [March 19th](#); and [March 24th](#). If you have questions, please contact the Department of Neighborhood Empowerment's Chief Resilience Officer, John Darnell, at john.darnell@lacity.org, or call him at (213) 978-1551. Thank you for all you to keep your community safe and prepared.

"The Department of Neighborhood Empowerment is offering a live, in-person Ethics and Open Government Training by the City Attorney's Office at the Glassell Park Senior Citizen Center (3750 Verdugo Rd. Los Angeles, CA 90065) on Monday, March 23 from 6:30-8:30 pm (Registration will begin at 6:00pm). The 2-hour live training will not only satisfy the State's mandate for all Neighborhood Council Board Members to complete their ethics training every two years, but is also a great opportunity to learn about specific ethics issues that may arise within the Neighborhood Council setting and to have your questions answered. There will be other ethics trainings offered in the future if you are not able to make it to this one. RSVP link is [HERE](#). Please contact Jackie Kim at jackie.kim@lacity.org or (213) 978-1551 if you have questions.

Homelessness Liaison:

The 2nd Homelessness Liaison Speaker Series meeting will be held on Tuesday, March 31, from 6:30-9:00pm (Program will begin at 7:00pm) at the Controller's Conference Room 351 in City Hall East. Our featured speaker will be Los Angeles City Controller Ron Galperin, who will be presenting on how to effectively use data available on City websites to address homelessness. RSVP link is [HERE](#).

Report to City Council Committee on NC Reforms:

On February 12th, we presented updates on the status of several of the NC system reforms proposals currently under consideration by the City Council to the Council's Health, Education, Neighborhoods, Parks, Arts and River Committee. Read the NC Reforms updates that were presented [here](#).

Now is the time for you and your NC to weigh in on these reform proposals, if you have not yet done so. Visit [Council File 18-0467](#) to see what others have said, and make sure to include that Council File number in your Community Impact Statements, so your feedback goes to the right place.

Neighborhood Commissioners Pass NC Leadership & Dispute Resolution Motions:

The Board of Neighborhood Commissioners recently passed motions regarding the creation of standardized trainings and policies regarding both mandatory leadership orientation for NC members and staff, and dispute resolution between NC members.

Read the draft NC Leadership motion [here](#)

Read the draft Dispute Resolution motion [here](#)

Department Office of Community Engagement/Innovation

IgniteLA:

The Department is excited to announce the third round of IgniteLA, a programming for young women that builds civic knowledge and leadership skills to bolster civic engagement. Our staff will lead six regional cohorts from April through May on Monday evenings from 5:00pm-7:30pm, with a special South LA cohort that will meet on Saturday mornings from 10:00am-12:30pm. Angelenas who complete the IgniteLA program will be able to effectively advocate for issues they care about and run for their Neighborhood Council Board and Committees in 2021. Applications are now open on www.empowerla.org/ignitela and are due by March 20th. Decision notifications will be sent on Monday, March 30th. Please encourage young women in your Neighborhood Council area to apply and email ignite@empowerla.org with any questions.

Data Literacy Program:

The 'Introduction to Data Community' workshops, offered throughout the City, are a huge success. We thank all the attendees for their engagement and passionate discussion. You can find the dates and locations of the coming workshops at tiny.cc/ocedata. The next one will be in Spanish on Thursday March 26, 2020 at CCNP (Central City Neighborhood Partners), 501 S Bixel St, Los Angeles, CA 90017. No equipment or specific skills needed for this introduction to all the tools and platforms available to explore city data (we will bring laptops)! Remember to visit our new Neighborhood Council System data webpage: empowerla.org/data

Know your Community:

As you know, one of our goals is to support your advocacy and engagement efforts by creating tools that enable NCs to make data-driven decisions on behalf of their communities. In partnership with the Mayor's Office of Budget and Innovation, the Department is developing a new tool that has the potential to provide

useful information to know your community better. The 'Know Your Community' application will provide accessibility to demographic, economic, and resilience data (as some examples) that were previously not easily available. What data is of interest to your NC? The 'Know Your Community' application will, to offer additional examples, be able to generate reports on the percentage of people living in your neighborhood that live at less than 10 minutes from a hospital or to compare easily the average credit card debt of residents of your NC with the one living in LA County or the State of California.

As we want to make sure that this application answer your needs and will benefit your neighborhood council activities, we invite you to complete the following survey before March 6th :

in english: <https://survey123.arcgis.com/share/0b7eac63398a414cb6a47d431efa36eb>

in spanish: <https://survey123.arcgis.com/share/4be661d0ba1b4ce183e25576c6525dc8> .

Don't hesitate to visit <https://www.esri.com/en-us/arcgis/products/tapestry-segmentation/zip-lookup> in order to get inspired.

Thank you for your help in designing the community-oriented application the most advanced in the nation

Resilience Meeting

The Office of Mayor Eric Garcetti, and the Department of Neighborhood Empowerment (DONE) are co-hosting a meeting that will launch the new application for Neighborhood Councils (NCs) that will allow the NCs to create its Resilience and Preparedness Plans. The meeting will be held at the Ronald F. Deaton Auditorium, located at 100 West 1st Street, Los Angeles, CA 90012. The Mayor's Office and DONE will provide a presentation and training to Neighborhood Councils on the different components of this application. To RSVP for this meeting: <https://www.eventbrite.com/e/resilient-los-angeles-neighborhood-councils-tickets-96587019375?aff=ebdssbdestsearch>. If you have questions, please contact the Department of Neighborhood Empowerment's Chief Resilience Officer, John Darnell, at john.darnell@lacity.org, or call him at (213) 978-1551.

City Clerk Election Administration

The Department and the Office of the City Clerk have created a NC Election Team to begin preparations for the 2021 Neighborhood Council Elections. The NC Election Team meetings support the administration of a coordinated NC Election effort between our respective departments. We will be using data collected from the City Clerk's ad hoc work group with Neighborhood Councils along with Empower LA's evaluations of the outreach efforts conducted for the 2019 NC elections to inform the improvements we will be implementing in the 2021 elections. Please continue to share your thoughts and feedback.

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 3/9/2020, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 3/9/2020, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	6/30/2020	6/30/2019
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	6/30/2019
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Monday, March 2

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, March 3

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, March 4

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Saturday, March 7

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Thursday, March 12

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, March 14

10:00am

[PlanCheckNC Meeting](#)

Monday, March 16

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

5:00pm

[Live Ethics Training](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, March 18

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, March 19

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, March 21

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Translation (Written) Services:

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Key Translations International

Contact: Marlene Gomez, Owner
(714) 752-6761
mgomez@ktitranslations.com

Interpretation (Verbal) Services

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278
Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020
arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374
info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649
santafesprings@atwork.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCsupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear Neighborhood Council Colleagues,

We are dedicating this month's profile on the EmpowerLA Virtual Governance launch. Before the COVID-19 pandemic, a combined 47% of you identified governance and parliamentary training as a priority. You also asked to have for more training's available online. Another priority was outreach support to let the public know about your meetings. In response to these requests, we have re-purposed Department funds available for the rest of this fiscal year and created webinars, training's, and outreach tools for your knowledge and use. Access to these tools and information is available on the [EVG webpage](#). Over 800 Neighborhood Council leaders have participated in the webinars and trainings offered to date and interest is growing.

The parliamentary and governance material can be accessed on a new board members only webpage accessible from the [EVG page](#). Although this resource was developed during the COVID-19 pandemic, the materials are generic for your ongoing use. Please log in and start exploring the online videos available at your convenience.

We are excited about a new webinar we have created to help with your compliance with one of the mandatory trainings. A Zoom webinar ethics training will be scheduled in the month of May. It will be simultaneously available in multiple languages - the first time this has been possible.

These webinars and trainings were created to support a uniform transition to a virtual environment. We will continue to solicit your input and feedback. Your comments and suggestions will be used to make changes along the way. Thank you.

Department Administration

In light of the pandemic and financial strains upon the City, the Department submitted a letter to the Budget & Finance Committee supporting the Mayor's proposed budget for fiscal year 2020-2021 without any additional requests for funding. The Department is fully committed to working to provide the highest level of support to the Neighborhood Council system during these critical times.

NC Direct Support Operations

We're excited to be working with you as we pioneer virtual meetings for the NC System! There's a lot to share. First, is the EmpowerLA Virtual Governance (EVG) page on the Department's website: <https://empowerla.org/evg/>. The EVG Plan provides the background, timeline and objectives for the NC System as we move into virtual governance. The EVG Protocols provides technical and operational guidance for NCs to hold virtual meetings. Some of the highlights include: posting requirements for agendas have not changed, public comment is now conducted telephonically only, and there is additional agenda language to include to reflect the new virtual environment.

For your first virtual NC meeting, here are a few things to consider for your May Board meeting agenda. Provide an opportunity for the President (or designee) to report on COVID19 Emergency Funding expenditure(s) and remember to ratify the expenditure(s) by the governing board through a Board Action Certification (BAC) to be entered into the minutes of the meeting. Consider ways to engage stakeholder to provided public comment related to the impact of COVID19. Bylaw amendment deadline has been extended to June 5th so consider seeking Board approval for these amendments.

Finally, the Department is here to support you in this new virtual endeavor, and we encourage you to reach out to your NEAs for assistance. The City Clerk's Office will be covering the cost for interpretation services at your NC meeting and to assist board members with technical support on Zoom, in-language. To request these services, please contact NCsupport@lacity.org

City Clerk Funding

Currently, the Funding Reps. will be contacting the Financial Officers when they have the training link RSVP available to the NC Board members who meet these criteria and will be done on a case by case basis. Until then, City Clerk is currently in charge of this training aspect. Other than financial officers, the rest of the Board should be updated in ALL of their respective training as NCs are now moving forward to meet digitally.

NC Outreach and Elections

Thank you to all the NCs that are doing fantastic things for their community. The COVID-19 has brought out the best in our Neighborhood Councils. You exemplify what true community is all about and your stakeholders will know of your Neighborhood Council through the wonderful things you've done during this time of need. As we transition back to Neighborhood Council meetings in May, the platform for engagement has changed. The focus of outreach has always been about getting more engagement in your community but platform has changed as Neighborhood Councils will be moving to a virtual platform. The Department will be rolling out an outreach toolkit with tips on how to engage your community in a virtual environment. We will be organizing regional outreach chair meetings to hear what outreach support you need. We look forward to partnering with you in helping you engage your stakeholders in a virtual platform.

NC Policy and Governmental Relations

Thank you to the Board of Neighborhood Commissioners for hosting a virtual meeting via Zoom on Tuesday, April 14. Over 60 Neighborhood Council board members and stakeholders participated in the meeting. Thank you to the many Neighborhood Council leaders for sharing best practices in supporting efforts related to COVID 19 during the Commission meeting. Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, May 5 at 6 pm via Zoom. Thank you to the support of Health, Education, Neighborhoods, Parks, Arts, and River Committee Chairman David Ryu (Council District 4), Councilmember Paul Koretz (Council District 5), and Councilmember Mike Bonin (Council District 11), who co-presented a motion at the City Council meeting on April 7 that was seconded by Councilmember Marqueece Harris-Dawson (Council District 8). The motion would allow Neighborhood Councils to rollover the entirety of any balance remaining in their accounts on June 30, 2020, into each Neighborhood Council's funds for Fiscal Year

2020-21. This would occur without a corresponding reduction to the regular budget allocation of funds to each Neighborhood Council for the fiscal year beginning July 1, 2020. The Department of Neighborhood Empowerment will continue to track this motion and keep you posted on the status of Council File 20-0416.

Did You Know?

A survey of Neighborhood Council board members regarding their transition to a virtual meeting environment revealed useful information in the Department's efforts to provide direct neighborhood council support for Neighborhood Councils. The purpose of the survey was to poll Neighborhood Council board members on their views and needs related to the NC System's move toward a digital form of governance. Two aspects of governance were considered important to poll and were adopted as the survey objectives. The first was to assess the board members' self-described level of parliamentary proficiency. The second was to assess their perceptions about their personal digital governance skills and that of their boards. The survey was distributed to the email board members provided to the Department for Neighborhood Council purposes. We will share a few of the top-line results of the survey responses. At least 90% of board members will access the virtual meetings using a computer or laptop. Although less than 30% feel confident about their board's transition to virtual meetings, approximately 70% reported no financial hardship doing so. Although 67% expressed a general degree of comfort with Roberts Rule of Order, 11% consider themselves experts. In terms of the board's ability to comply with the Brown Act, ADA regulations, and their NC bylaws, 49% expressed being somewhat or very concerned. At least 56% are somewhat or very concerned about the board's ability to equitably support board members and the public. At least 90% expressed having support from their presidents and chairs. At least 67% perceive greater general participation at board meetings to be an advantage of virtual Neighborhood Council meetings.

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 5/5/2020, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 5/5/2020, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business–Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non–Profit Representative	5/29/2021	5/29/2021	5/29/2021
Xiao Ping	Liang	Chinatown At–Large Business–Owner/Employee/Non–Profit/Property–Owner Representative	5/29/2021	5/29/2021	5/29/2021
Norma	Garcia	El Pueblo Business–Owner/Employee Representative	9/27/2021	6/30/2020	5/3/2022
Valerie	Hanley	El Pueblo Non–Profit Representative	9/25/2021	12/11/2020	5/3/2022
Paul	Hanley	El Pueblo At–Large Business–Owner/Employee/Non–Profit	6/7/2021	12/11/2020	6/7/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Wilson	Gee	Solano Canyon Business–Owner/Employee/Non–Profit/Property–Owner Representative	4/26/2021	4/26/2021	4/26/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Steve	Rice	Victor Heights Business–Owner/Employee/Non–Profit/Property–Owner Representative	5/29/2021	8/13/2021	5/29/2021
Bryce	Louie	At–Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Tony	Quon	At–Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Miho	Murai	At–Large Stakeholder	6/25/2021	7/16/2021	5/9/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Title	Case#	Case Lead	Open Date	Status
Field – Follow Up re: NC Emergency Funding	26322	Mario Hernandez	4/17/2020	O – Open

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Saturday, May 2

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Monday, May 4

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, May 5

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, May 6

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Saturday, May 9

10:00am

[PlanCheckNC Meeting](#)

Thursday, May 14

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, May 16

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Monday, May 18

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, May 20

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, May 21

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Existing Vendors for NCs

Web Service Providers:

Temp Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Translation (Written) Services:

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Key Translations International

Contact: Marlene Gomez, Owner
(714) 752-6761
mgomez@ktitranslations.com

Interpretation (Verbal) Services

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278
Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020
arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374
info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649
santafesprings@atwork.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCSupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear Neighborhood Council Board Members:

The month of June represents the end of the City's fiscal year. We are focused on year-end closings paying out all expenditures and planning for the next fiscal year. Starting July, the Department will begin with a \$2.5 million budget (down from \$3.8M). When I started with the Department, there were 35 budgeted positions. We are now at 29 positions. Next month, we will begin implementing furloughs, which will average eight hours per employee each period. We are also experiencing reduced availability of 29 staff as their hours are adjusted due to their work as disaster workers supporting the citywide efforts in this declared emergency. We will be providing updates on how we plan to provide direct neighborhood council support in this new environment.

This month we also plan to administer a survey to board members to solicit your views on the remaining Robert's Rules Made Simple Parliamentary workshop. The workshop is tentatively scheduled for Monday, July 27 from 6 pm - 8 pm. The topic will be on the role of presidents and executive committees. The curriculum will be designed based on your responses.

Please see our May 29, newsletter for information on recent ordinances adopted by the HENPAR committee on May 28. In some instances, the ordinances will require structural changes to your bylaws so please review the article. As you may know, the deadline for bylaws amendments is June 5th.

Thanks to all the board members who took the time to complete their mandatory training(s). Over 200 board members are no longer in jeopardy of having their board participation called into question due to compliance with these important training requirements. As a reminder, you can check your status on your Neighborhood Council's website. I completed mine recently at a time of my choosing using the Cornerstone online training portal. Contact your Neighborhood Empowerment Advocate (NEA) if you need assistance with Cornerstone.

The City is now in Stage Two of the Reconstitution Plan for the return of City government to full service. Thanks for all the kind remarks, thoughtful suggestions, and supportive ideas provided during last month's launch of the EVG (EmpowerLA Virtual Governance). Your feedback will continue to make the process a manageably successful experience.

Respectfully,

Raquel Beltran

Department Administration

The Department Administrative Services team wishes to congratulate and thank Senior IT Manager Sevak Paramazian for his promotion to the Personnel Department. Sevak has been an integral part of the team and the Department when it came to providing innovative solutions and troubleshooting for our various IT services. As the Department works on options for filling this position in the future, existing staff have been

training to take on Sevak's assignments and responsibilities to minimize any impact on services provided to the NC system and the community.

NC Direct Support Operations

Congratulations to our Neighborhood Council System on successfully holding virtual meetings last month. The Neighborhood Council System held over 85 Board and Committee virtual meetings!

As we continue to venture into the new virtual frontier, and navigate unexpected digital issues, please count on us as a partner in helping your Neighborhood Council address and resolve these challenges. The Department will continuously update the [EVG Protocols](#) and will highlight these updates so reach out to your NEA if you have any questions.

For example, since the release of the [EVG Protocols](#), we have updated the Protocols to provide additional guidance on how to share written and supporting materials before, during and after a meeting, how the "host" can assign an alternative host and/or pass along the host function for committee meetings, and how to conduct recusals in a virtual meeting environment.

Additionally, we are working with the Neighborhood Council Advice Division of the City Attorney's Office to provide further guidance to our Neighborhood Council System on how to address disruptions to virtual meetings. So stay tuned!

City Clerk Funding

In consideration of the impact of the Covid-19 emergency on NC and Funding Program operations, the deadline to renew your Funding Program training has been extended for 3 months, from June 30th to September 30th. This applies particularly to board members who last completed the training prior to July 1, 2018 and the deadline to renew the training was June 30th, 2020. You can find your training expiration date on your Board roster page in DONE's website ([click here](#)). Many board members have been renewing their training by watching the short online training video and taking the accompanying quiz. The online video is available through DONE's website also ([click here](#)). If you are a Financial Officer, i.e. Treasurer, Signer, Bank Cardholder, please contact your Funding Rep to arrange a live online training through Google Meet.

The following are the remaining deadlines for the NC Funding Program this Fiscal Year, in consideration of impacts on NC operations by the Covid-19 public health emergency:

- Monday, June 15th - Deadline to submit check payment requests in the NC Funding System portal (normally June 1st every year)
- Saturday, June 20th - Deadline for NC credit card transaction (no change)
- Tuesday, June 30th - Deadline to submit Encumbrance Requests to Clerk.NCFunding@lacity.org
- For Neighborhood Councils that may be receiving reimbursements from vendors or NPG recipients, please contact your Funding Rep to make arrangements for the reimbursement check to be sent to our Office. To ensure the reimbursed funds are credited back to your NC account this Fiscal Year, we must receive the check no later than Monday, June 8th.

The NC Administrative Packet/Annual Budget Form for Fiscal Year 2020-2021 is now available. Please visit the Funding Program website ([click here](#)) to download the Packet. You'll find it in the Documents and Forms section, under Governing Documents. Please review the Packet for more information and instructions.

NC Outreach and Elections

So as part of the EmpowerLA Virtual Governance Plan (EVG), we recruited professionals (Momentum Solutions) to partner with the Department and create outreach tools for you to adapt to your various needs. The EmpowerLA Outreach and Elections team held four of seven regional gatherings with NC outreach chairs this month. Momentum Solutions, led by Gabriela Torres and Pia Schiavo-Campo, presented draft outreach tools and tips to over fifty NC leaders. Once the seven regional presentations are complete, a final version of the tools will be shared by the end of June. We also will be taking input on what and how the Department can support NCs in their outreach efforts. Given that we have a very limited budget compared to the last election cycle, it is important for us to prioritize our time and resources to help best support the NCs.

The remaining gatherings, dates, and times are:

South LA Area, Wednesday, June 3rd 6:15pm-7:30pm

Central Area, Wednesday, June 3rd 7:45pm-8:55pm

West Area, Thursday, June 4th 6:30pm-7:45pm

You can RSVP for the remaining regional outreach gatherings here:

<https://www.surveymonkey.com/r/7Region>

NC Policy and Governmental Relations

Thank you to the Board of Neighborhood Commissioners for hosting a virtual meeting via Zoom on Tuesday May 5. Over 40 Neighborhood Council board members and stakeholders participated in the meeting. Thank you to the many Neighborhood Council leaders for sharing best practices in supporting efforts related to COVID 19 during the Commission meeting. Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, June 2 at 6 pm via Zoom.

The Board of Neighborhood Commissioners recently adopted policies during the March and April 2020 meetings to establish uniform procedures for censure and removal of Neighborhood Council board members. Thank you to you and your Neighborhood Councils for your input and feedback on these policies over the last year. It was a rigorous effort and your contributions were invaluable. The Board of Neighborhood Commissioners greatly appreciates your feedback and input. These policies are now in effect and will need to be amended into your Neighborhood council bylaws. Please contact your Neighborhood Empowerment Advocate (NEA) if you have any questions on these policies or need assistance.

Here is the Neighborhood Council Board Member Censure Policy adopted by the Board of Neighborhood Commissioners on March 3, 2020.

<https://empowerla.org/wp-content/uploads/2020/04/NC-Board-Member-Censure-Policy-2020-03-03.pdf>

And here is the Neighborhood Council Board Member Removal Policy adopted by the Board of Neighborhood Commissioners on April 14, 2020.

<https://empowerla.org/wp-content/uploads/2020/04/NC-Board-Member-Removal-Policy-2020-04-14.pdf>

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 6/5/2020, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 6/5/2020, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	9/30/2020	5/3/2022
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	5/3/2022

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Bryce	Louie	At-Large Youth Representative	6/24/2021	5/4/2021	6/23/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Title	Case#	Case Lead	Open Date	Status
Field – Phone Inquiry NC Treasurer	26629	Mario Hernandez	5/21/2020	O – Open

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Monday, June 1

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, June 2

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, June 3

6:15pm - [South LA Regional Outreach Gathering \(5/7\)](#)

6:30pm - [Harbor Alliance of Neighborhood Council Meeting](#)

7:45pm - [Central Area Regional Outreach Gathering](#)

Thursday, June 4

6:30pm

[West LA regional outreach gathering](#)

Saturday, June 6

8:45am - [Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am - [Los Angeles Neighborhood Council Coalition Meeting](#)

Thursday, June 11

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, June 13

10:00am

[PlanCheckNC Meeting](#)

Monday, June 15

1:00pm - [Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm - [Alliance of River Communities \(ARC\)](#)

Wednesday, June 17

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, June 18

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, June 20

8:00am

[Neighborhood Council Budget Day](#)

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Translation (Written) Services:

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Key Translations International

Contact: Marlene Gomez, Owner
(714) 752-6761
mgomez@ktitranslations.com

Interpretation (Verbal) Services

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278
Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020
arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374
info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649
santafesprings@atwork.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCSupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear NC Leaders:

My sincerest thanks and congratulations to all Neighborhood Councils for their dedication to completing the bylaws revision process in time to meet the Office of the City Clerk's Election Division's July 1, 2020 deadline. This was a tough job.

July begins the beginning of Fiscal Year 2020-2021. We are moving forward with the understanding that the 'new normal' is that change can be expected each day. With this in mind, we want to thank you for your patience during this accelerated three-month transition. It was and continues to be a transition into a form of grassroots dual democracy for the Neighborhood Council System. All operating paradigms have required modification and creating thinking. What remains unchanged is the Department's operational goals. The priority goal is to provide the best direct Neighborhood Council support possible to the elected leaders of the System.

The Leadership team has completed a reorganization of the manner in which direct neighborhood council support will be provided. There are 17 budgeted Neighborhood Empowerment Advocates positions in the Department's budget. Due to City budget cuts, we have fourteen people in those. Two of those are assigned full-time to support the City's disaster service work.

NEAs will each be assigned an average of 9 Neighborhood Councils to support. Modifications to our support of support for alliances and liaisons groups can be summarized by attending meetings on a quarterly basis in Fiscal Years 2020-2021. We will be available to support these active groups via email between meetings.

We are making an effort to work with NC leaders on their compliance with the mandatory Code of Conduct and Ethics trainings. These online *Cornerstone* trainings are accessible on approximately July 10, 2020. Individuals with Code of Conduct expired trainings as of May 31, 2020 will receive suspension letters from the Department, following Board of Neighborhood Commissioners [Code of Conduct Policy #2014-2](#). Reminder emails will be sent from the Division of Administration to leaders whose training will expire within the next 90 days. Assistance with accessing the online trainings can be requested by emailing rosters@empowerla.org

Please reach out to your NEA if you have any questions. Thank you.

Raquel Beltran

Department Administration

Canva subscriptions renewed; new templates debut in July

Subscriptions to graphic design app Canva for Neighborhood Councils have been renewed for the 2020-2021 fiscal year, so your NC's Canva account will be available through mid-June 2021. New virtual meeting outreach templates will be available in your Canva accounts soon, based on the graphics presented by marketing/social equity specialists Momentum at the Citywide Outreach Gathering on June 29th.

If your NC is not yet using your Canva account, please email our support team at Canva@EmpowerLA.org with your name and NC name, so we can get you started.

NC Direct Support Operations

We are excited to announce the start of our Civic Youth Leadership Academy (CYLA) again for this summer! This year's CYLA will be conducted via video-conferencing and will be held July 13, 20, 27 and August 3rd from 10 am - 12 pm. To apply and/or for more information, visit <https://empowerla.org/civicyouth>

We are also excited to announce the final round of parliamentary procedures training for the Neighborhood Council System for the year. The "Empower the Chair to Empower the Board" webinar will be held Monday, July 27 from 6 pm - 8 pm and are open to all participants of the Neighborhood Council System. The webinar training will cover: the different roles of an executive committee, how to utilize parliamentary procedures to effectively chair a meeting, and additional updates about running virtual NC meetings. To RSVP, visit <https://forms.gle/Tm5ahc9GxYR9ztLo8> or call (213) 978-1551.

As we receive feedback from the Neighborhood Council System, we continue to develop and share information related to virtual governance. The Department has purchased toll free numbers for Zoom. The toll free call-in numbers are: (833) 548-0276, (833) 548-0282, (877) 858-5257, and (888) 475-4499 and can be found under "copy invitation" after a webinar has been created. The toll free feature eliminates long-distance call charges for participants. However, other telephone charges may apply from a participant's phone carrier. For questions and/or feedback related to the EmpowerLA Virtual Governance system, please email: EVG@empowerla.org

NC Outreach and Elections

The EmpowerLA Outreach and Elections team held regional gatherings with NC outreach chairs. Momentum Solutions, led by Gabriela Torres and Pia Schiavo-Campo, presented draft outreach tools and tips to over fifty NC leaders. On June 29th, Momentum Solutions presented a final version of the tools. We also took input on what and how the Department can support NCs in their outreach efforts. Given that we have a very limited budget compared to the last election cycle, it is important for us to prioritize our time and resources to help best support the NCs. To support NC Outreach efforts, the Department will be providing NCs with trainings on different outreach topics.

At the end of this month, the Department will be hosting a "Empowering Voices through Digital Content" webinar training. The webinar will teach board members the basics of video production, filming and editing. The webinar will also help NCs develop a "content plan" and how to promote videos on social media channels. After the webinar, we will ask Neighborhood Councils to submit self-filmed videos under a common theme, which will result in a final video product promoting the Neighborhood Council System.

NC Policy and Governmental Relations

Thank you to the Board of Neighborhood Commissioners for hosting special meetings via Zoom on Monday, June 22 and Monday, June 29 to discuss agenda items including many bylaw amendments. Over 100 Neighborhood Council board members and stakeholders participated in these special meetings. Thank you to

the many Neighborhood Council leaders for sharing best practices and also for your work and efforts on bylaws.

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Monday, July 20 at 1 pm via Zoom. Topics to be discussed include updates on Department budget, staffing, and other operational matters, and discussion and possible action to form an ad hoc committee on IdeaScale.

Office of Community Engagement/Innovation:

- Appoint a Data Liaison

Don't forget to appoint data liaisons for your neighborhood Council. Once trained, Data Liaisons will be able to understand the organization of Open Data at the City of Los Angeles, use ArcGIS online (mapping tool) in order to create maps, adding, joining, enriching and filtering layers, using Living Atlas, Community Survey123 and create Webapps, create data visualizations for NC communication channels (website, social media, flyer), provide enhanced information to help NC board and committees to make decisions, provide data and ideas to nourish advocacy strategies and assist your neighborhood council in creating community survey. As most of the work of a Data liaison will be made using a computer, it is recommended to have its own computer (laptop or desktop). Having computer science skills or a taste to learn new software is recommended. Don't hesitate to inform your Neighborhood Empowerment Advocate once your Data liaison(s) is (are) designated. Reminder, a liaison is not necessarily a board member, it can be a stakeholder.

- Do you want to Volunteer with Hack For LA to design a Parking citation data analysis or to help angelenos identifying food pantry and hot meals locations?

Hack for LA is looking for volunteers: [Hack for LA](#) is a project of Code for America and is it's official Los Angeles chapter. It brings together civic-minded volunteers to build digital products, programs and services with community partners and local government to address issues in LA.

One of their team of volunteers currently wants to make it easier to view and make decisions in your neighborhood using parking citation data. Have you ever wondered where most of the parking tickets are issued in your neighborhood? How about where they are not, but maybe they should be? If you're interested in giving some direction on what questions you want answered, Hack For LA will build an app with it. Please contact: citizenengagement@hackforla.org to sign up.

Another team is working on compiling a list of food pantries and hot meal locations. The Hack for LA Food Oasis program has built a database gathering data from Non profits and government agencies and is partnering with volunteers to validate over 1500 listings and make that data freely available via easy export and a dedicated website. If you are interested in helping this project, contact Hack For LA today at citizenengagement@hackforla.org and therefore provide the most comprehensive information for people experiencing food insecurity to the greater LA area.

Social and Economic Inclusiveness and Equity Survey

As you know, Neighborhood Councils advocate on issues like homelessness, housing, land use, emergency preparedness, public safety, parks, transportation, and sustainability. They also provide local expertise and a local voice on the delivery of City services to their communities, most often through the Budget Advocates process.

On June 19, 2020, Mayor Eric Garcetti issued Executive Directive #27 to address racial equity in City government (read it at <http://tiny.cc/MayorExecutiveDirective27>.) Please share your personal thoughts about how the City of Los Angeles should allocate its budget, to better address issues of social and economic inclusiveness and equity in the community that you serve as a Neighborhood Council member.

While we would like you to speak from your perspective as a Neighborhood Council leader, this survey is for you to share your personal opinions as an individual board member. So please don't worry about repeating any official positions that your NC may already have taken regarding the City budget on this survey - unless, of course, your board's position represents your own personal opinions, as well.

Your feedback is anonymous. Results will be shared with Neighborhood Council members and City decision-makers at a future date, to inform and facilitate City budget discussions and planning. However, the data will only indicate which NC a respondent came from, and not the identity of the respondents.

*** Decisions are being made quickly so we urge you to please respond by July 13th at 11:59PM, Pacific Time (PT) ***

Thank you once again for completing this survey. Take it now at <https://forms.gle/NNJZtZHMNZBsQYwBA>

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 7/10/2020, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 7/10/2020, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business–Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non–Profit Representative	5/29/2021	5/29/2021	5/29/2021
Xiao Ping	Liang	Chinatown At–Large Business–Owner/Employee/Non–Profit/Property–Owner Representative	5/29/2021	5/29/2021	5/29/2021
Norma	Garcia	El Pueblo Business–Owner/Employee Representative	9/27/2021	9/30/2020	5/3/2022
Valerie	Hanley	El Pueblo Non–Profit Representative	9/25/2021	12/11/2020	5/3/2022
Paul	Hanley	El Pueblo At–Large Business–Owner/Employee/Non–Profit	6/7/2021	12/11/2020	6/7/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Wilson	Gee	Solano Canyon Business–Owner/Employee/Non–Profit/Property–Owner Representative	4/26/2021	4/26/2021	4/26/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Steve	Rice	Victor Heights Business–Owner/Employee/Non–Profit/Property–Owner Representative	5/29/2021	8/13/2021	5/29/2021
Bryce	Louie	At–Large Youth Representative	5/29/2022	5/4/2021	6/23/2021
Tony	Quon	At–Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Miho	Murai	At–Large Stakeholder	6/25/2021	7/16/2021	5/9/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Wednesday, July 1

6:30pm - [Harbor Alliance of Neighborhood Council Meeting](#)

Thursday, July 2

11:00am - [check-in with Raben](#)

Saturday, July 4

8:45am - [Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am - [Los Angeles Neighborhood Council Coalition Meeting](#)

Monday, July 6

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Tuesday, July 7

6:00pm

[Canceled - Board of Neighborhood Commissioners Meeting](#)

Thursday, July 9

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, July 11

10:00am

[PlanCheckNC Meeting](#)

Monday, July 13

10:00am

[Civic Youth Leadership Academy](#)

Wednesday, July 15

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, July 16

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, July 18

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Monday, July 20

10:00am

[Civic Youth Leadership Academy](#)

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Monday, July 27

10:00am - [Civic Youth Leadership Academy](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Translation (Written) Services:

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106

translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891

info@interpreters.com

Key Translations International

Contact: Marlene Gomez, Owner
(714) 752-6761

mgomez@ktitranslations.com

Interpretation (Verbal) Services

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106

translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891

info@interpreters.com

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278

Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020

arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374

info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649

santafesprings@atwork.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCSupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear Neighborhood Council Colleagues:

Thank you so much for all your efforts transitioning into the new fiscal year. As you know, the Department has implemented a [reorganization](#). Neighborhood Councils (NCs) are receiving letters from the Department describing anticipated staffing changes related to the direct neighborhood council support to be provided.

We have completed the Empowered Virtual Governance (EVG) and meeting workshops and trainings created to ensure a successful transition to virtual meetings. We created a data visualization tool to show how well we did in May, the first month of EVG. Eighty-five percent of the NCs held board and committee meetings. This success is a reflection of the dedication and commitment NC leaders have to their communities. Congratulations!

The filing of [community impact statements](#) (CISs) is how you raise your voice at City Hall. We congratulate you on a successful year filing [community impact statements](#) (CIS). We ended Fiscal Year 2019-2020 with a record 647 CISs, exceeding prior year filings. This webpage provides a [two-year comparison of CISs](#) to help you keep track and compare your efforts to other NCs.

We share a [link](#) to the recently released report on the perceptions you have about the [social, economic, inclusiveness, and equity](#) conditions in your communities. Neighborhood Councils are represented by over 1,600 locally elected board members. The [survey](#) was distributed online between July 6, 2020, and July 13, 2020, to the emails of record with the Department. The survey was available in English, Spanish, Chinese, and Korean. Close to 40% of NC board members completed the survey, the highest response rate to any survey initiated by the Department in recent years.

You were asked to select three initiatives you considered a priority to address social and economic disparities. Approximately 63% of you selected housing as your first priority, 50% chose the category of schools/education/arts and culture as your second priority. The third priority was social and supportive services/mental health services at 46%.

The City continues to ask departments to implement cost-saving strategies. We will keep you informed of the decisions we are making to comply with these requests. Rest assured that direct neighborhood council support continues to be our priority.

Thank you.

Citywide Campaigns

Mayor Eric Garcetti today launched the [L.A. Mask Print Project](#), a grassroots initiative to remind Angelenos to wear a mask in public through open-source art in collaboration with local artists and businesses. This effort kicked off with three commissioned posters in English and Spanish produced pro-bono by Studio Number One, a Los Angeles creative studio founded by Shepard Fairey.

Department Administration

The Administrative Services Team was proud to support the outreach efforts conducted by the Department to encourage participation in the Social and Economic Inclusion and Equity survey. By prioritizing this project, staff members were able to make phone calls and communicate successfully with over 1,200 Neighborhood Council Board Members within four days! Many Board Members expressed their appreciation for the “personal touch” of reaching out to them and letting them know their participation in the survey mattered so much. We look forward to utilizing this experience to develop best practices and improve our contact information for more successful outreach efforts in the future.

Suspension Notices were sent to Neighborhood Council Board Members who were out of compliance with the Code of Conduct training and signature requirements. If you received this notice, please prioritize completing the training and submitting your signature to the Department as soon as possible. Instructions for complying with the requirements, including the necessary links were included in the notice. For additional questions, please contact rosters@empowerla.org

City Clerk Funding

Keep track of your NCs spending on the [City Clerk's funding dashboard](#). According to this dashboard, in Fiscal Year 2019-2020, Neighborhood Councils were awarded \$4.883m for all 99 Neighborhood Councils. Of that amount, \$1.429m remained unspent as of this reporting period. Having early conversations about how you want to spend your allocations will minimize having a high balance at the end of the fiscal year.

NC Direct Support Operations

Thank you for joining us last month for the “Empower the Chair to Empower the Board” webinar. The webinar recording, along with past EVG trainings are available on the Department’s website: www.Empowerla.org/EVG, for your review.

Here are some highlights:

- Steps to deal with disruptions during public comment
- [Recurring Webinars](#) - Set up a recurring webinar to save time and to avoid individual panelist invites.
- [Host Key](#) - Utilize the Host Key feature to allow committee members to start a meeting without the host being present.
- *6 to mute and unmute on the phone
- Passcodes will not be a required feature for webinars. [View Zoom article](#) for more details.

We will follow up with the NC System to provide written guidance on all of the topics covered at the webinar, so keep an eye out for it in your inbox!

NC Outreach and Elections

The EmpowerLA Outreach and Elections team have created an outreach assessment survey to gain knowledge of NCs outreach efforts. Data gathered from the assessment will be used to help create regional outreach resource guides for NCs. We will be doing a few webinars in August to help with social media and public relations.

Last month, we sent our outreach toolkit to help assist NCs. If you do not have the toolkit, you can find it at this link: [NC Outreach Toolkit](#)

NC Policy and Governmental Relations

Thank you to the Board of Neighborhood Commissioners for a wonderful meeting on Monday, July 20, 2020. Over 50 Neighborhood Council board members and stakeholders participated in this robust meeting.

Congratulations to Commissioner Lipmen on his re-election by his fellow Commissioners to serve a second one-year term as President of the Board of Neighborhood Commissioners. Congratulations to Ray Regalado on his election as Vice Chair of the Board of Neighborhood Commissioners.

Thank you so much to Commissioner Wehbe for her wonderful leadership as Vice Chair of the Board of Neighborhood Commissioners for FY 19-20.

Commissioner Lipmen appointed Commissioner Regalado and Commissioner Shaffer to the Ideation Campaign Ad Hoc Committee overseeing the BONC sponsored Ideation campaign on Ideascale. In addition, there was discussion on creating a fair and equitable Neighborhood Council funding model.

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, August 4 at 6 pm via Zoom. Topics to be discussed include updates on Department budget, staffing, other operational matters, and funding equity.

Office of Community Engagement/Innovation:

- Do you want to know more about the 311 requests in your neighborhood council?

Over twelve months ago, a group of board members from all over the City started to work with volunteers from Hack for LA in order to build a digital tool that provides visualization and analysis of the available data related to 311.

After hundreds of hours of work and meetings, Hack for LA made this tool available to the neighborhood council system and the public: <https://www.311-data.org/>

Scroll down and click on "LET's get started to visualize all the 311 requests available on open data in your NC. Click on the Comparison too button on the top right of your screen and you will be able to compare key indicators (frequency, time of response...) between your NC and other areas (other NC or a city district). We want to thank the neighborhood council leaders who took part in this project and of course, the volunteers of Hack for LA for developing this great platform.

- EmpowerLA is designing its new website: Your voice can be heard!

We are working on the design of our new website and we want to make sure that it will fulfill your expectations. For that, we invite all board and committee members that participate in a one-hour workshop to provide more information about the redesign process and how your voice can be heard. This workshop will be held on to 7 pm. If you are interested, feel free to register here: <http://tiny.cc/EmpowerLAWebsite>

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 8/4/2020, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 8/4/2020, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	9/30/2020	5/3/2022
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	5/3/2022
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Bryce	Louie	At-Large Youth Representative	5/29/2022	5/4/2021	6/23/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates :

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

First Name	Last Name	Board Seat
Huiling	Cai	Solano Canyon Residential Representative

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Saturday, August 1

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Monday, August 3

10:00am

[Civic Youth Leadership Academy](#)

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

Saturday, August 8

10:00am

[PlanCheckNC Meeting](#)

Thursday, August 13

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, August 15

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

Monday, August 17

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Wednesday, August 19

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, August 20

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, August 22

10:00am

[NC Emergency Preparedness Alliance Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Translation (Written) Services:

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Key Translations International

Contact: Marlene Gomez, Owner
(714) 752-6761
mgomez@ktitranslations.com

Interpretation (Verbal) Services

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106
translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891
info@interpreters.com

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278
Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana
(562) 860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca
(626) 793-0020
arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes
(310) 387-1374
info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649
santafesprings@atwork.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCSupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!



Historic Cultural North Neighborhood Council Monthly Profile

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

Board Members who have not completed the Funding training:

Board Members with missing or expired Ethics Certificates:

Board Members who have not completed the Code of Conduct training or their certificate has expired:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Dear Historic Cultural North Council leaders,

Dear Neighborhood Council Colleagues:

This month Mayor Eric Garcetti will complete his tour of Neighborhood Council Alliances. We are thankful the Mayor has taken time out of his busy schedule to join us. He shared views about the progress the City is making in its response to the pandemic and recognized Neighborhood Councils for their on the ground support of their communities. He will continue his visits with the Neighborhood Council Alliances in September and plans to schedule follow-up visits again.

There are two Council Files to monitor in September. [Council File 20-0963](#) relative to the conduct of Neighborhood Council (NC) elections during the COVID-19 pandemic. The City Council approved this action (14-0) on August 26th. The Health, Education, Neighborhoods, Parks, Rivers, and Arts Committee (HeNPAR) approved [CF-20-0990](#) on August 27th. Introduced by Councilmember Bonin and seconded by Councilmember Paul Koretz, this motion directs the Board of Neighborhood Commissioners and Civil and Human Rights Commission to develop a plan for administering mandatory Diversity, Equity and Inclusion training and anti-bias training for all members of Los Angeles Neighborhood Councils.

Additionally, [Council File 18-0467](#) relative to amending the Los Angeles Administrative Code to establish a uniform minimum voting age, minimum board member service age, an optional youth board seat, and revising the definition of community interest stakeholder was passed by on August 25 by City Council (12-0).

We also suggest keeping a close eye on several policy and procedure updates. Items to be presented to the Board of Neighborhood Commissioners include a revision to the Code of Conduct Policy, introduction of a new 'Digital Media Policy', a presentation on the EmpowerLA and the Office of City Clerk's implementation of the Leadership Training Policy <https://empowerla.org/wp-content/uploads/2020/04/NC-Leadership-Orientation-Policy-2020-01-30.pdf>. The latter policy should be monitored closely as your input on how it is implemented will be important to us. Separately, the Department is developing policies and guidance on several topics. They include the use and availability of alcohol at NC meetings, guidance on the administration of candidate forums, and an internal procedure related to verification of stakeholder eligibility.

We also want to share that we have initiated a project to possibly modify the template language used in the Early Notification System. Feel free to send me an email if you would like to share your thoughts on how to improve the language. We will share more as that project advances.

Please feel free to reach out if there is anything you need from me. Thank you so much for your support, feedback, and encouraging emails.

Department Administration

In September, a second round of suspension notices is being sent to Neighborhood Council Board Members who are out of compliance with the Code of Conduct training and signature requirements. If you receive this notice, please prioritize completing the training and submitting your signature to the Department as soon as possible. Instructions for complying with the requirements, including the necessary links are included in the notice. For additional questions, please contact rosters@empowerla.org. The Department is working hard to

review our process and records review procedure to further improve the efficiency/accuracy of future notifications. We thank you for your patience as we work to make these improvements.

City Clerk Funding

Board Members, the deadline to renew your Funding Program training was extended for 3 months, from June 30th to September 30th. You can find your training expiration date on your Board roster page in DONE's website ([click here](#)) and also on your Monthly Profile newsletter issued by DONE.

Many board members (who are not Financial Officers) have been renewing their training by watching the short recorded online training video and taking the accompanying quiz. The online recorded video is available through DONE's website ([click here](#)). If you are a Financial Officer, i.e. Treasurer, Signer, Bank Cardholder, please contact your Funding Rep to arrange a live online training.

We have scheduled a series of live online training sessions. You can find the schedule for the sessions on our website. These sessions are open to all board members. Please [click here](#) to visit our website and register for the sessions available.

Please visit the NC Funding System Dashboard where you can view funding information by individual NC, City Council District, or City Region: [NC Funding System Dashboard](#)

NC Direct Support Operations

Since the transition over to virtual meetings, we've learned so much and are continuing to learn from our Neighborhood Councils. While we work to update the [EmpowerLA Virtual Governance \(EVG\) Protocols](#) over the coming weeks, here are a few "tech tips", we are highlighting to assist you in conducting virtual meetings.

- Video is allowed for host and panelist. The [EVG Settings](#) are set to allow video as an option for the "host" and "panelists". Video is optional and is not required.
- Be mindful of your "virtual environment." Your virtual environment includes your physical space which appears on video, your virtual background, background audio, and your attire. Your virtual environment should be void of any commercial advertising and political lobbying. Your virtual background should not be disruptive nor distracting to the meeting.
- Set up "[Recurring Webinars](#)" to keep the same Webinar ID number and panelists invited for each recurring webinar.

We encourage you to continue sharing "best practices" with the Department so that we can share more widely with the NC System.

Additionally, when dealing with disruptions during public comment for virtual meetings, please remember that under the Brown Act, NCs cannot prohibit public criticism of policies, procedures, programs, or services of the City or the acts or omissions of the neighborhood council itself. The First Amendment protects the public's free speech rights and the Courts have held that offensive, obnoxious and repugnant speech, including profanity and cursing is protected by the First Amendment.

While these comments can be disturbing, you will need to examine whether or not these comments are disruptive to your meeting. When addressing disruptions during public comment, remember to focus on

conduct and not speech in deciding when to act upon disruptive behavior. Should you experience disruptive behavior during public comment, please be sure to follow these three steps:

1. When the initial disruption occurs, offer a first warning to the speaker. The Chair should stop the time to offer a verbal warning to the speaker, and enter the disruption into the minutes. Then resume the speaker's time.
2. If the speaker refuses to stop the objectionable behavior, the Chair should repeat step 1, the request to stop, and emphasize that the speaker will be placed on mute if the behavior continues.
3. If after the third disruption (typically the third public comment by the individual) the person refuses to stop after the second warning, you can state: "You have been warned twice that you are disrupting this meeting and have been told to immediately stop your disruptive actions. Since you have chosen to disregard this request and continue being disruptive, I am requesting that you be muted for the remainder of the meeting", and mute the speaker.

Should persistent disruption continue, call a brief recess.

Due to the complexities of the Brown Act in relations to the First Amendment, we are advising NCs not to remove attendees from your meeting, but rather mute the speaker

Additionally, here is a helpful handout providing greater clarity around the "Role of Neighborhood Councils as Advisor to City Decision-Makers" [[English](#) // [Spanish](#) // [Korean](#) // [Chinese](#)]

Finally, the Department will be working over the next month to amend NC bylaws to reflect the recent ordinances passed by City Council.

NC Outreach and Elections

We invite you to join us for the "Empowering Neighborhood Voices With Digital Content" Webinar on Wednesday, September 30th from 5 pm - 6 pm (rescheduled from original date of July 29th). This webinar is designed to provide board members with the tools to create digital content to promote through various digital channels. The webinar will cover the basics of video production, filming and editing. The skills gained will prepare attendees for conducting NC outreach and for the upcoming 2021 NC Elections and Neighborhood Council board members will be asked to submit self-filmed videos, which will result in a final video product promoting the Neighborhood Council System. To RSVP visit <https://forms.gle/btgv2d8qJmJxJfE7> . To view more information about the video submission project, [click here](#).

Last week, the Health, Education, Neighborhoods, Parks, Arts and Rivers (HENPAR) committee requested our Department along with the City Clerk to report back on ways we can get feedback for all Vote-By-Mail 2021 NC election. We will be scheduling 4 regional feedback sessions in Central/East, South LA, Harbor, West, and North/South Valley. The dates are TBD we will send you the information once the dates are approved.

We are working on a 2021 Marketing Plan to help guide us for the 2021 NC Elections. With limited funds, we will need to prioritize our resources.

NC Policy and Governmental Relations

Thank you to the Board of Neighborhood Commissioners for a wonderful meeting on Monday, August 17, 2020. Over 70 Neighborhood Council board members and stakeholders participated in this robust meeting.

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, September 1 at 6 pm and Monday, September 21 at 1 pm via Zoom. Topics to be discussed include updates on Department budget, staffing, other operational matters, funding equity, 2021 Neighborhood Council elections, and a proposed social media policy.

The next Homelessness Liaison meeting will take place on **Wednesday, September 30, 2020 from 6:30-8:00pm**. This will be your opportunity to hear from and collaborate with other Homelessness Liaisons and also discuss how we can support you in your efforts to address homelessness in your communities. We would love your feedback on what you would like to see at this meeting. RSVP and survey can be found [HERE](#).

The Department of Neighborhood Empowerment and Department of Aging is hosting a Purposeful Aging Town Hall on Thursday, October 29th at 7 pm.

A special presentation from Jewish Family Service will be provided so attendees can learn about the programs and services that the city provides to older adults through its non-profit partners.

The information for the Zoom meeting will be released soon. We encourage all Neighborhood Councils to send at least one representative to the meeting so they can take back this important information to their communities.

Office of Community Engagement/Innovation:

LET'S REDESIGN THE EMPOWERLA WEBSITE TOGETHER

In partnership with Hack For LA and Superby Design, the Department hosted an information session on August 31st to present the process of redesigning our website empowerla.org. If you were not able to attend this session, you can see the recording here:

https://zoom.us/rec/share/upVMKrig2npOHrfDy0_tea8kQbjlaaa82nBP86FfzhrXGj3xRFzuOjO7_AlpTZVK If you want to keep being part of the process and your voice to be heard, we invite you to complete the survey <http://tiny.cc/EmpowerLAWebsite> in order to share your opinion on the current website and what you consider as a priority for the future website. By completing this survey, you will also register for the next step: a Discovery Workshop that will include the wide diversity of users of our website, including city staff, board and committee members and members of the public. The Discovery Workshop will be held on Tuesday, September 29th from 6pm until 9pm.

NEW COMMUNITY RESOURCES! KNOW YOUR COMMUNITY INITIATIVES

In partnership with the mayor's office, the Department worked on the development of a new platform that will give you access to a set a data related visualization tool: If you want to see the permit around a specific location or within a neighborhood council, or if you want to have access to resilience indicators within your

neighborhood council or if you want to deep dive in your community (Commute Profile, Employment Overview, General Demographics, Health Care and Insurance...), one address: [Know Your Community](#) . We hope you will enjoy this portal that we'll keep developing by adding new features and training components.

WHEN IT IS GREAT, WE SHARE IT!

During the summer, students from CalState LA were invited by the City of Los Angeles to address pertinent [community challenges](#) facing local nonprofits using data from the City. Students completed great work that is accessible [here](#). Among these projects I invite you to have a look at the project [Wilmington Street and Environment Safety Analysis](#) or the [Growing a Greener & More Equitable Future for LA](#). The latter was noticed by the GIS Mapping software ESRI who wrote a great [article](#) about it. Congratulations to all the students!

City Clerk Administration:

Due to public health and safety concerns as a result of the COVID-19 pandemic, City Council has approved our plan to implement an all Vote-By-Mail election for Neighborhood Councils (NCs) in 2021. As we work to implement these elections, we will engage with NC leaders and stakeholders to obtain feedback and suggestions on how best to ensure equitable access to NC elections. Stakeholders are encouraged to complete the [Neighborhood Council Vote-By-Mail Election Survey](#) to share feedback and recommendations by Friday, September 4, 2020.

We will also partner with the Department of Neighborhood Empowerment to host four regional sessions to gather feedback from stakeholders across the City to help our office identify methods to provide more inclusive elections. Meeting details to follow.

Department staff is scheduled to present at the 2020 Congress of Neighborhoods on Saturday, September 26, 2020. The workshop will include information on the upcoming 2021 NC elections, including regional election timelines, how to register as a candidate, and the vote-by-mail process. Workshop information will be available in the coming weeks.

Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 9/1/2020, you have filed 2 Community Impact Statements, and agendas have been posted for your Neighborhood Council for the current month.

As of 9/1/2020, 0 Grievances have been filed against your Neighborhood Council.

Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Tuong	Hoang	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Ne Hung	Hom	Chinatown Residential Representative	5/29/2021	5/29/2021	5/29/2021
Mei Wah	Lau	Chinatown Business-Owner/Employee Representative	5/29/2021	5/29/2021	5/29/2021
Wai So	Yuan	Chinatown Non-Profit Representative	5/29/2021	5/29/2021	5/29/2021
Xiao Ping	Liang	Chinatown At-Large Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	5/29/2021	5/29/2021
Norma	Garcia	El Pueblo Business-Owner/Employee Representative	9/27/2021	9/30/2020	5/3/2022
Valerie	Hanley	El Pueblo Non-Profit Representative	9/25/2021	12/11/2020	5/3/2022
Paul	Hanley	El Pueblo At-Large Business-Owner/Employee/Non-Profit	6/7/2021	12/11/2020	6/7/2021
Huiling	Cai	Solano Canyon Residential Representative	11/25/2021	11/11/2021	8/22/2022
Phyllis	Ling	Solano Canyon Residential Representative	4/10/2021	12/11/2020	5/13/2021
Wilson	Gee	Solano Canyon Business-Owner/Employee/Non-Profit/Property-Owner Representative	4/26/2021	4/26/2021	4/26/2021
Don	Toy	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Esther	Woojan	Victor Heights Residential Representative	5/29/2021	5/29/2021	5/29/2021
Steve	Rice	Victor Heights Business-Owner/Employee/Non-Profit/Property-Owner Representative	5/29/2021	8/13/2021	5/29/2021
Bryce	Louie	At-Large Youth Representative	5/29/2022	5/4/2021	6/23/2021
Tony	Quon	At-Large Stakeholder	6/24/2021	9/24/2021	9/24/2021

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Miho	Murai	At-Large Stakeholder	6/25/2021	7/16/2021	5/9/2021

Please submit any updates and changes to the roster to Rosters@EmpowerLA.org, including any Ethics Certifications.

Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with Expired or Missing Mandatory Trainings

To vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

NOTE: in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact Rosters@EmpowerLA.org.

Board Members who have not completed the Funding training:

Funding – Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates:

ETHICS – All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT – All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Your cases for this month are:

Please continue to next page to see Important dates, and Existing Vendors for NCs.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Tuesday, September 1

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

Wednesday, September 2

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

Saturday, September 5

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

Thursday, September 10

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, September 12

10:00am

[PlanCheckNC Meeting](#)

Wednesday, September 16

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, September 17

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Monday, September 21

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

Saturday, September 26

9:00am

[Congress of Neighborhoods](#)

10:00am

[NC Emergency Preparedness Alliance Meeting](#)

Tuesday, September 29

6:00pm

[ELA Website Redesign - Discovery Workshop](#)

Wednesday, September 30

6:30pm

[Homelessness Liaisons Meeting](#)

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Translation (Written) Services:

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director

(844) 824-0477, ext. 1106

translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891

info@interpreters.com

Key Translations International

Contact: Marlene Gomez, Owner

(714) 752-6761

mgomez@ktitranslations.com

Interpretation (Verbal) Services

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director

(844) 824-0477, ext. 1106

translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891

info@interpreters.com

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz

(213) 787-2278

Wdiaz@appleone.com

Lloyd Staffing

Contact: Luly Santana

(562) 860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca

(626) 793-0020

arlene.apodaca@p-i-d.biz

Bridgegap Temporary Staffing and Services Agency

Contact: Terrence Gomes

(310) 387-1374

info@btsasa.com

At work Personnel Services

Contact: Jennifer Rounds

(562) 222-4649

santafesprings@atwork.com

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at NCsupport@LACity.org or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!

Partial Transcript of the August 19, 2020 HCNNC Special Board Meeting

08-19-2020 zoom_0.mp4

Transcribed by: Phyllis Ling

Date of Recording: August 19, 2020

Length of Recording: 03:20:46

Board Members Present: Don Toy (Chair), Steve Rice (Treasurer), Paul Hanley, Valerie Hanley, Phyllis Ling, Miho Murai, Mei Wah Lau (1st Vice-Chair), Huiling (Angela) Cai, Bryce Louie (2nd Vice-Chair), Ne Hung Hom,

Guests: Jackie Kim (DONE), Sahari Silva (Administrative Assistant), Annie Shaw, Interpreter (Jane Gao)

[00:22:54]

Jackie: I just wanted to make sure that we're on the same page. I know that one of the board members was suspended for the code of conduct expiration. Angela, have you been able to complete that?

Don: Actually, she wanted to discuss that, actually Jackie. Because you guys say that she was suspended, but based on our records, she was with us at the training, and supposedly, she said that she was trying to get a hold of you the last three days while we were waiting. And I don't know if you guys hooked up together. Were you guys able to hook up together?

Jackie: Yeah, so I was able to speak with her, and I also texted her today letting her know that the log in was available.

Don: The log in was not available?

Jackie: It was available.

Don: So then was she able to complete the training or no?

Jackie: Um, we would have to ask her. I did let her know that it was available.

Don: OK, so you didn't work with her. I thought you told me that you were going to work with her and it was going to take half an hour.

Jackie: Yeah I was going to work with her. I sent her the information, I forwarded over the emails, I did call her back today to work with her.

Don: Well OK, let me ask, Steve do we have Tony Quon on line yet? Tony are you online?

[Call to order, roll call, general public comments, Community/Government reports]

[1:24:00 Exec Committee Officers Report]

Don: Actually there are a lot of things because of the timing, let me summarize. One of the main things is, let me also apologize. There really is no excuse to start late. However, in this particular case, as Jackie was responding to Steve, we thought we had the meeting state, and if you look at our history, we usually do not start late. We were first notified that everything was good, but today, at the hour of 1:30, we were told that the translators were not coming. The executive committee got on the horse, and actually we found translators to take over. However, at 3:28, we get a call from Jackie again that we no longer had translators. And again, because we didn't want to just fall on the side of the road, the executive committee and other members tried their best and that's why the delay of the 40 minutes in beginning the meeting.

Don: Now, with that In mind, we always want to start on time and finish on time, but I will say that because of the bilingual situation we're faced with, and because we want to do a good job, that's why when deadlines come up, not placed on us by ourselves, but with the government without notice, and so we try to react in order to solve and take care of the situation and things that are facing us immediately. But we will try to do better and meet, but I know that we will try to keep how we can to the schedule. Now with that mind, I will say that because of the bilingual uniqueness of our communities and wanting to be inclusive, we need more than one meeting, and sometimes we need special meetings. So whoever is going to be in the leadership in the future or whatever, needs to keep that in mind, it's better to be inclusive, and if it takes us a little more time, it takes us a little more time.

Don: You know, we're one minute away from 6 o'clock, let me suggest, Steve, if you want to make a motion, because everyone just pointed out, we started about 40 plus minutes late, if you want to make a motion to extend the meeting for a half an hour, please do that.

Steve: Can you hear me?

[Motion to Extend the meeting for 45 minutes]

[01:33:20]

Roll call vote:

Don Toy: Huiling Cai.

Interpreter: Yes.

Don Toy: Phyllis Ling

Phyllis Ling: Yes, but I think Huiling can't vote.

Don Toy: Well, why don't we, I mean on the report, if we have to make adjustments later, we will, Ok?

Phyllis Ling: Ok.

Don Toy: Wilson Gee.

[roll call vote continued....]

[01:35:23]

Don: Let me start off by saying, our neighborhood council that we have now, and we like to thank all of the people who set up our individual website and helped move ahead on a lot of pr things, but we don't have at this point, the people who volunteered who have the skill.

[Feedback, ask Mei Lau to mute herself]

Don: What I was saying was that we'd like to thank all of the people who were involved, and who worked at, and who were on the committee who helped set up our own website and helped set up outreach-type mechanisms for us. But as much as we would like, we don't happen to have the people with the skills who are available to continue and do on those sites. But checking with DONE, we are however, committed and we are obligated to at least put all of our agenda, activities, and other things in the NC, with the neighborhood council early supportive services information site. So we will make the NC supportive system, early notification site, that will be like similar to other neighborhood councils, we will put all of our information there, and we will ask members who are very good at dealing with computers and know how to move it around, I've been told that you can sign up with that site and you will get automatic notification with from the site if you sign up. But those of us who don't use it or know... [unintelligible].

[Feedback, comments about feedback]

So what we will do, we will try and have as we talked about earlier, to give notification in writing if we can, and if those who have email wishes to have email, we will do that.

Phyllis: Yes, I'm the chair of the Outreach And Communications committee and it sounds like you have made a lot of announcements about decisions that this board hasn't made. I'm not sure how this decision came about. I don't know if you want to take a moment to explain? And one more thing. I also maintain the website and I have not stepped down from that. I just asked that if you need something posted that is substantial, such as meeting announcements, where you have to check a lot of things, links, make sure everything is posted correctly, that I be given at least 48 hours notice, and I also contacted you and the executive committee last week, on Friday to see where we were at, so I've been pretty communicative and offered my help. I'm still volunteering to maintain the website. I'm not sure why this decision is being made, so please explain. Thank you.

Don: Ok, I don't want to get into discussion at this moment. If you have time, great, you do whatever. That's never been communicated to us. However, in terms of our minimal, in terms of responsibility as a neighborhood council, I was told that if we use the NC supportive system, Early Notification, that would fulfill that obligation, and that's why, just get it to me, and we'll do it, so that's how it was done.

Don: Ok, let me move ahead. One of the things that we did do, and we had talked about in the past. It's great that people like to volunteer, it's great that people want to put in the time, but again, people's schedules may not permit. So what we have done is that, recently, we have hired a staff. Her name is Sarahi, to be an administrative assistant backup. And what she's, not done a lot yet, but she will get paid for whatever work she does, she has taken minutes already for one subcommittee. She plans to take minutes for today's meeting. I think she's doing that. She also was responsible for, and will be producing agendas and making copies of them. She will also be assigned to tasks such as physically posting, such as needing to go, if we need notices, if we need her to do additional things, let's say from subcommittees, we will make a request and have her do it. Let me just, there are too many things, and I don't want to eat up that much more time now, we have other things on the agenda, but I will make an announcement on a couple of things. Bryce Louie, our member will be staying around for a while. Originally he had said

that he may have to leave for school right away. Bryce also has just turned 18, so he notified me that he can now vote on financial matters.

As we also have followed up on what we started last year, which was we set up an office. So we were fortunate in getting an office space, about 800 sqft that would be enough to hold physical meetings as a board and committee, and have an office where our administrative assistant would work out of, that's on College Street. The office is on College Street between Cleveland Street on the west side and Yale Street on the east side. Once the people representing the City say that it's A OK and go, we will bring that back on to agenda to vote on for further discussion. If you're interested in wanting to get the exact address or things, contact Executive Committee or Mr. Wilson Gee who is also helping to get the process moving along.

[01:49:58]

As it relates to Miss Huiling Cai, and [someone coughing, unintelligible] saying that according to what she understands, she cannot vote, I think it says she cannot vote for financial matters, but let me stop here first...

Valerie: Just really quick Don, Bryce has his hand up. I think he needs to leave.

Bryce Louie: Hello, hey everyone. Yeah, Penn just sent an email a couple of weeks ago saying that we were going to be staying, and no students would be allowed on campus, so I'll be staying on this council, I'll be here for a while. So it's going to be cool to be voting on these financial issues. I can probably stay on the meeting, it's probably going to take a little... I'll probably join via call, so I might take a little while, and I'll be off and then I'll be on, if that's alright?

[01:51:10]

Don: Alright. Let me finish up by saying that as it related to Huiling Cai, we did remember, and we were all there, myself, the seniors, Steve Rice, Mei Lau, I mean we were all together at the library having that training. For the life of us, we don't know why she was excluded because we all got approved, we all got the training. And then following, and that was under the DONE Rep Julien, and following Julien we had Mario, and that time, I thought there was evidence given to him that she had finished the training. And my understanding is that for this last time, it was Jackie that contacted Huiling, and said don't worry, I'll do it with you, and she said it would take half an hour, and I guess it didn't happen. I don't know if Huiling is on, if she is, but when I checked, she told me that she called Jackie multiple times. Huiling are you on?

If you are here, can you let us know, you can express yourself in Cantonese and tell us how many times you contacted Jackie?

Sarahi: Huiling you can unmute yourself?

Don: You have to press *6.

[01:54:47] Huiling Cai speaking in Chinese.

[01:55:23]

Interpreter/Huiling Cai: Yes, can you hear me now? Yes, on August 17, I had contacted Jackie multiple times, starting at 8:47 in the morning, then 9:10, then 9:52, 3:47, 12:28, at the last one was 6:24, everytime I have left her a message. And then on August 18, I had contacted her at around 2 o'clockish and then 3

o'clockish. Finally on the 12 o'clock she texted me and said OK we can do it together. And then on 2:07 I called her again and it went to voicemail. I went on internet to enter the password, as of now it says my password is invalid.

[01:57:00]

Don: Thank you Miss Cai. You know, like I said, I'm going to stop [unintelligible] questions that were asked. We're trying real hard to be inclusive. Again, she's not going to be voting on anything that deals with at all financial. So that's where we stand with her. That's why instead of assuming she's wrong with the history, I think she should participate. So that's where we're at.

Sarahi: Ok, we have a hand up, Miho and then Huiling, so I'm going to take it as they come. Miho can you unmute yourself?

Miho: Yeah this is Miho speaking. First of all I just wanted to put on the record. Annie Shaw noted in the question and answer. Please put this in the record. 2 hours and 20 minutes into the meeting no agenda item has been discussed or voted with over 15- 20 community members have been on the phone for close to 2.5 hours. That's her comment. I wanted to [unintelligible].

Miho: My comment was to address some of the things Don was saying with regards to people not being able to do things. I know that on our agenda we do have election of officers coming up, I just think that's imperative that if you're going to run for office or be nominated and accept the nomination that you make yourself available to do things that you're supposed to do. I don't think that we should be relying on an administrative assistant to be doing the work that the Secretary is supposed to do, etc. I just think that when you ran for office, you have the responsibility, so there are the board members who have the time, who have demonstrated their commitment to our organization, so that I hope that people will really consider when they are voting for officer, that they take into consideration the people who have already done the work so far.

Don: You know, let me stop you there. That actually should have gone on in the next one. But respectfully we let you go on. Let me go on to the Executive Officers reports. First Vice Chair Mei, do you have any comments to report?

Mei: Can you hear me? My question is we're talking about Huiling Cai, ability of voting. All this time, she has been voting on every single meeting. And I don't know who make mistake, and all of a sudden, says that she hasn't finished the 2 ½ hour training and kicked her off of the board, so I don't think it's fair for her. Somebody made a mistake that caused her to not be able to vote.

Don: Let me say that I have called in, Mei, to the supervisor Mike Fong to ask for a clarification. Are you done, anything else Mei?

Mei: No.

Don: Ok. I don't know. Bryce are you there? Any comments you would like to report?

Mei is it your feedback again? It's very bad.

Mei: No.

Don: It's not you. It's somebody. Ok, I said a lot of the things earlier. We don't have a Secretary right now so we don't have a Secretary's report. On treasurer's report....

Sarahi: Before you go, Bryce is on the line again. He needs to unmute himself.

Don: Bryce? Bryce, are you there?

Bryce: Hello? Hello?

Bryce: Sorry, you guys broke up, I have very bad reception right now. What was everyone saying?

Sarahi: Executive Committee report.

Valerie: Sarahi, can you mute people, it's too much?
[Feedback, ...]

Don: Why is the feedback so bad?

Bryce: I have bad reception right now and I couldn't really hear you guys.

Don: All I was saying Bryce was do you have any comments under Officers' report?

Mei: I think it's Mei. She should be muted.

Don: Mei is it you?

Bryce: I don't really know the topics...

Don: Ok. Bryce are you here?

Bryce: Yes, I am here. I just can't hear anyone because of the feedback.

Don: Well, anyway I was just wondering if you have any comments at all under Executive Committee Officers' report?

Bryce: Is it about the Secretary, sir? Again, I can't hear anyone, I'm sorry.

Don: Ok, we'll move on. We're on to Treasurer's report. Steve, what's your pleasure?

[Treasurer's Report]

[2:07:30]

Don: Ok, with that, let's move on, we're on number 7, election of board officers.

[2:07:46 – 2:10:10, addressing raised hands/public comments]

[2:10:13]

Don: If we have nothing else, In the election of board officers, I think there's been comments already by some of our board members. Additionally I don't know.. people can make comments as we go through. The first item, and I would ask, and there were a lot of comments for the position of Chairman. Are there nominations?

Valerie: We have passed our 30 minute extension. We are at 6:30 in the evening.

Don: No, we had a 45 minute extension. You heard wrong.

[background noise]

Don: Hello, do you hear, uh, the chinese speaking, uh, people?

Interpreter: Uh, no, I did not.

Don: You did not? But they, they have a phone call and said they have been trying, they've been speaking. Steve, do you have a problem with them, on their connection?

Steve: I don't think I have a problem. I mean, I have a lot of problems.

[someone]: Hello?

Don: Well, we can't hear them, right? We can't right, translator?

Interpreter: I cannot hear, yeah, I cannot hear them.

Sarahi: Make sure they're on now.

Steve: Can you please tell them again to do the *6 scenario?

[noise]

[Caller speaking in Chinese.]

Interpreter: I just want to repeat saying about alcohol license. Can I still say something related to that?

Sarahi: This wouldn't be the appropriate time. The appropriate time would be when discussing alcohol licenses.

Interpreter: Ok, ok.

Sarahi: Alright, Bryce?

Bryce: Hi are we doing nominations right now?

Don: Well, I'm at the point, I'm trying to see. The translator, do you hear any Chinese speaking?

Interpreter: I heard earlier with regard to the alcohol license, which I translated. Is there anyone else trying to speak?

Don: No, no not...

Sarahi: I don't see anyone.

Interpreter: Is that Esther trying to speak, Mr. Don?

Sarahi: I don't see anyone else with their hands up.

Interpreter: Mr. Don? Are you hear anyone else speaking. I don't not hear anyone speaking.

Interpreter translating Don: Mr. Hoang, can you hear us?

[noise]

Don: He said he's talking. Do you hear him? Are you able to hear him?

Sarahi: No.

Interpreter: No.

Don: No? So that means all of the chinese-speaking are out?

[loud door slam]

Interpreter: Steve are you able to help?

Sarahi: They're all unmuted.

[background noise]

Steve: I'm sorry, were you talking to me?

Interpreter: Yes. This is the interpreter speaking. Mr. Don was saying some chinese representative is speaking, but I do not hear anything. Are you able to hear them, or is it my connection?

[loud echoing feedback]

Don: I hear some noise, but I hear some noise, but I can't make it out clearly either.

Interpreter: Exactly. Right.

Don: You hear the same thing? You hear some voices, right?

Interpreter: Yes I hear some voices and noises, but I can't make out any words or sentence out of it.

[2:15:30]

Steve: Well, at this time, I'd like to make a motion to extend the meeting another 20 minutes.

?: Oh no.

Don: What was that?

Steve: I said I'd like to make a motion to extend the meeting another 20 minutes.

[2:15:52]

Huiling: Hello. Hello. [chinese]

Interpreter (Huiling): Can I nominate? Yes, I want to nominate Don Toy.

Bryce: I'd like to second that.

Huiling: [chinese]

Sarahi: One at a time.

[loud noise]

Interpreter: Huiling can you repeat that? We cannot hear you?

[Huiling speaking in Chinese]

Sarahi: Unmute yourself Huiling.

[Huiling speaking in Chinese]

Interpreter: Can you hear me? Yes, I want to nominate Don Toy.

Don: And Steve, did you say you second it?

Sarahi: Bryce.

Bryce: I said I second it. This is Bryce.

Steve: I think Bryce seconded it.

Don: Ok, Bryce seconded it.

Phyllis: I have to comment, I don't think Don should be moderating this part of the meeting, or hosting it.

[echoing feedback]

Don: Ok, Steve, why don't you moderate this part?

Steve: Well Don's currently the acting President, I mean, I don't know why...

Sarahi: Yeah according to the bylaws, the Chair is the one to discuss all the items. Would anyone like to nominate anyone else?

Don: Well, Steve.

Steve: Alright, let's just keep moving forward. We're in the middle of an election right now. So, there's a nomination for Don. It's been seconded. Are there any other people that would nominate somebody else for the chair?

[feedback noise]

Miho: Valerie has... [echoing]

Don: Steve?

Steve: It doesn't sound like we have anybody else nominating anyone.

Don: No, there's no body else then...

Phyllis: Valerie has her hand up!

Sarahi: Valerie is unmuted.

Don: Valerie has her hand up.

Steve: Ok, Valerie go ahead.

Valerie: We've been at this for 2 hours and 50 minutes. This was poorly planned, and poorly executed. Giving 25 hours notice for people so that we can do a lot of this business [feedback echoing] ... and the community at large. We have wasted a lot of these people's time. They've made the effort to come here. People have wanted to make comments, and they are just absolutely frustrated. If you guys read the string on the Q& A, they've been here trying to make comments. And I understand we're in the middle of something, but you have to understand that this is just wrong, absolutely wrong. OK? The way you're doing it is wrong. Let's do things right. Please do things right. This is not what we can continue to do with this council. This is not going to go anywhere because you guys are not doing things the right way. So please, think about keeping your regular meetings. Let's try to do things properly and right, so that the community can get their ideas and their comments in. This is wrong. So I'm sorry that you know we've been wasting 2 hours and 50 minutes of peoples lives. So I assume that we're not going to get anything much done here tonight. So please, think about rescheduling our meeting on a regular meeting and doing things properly. Thank you.

[loud feedback, echo]

Ne Hung: [speaking in Chinese?]

Steve: Guys, we're in the middle of a vote, so can we continue this?

Don: Yeah. Continue.

Ne Hung: [speaking in Chinese?]

Miho: I have my hand up.

Steve: May we have a roll call?

Phyllis: Miho has her hand up.

[Ne Hung speaking]

Interpreter/Ne Hung: Yes, I want to nominate Mei Wah Lau as the Chair.

Don: Steve? Are you there? Do you want to call? The Chinese are confused now, so you should call either for the vote or whatever. You know what I mean?

Steve: Ok, Ok, so we have a motion. It's been seconded to elect Chairman Toy as the Chair.

Miho: There is a discussion, though. Steve, my hand is up.

Steve: I can't tell 'cause I'm on a cell phone.

Miho: My hand is up, and I would like to nominate Phyllis Ling as Chair.

Sarahi: Ok, one at a time. Who nominated Mei?

Sarahi: Thank you, would anyone like to second that? Would anyone like to second Mei Lau's nomination? Seeing as there's no second.

Paul: I will second...

Sarahi: Can I have a name? One at a time.

Valerie: Wait. Everybody wait. Sarahi, when you're asking people a question, please tell [cuts out] because half of us can't see what's going on half of us can't. Miho nominated Phyllis, do we have a second for Phyllis?

Sarahi: We're moving... I understand, however everyone is speaking ahead of everybody else. And I have the minutes, which are one record, and first I'd like to get past Mei Lau, and then I can get to Phyllis. I promise.

Valerie: I understand. That's all we know. Do we have a second for this...

Sarahi: Yes, Mei Lau.

Miho: Who nominated Mei Lau?

Steve: Look it. We're moving on guys. We already know who, it was one of the seniors nominated Mei Lau.

Don: No.

Steve: There's no second. So there's a nomination for Valerie, I mean for Phyllis by Miho. So let's keep moving.

Miho: Well who? No. Steve we just can't keep moving. This is for the record. The minutes need to accurately state who nominated who, who was seconded. It's not just, we can't put on the minutes, one of the Chinese seniors. That is...

Steve: Ok. Fair enough.

Don: No no no. Hold it. Hold it. What was nominated for Mei Lau was for vice chair.

Miho: No, the person nominated her for Chair Don. So that..

Don: No did not. That's not true.

Miho: Yes they did. That's what we heard. That's what we heard the interpreter said.

Don: Translator? Translator? Is that what you heard?
[noise]

Phyllis: Again, I don't think that Don should be moderating this part of the meeting?

Don (a lot of background noise): I'm not moderating. I'm asking a question. I'm asking the question. So translator? Did you hear the nomination? Because I think the way that you have it, it's so crazy that you can't hear. People are thinking that you talking about secretary now.

Miho: We're not talking about Secretary.

Don: Well, I'm telling you, ok. If you want to say, and you're asking who, nobody's responding, therefore there's no nomination.

Steve: Alright guys, listen.

Miho: I believe it was Mr. Hom.

Steve: Everybody be quiet.

Phyllis: Yes I believe it was Mr. Tam, Mr. Hom.

Steve: Please everybody be quiet.

Miho: And Steve seconded the nomination.

Steve: Everybody be quiet for a second. Everybody be quiet. I'll run this. Just let me run it, and let's just not try to talk over each other. I apologize Miho, you're right, the minutes need to be reflected distinctly who that person was. So if it was a mistake, or if it was a miscommunication, I still apologize. So please continue Miho.

Miho: So again, my question was, this is to Sarahi because I think she's the one that knows, who nominated Mei as Chair?

Sarahi: That is the question I had because there was no second either.

Miho: I think that's Mr. Hom.

Phyllis: My suggestion is that we note a name and then come back, and the secretary or administrative assistant can come back and try to figure out who nominated Mei.

Mei: Do you hear me? Ok. I refuse to nominate as the President, or chairman.

Miho: Who is this?

Don: Mei.

Mei: I am not accepting the nomination. Thank you.

Steve: Ok. Thank you. Can we move forward with the vote please?

Miho: No because now we have to talk about my nomination about Phyllis.

Steve: I think that was seconded.

Steve: Ok, well what do you want to talk about?

Miho: Well I think you have to ask does anyone second the nomination.

Steve: I thought somebody seconded. I thought Valerie seconded the nomination. I could be wrong. Does anyone second the nomination of Phyllis as Chair?

Paul: I will second it.

Steve: Ok that's..

Paul: Paul. Paul Hanley, I second it.

Steve: Ok, can we move forward with the vote?

Miho: Steve? I have some questions.

Phyllis: I accept the nomination.

Steve: Phyllis, Do you wish to make a personal comment? Or a comment?

[2:28:54]

Phyllis: You can time me if you want. I think of all of the board members on this board, I probably have the most experience on a neighborhood council executive committee. I was the secretary for about a year and a half on HCNC, and about a year on HCNHC. What I would do is try to hold regular meetings, and not try to exclude people with very short notice, including the public. I think it's very important that we have regular meetings, and have everyone participate as much as possible. I know things aren't going to be perfect, and there are going to be technical glitches, so I'm not going to pile on everyone about that, although this meeting has been very frustrating. I think one of the things is that I really take issue with a leader who makes up the rules as they go along. As far as Huiling, she, we all got a letter from EmpowerLA saying that you know, she was suspended, and while suspended, the board member may not act on any matter that comes before their Neighborhood Council. Additionally, their presence at the meeting may and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council's meeting. So I don't know where this rule about not voting on financial issues comes from. So I think it's just another abuse of the position of Chair. So if you vote for me as Chair, I'll try to make things as fair as possible. Oh sorry one

more thing. I've worked very hard to make translation available both in HCNC and HCNNC. The website that we voted to approve in December as our official website is available with Google Translate in a whole bunch of languages, and our emails are translatable. They have translation links, so I think we need to be careful about who we choose as Chair. Thank you.

Steve: Thank you so much Phyllis. Can we move ahead with the vote?

Paul: I have my hand up.

Steve: Can someone unmute Paul?

Paul. I'm not muted. I'm not muted. I have my hand up.

Steve: Alright Paul. I'm sorry I can't see the computer. Why don't you just go ahead and speak.

Paul: Clearly the Chair of this last year has had trouble getting contact with people he thinks needs to help him facilitate these meetings. Clearly the last year of Mr. Toy's leadership has produced very little effort, has produced no results in our board and the representation of the communities of all four of these districts. We clearly need new leadership that's going to move forward. I believe Phyllis can do that. She's always been able to communicate with anybody in the City. She's always been able to communicate with every member of this board, irregardless of language. Clearly Phyllis is a better choice. If it hasn't been working before, we need new direction, and I believe Phyllis can be that new direction.

Steve: Sarahi, are there any more hands up?

Miho: I have my hand up. This is Miho.

Sarahi: Miho would you like to speak?

[2:35:53]

Miho: Well, I just wanted to say that. Well, first of all the reason that I nominated Phyllis is because I think that she has done so much for our neighborhood council. She has been on the Outreach committee, she has been on the bylaws committee. She has been handling our website. And when Phyllis is in charge of something, she get's it done. We have a flyer that's been ready, that we've been waiting to be on the agenda, so that we can have it voted on, and so that we can actually start distributing with our materials, so more community members know about [noise]... We were able to update our bylaws to reflect, to make some changes, and we were able to vote on that because of Phyllis. And we were able to get a logo, again, that's on the agenda, we were hoping to get it approved so that we can start using it. But With Phyllis, she is very committed. And I truly believe that Phyllis is, she is not in this to be authoritarian, to do whatever she wants to do. I think she is in it because she really cares about the community and she has demonstrated that commitment. I think that although Don has been in the community much longer than Phyllis, that doesn't mean that he should continue to be the Chair. I think we need to look at what happened this year, and what we're hoping to do next year. This meeting was ridiculous. People have been on the phone for over 2 hours, as noted in the Q&A, they want to be able to speak, they want to be able to speak about the voting [unintelligible] speak about the [unintelligible] and they haven't been able to

because this meeting started so late because Don wants Steve to call our board members to join this meeting. That shouldn't be Steve's responsibility. The board members should be able to call and join the Zoom meeting, as other people in our community are doing so. Also, I just want to say that as we look at a chair that is going to be responsive to the entire board, and not just try to limit the people who don't agree with him and select a meeting on a different date. I know with Phyllis, she is not going to exclude others. She is going to be as inclusive as possible. My last comment is I would like Don to speak about why he thinks he should be nominated as Chair again. This already seems rigged because Steve wanted to go straight to voting. And I think that, I have a lot of questions, and I'm sure the community has questions as to why Don can be or should be the Chair again this year, given that we've had so many regular meetings canceled, and all these last-minute special meetings called to discuss important issues that community members were not able to [unintelligible].

Steve: Ok, Miho thank you very much for your comment.

Wilson: Steve I have my hand up.

Miho: Can Don respond to my comment?

Steve: Go ahead Wilson. Don will respond if Don wants to respond.

Wilson: I just want to note our extension of time has passed. And also with all of these comments, it looks like there's going to be a lot more to talk about and discuss something as important as electing officers, as well as the rest of the agenda that we need to cover as quickly as possible [unintelligible] today. My suggestion is that since our time is up, unless we extend it one more time, that if we can schedule another meeting within the next 7 days to make sure we cover the agenda items, and give us time to think about all the things that were said today, and also answer the comments of the participants, considering liquor license, you know, run the gamut. The thing is I would like the board to consider to hold another meeting within the next 7 days prior to moving on because our time is up. Ok thank you.

Steve: Ok, with respect to Wilson, I'd like to make a motion to extend this meeting for another 30 minutes.

[2:44:49 – 2:59:32 General comments and motion to extend the meeting]

Sarahi: Are we opening up to public comments Steve, or are we moving on with the election?

Steve: We need to move on with the election because we are in the middle of it. Public comments are over.

Miho: No the public comment has to do with the election.

Steve: We've already heard from the public about the elections.

Miho: No we didn't.

Steve: We went from. Yes. We went from the public comments about Don and Phyllis. And then went to motion to make the meeting longer.

Miho: Steve, no one from the public talked about the election. No one.

Steve: How many hands to we have up from the public?

Sarahi: We have one and it is Annie Shaw.

Steve: Ok. Public comments are limited to 2 minutes, and I will be timing you. So please, go ahead Annie Shaw.

Sarahi: Ok, Annie go ahead and unmute yourself.

Annie Shaw: I really want to say that this meeting is truly revealing of the problem of the neighborhood council today. It is really painful to see our community leaders can't get to a vote of the Chair without a lot of politicking, without putting our community on a 3 hour wait. 3 hours. I think this represents exactly what is happening to our community. And the very fact that this election actually did not even care about whether our community actually understand who is being elected as chair, what that means, and did not ask for comment from any of our community if we support this Chair. There was no outreach to our community about who is running for what office. You know. I just really want to put it on the record that today's meeting represents exactly what is wrong and why Chinatown is facing such challenges today. People are losing their homes. [unintelligible] shrinking. We have over 30 bars in the community, with alcohol licensing that serves 2500 people alcohol. Yet our community cannot get groceries or proper medical care, or wash their clothes. This is why [unintelligible].

Steve: Ok. Thank you for public comment. Can we move on and continue the vote please?

Sarahi: Alright Roll call.

Don: Go Steve.

[03:08:08 Roll Call Vote for Chair]

From: V Hanley vhanley.hcnnc@gmail.com
Subject: Seat on the Executive Board
Date: September 18, 2020 at 1:30 PM
To: pling.hcnnc@gmail.com

Hello Ms. Ling,

I tried to serve as the treasurer for the HCNNC executive board to fulfill our by laws mandate to have a representative from all the areas on the executive board. I did not get the position.

If the Chair seat opens up I would be willing to serve in the position.

I was on the formation committee for this new board and would like to see it function as a proper neighborhood council.

Please let me know if you need any other information.

Thank you.

Valerie Hanley
213-716-1373

Grievance Submitted by Phyllis Ling, HCNNC Board Member
September 18, 2020

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 state below. *

The HCNNC board permitted a board member, Huiling Cai, who had been suspended by DONE, to participate in and vote in a board meeting. The suspension was due to failure to comply with BONC Code of Conduct policy, which requires board members to have valid Code of Conduct training registered with the City. Her actions during this board meeting include motion to nominate Don Toy as Chair during the Election of Board Officers, and voting for the Chair.

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

The rule violated was a DONE directive suspending the board member for failure to comply with BONC Code of Conduct policy (Doc A - 8-12-20-BOARD NOTICE Board Member Suspension ExpiredMissing Code of Conduct Training.pdf). The rule in the BONC policy that was violated is the following:

"Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department or participate in training approved by the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council."

History:

1. Monthly profiles emailed to all board members indicate board member training status (Doc F - HCNNC Monthly Profiles.pdf).
2. NEAs at multiple meetings informed Huiling Cai of missing training certification. (August 6, 2019 is one example). She indicated that she would work with NEA (Julien Antelin/Mario Hernandez) to get that corrected.
3. Based on NC monthly profiles, it appears two of her trainings were updated in November 2019, but Code of Conduct was still missing (Doc F - HCNNC Monthly Profiles.pdf).
4. In May 2020, there was an attempt to correct this situation with Code of Conduct training (Doc C - May2020Email.pdf).
5. Letter of her suspension was emailed to HCNNC board members on 8/12/2020 (Doc A - 8-12-20-BOARD NOTICE Board Member Suspension ExpiredMissing Code of Conduct Training.pdf).
6. At the August 19 Special Board meeting (see recording, Doc H - 08-19-2020

zoom_0.mp4 and Partial transcript, Doc G - Partial Transcript- 8-19-20.pdf):

[00:22:54] - NEA Jackie Kim confirmed that she had been communicating with Huiling Cai and that her Cornerstone log in was available.

[01:33:20] - The question of Huiling Cai's eligibility to vote was raised by Phyllis Ling during a roll call vote to extend the meeting 45 minutes. The Chair stated "if we have to make adjustments later, we will, OK?"

[01:49:58] - During the Executive Committee's reports, Chair Don Toy reported on Huiling Cai's efforts over the previous three days to get her training corrected . Huiling Cai confirmed that she had tried to work with Jackie Kim, but that she had not completed her training, her password was invalid.

[01:57:00] - Chair Toy announced that Huiling Cai would be allowed to participate in the meeting and vote except on financial matters.

[02:10:13] Election of board officers begins at.

[02:15:52] Huiling Cai nominated Don Toy for Chair, and Bryce Louie seconded the nomination.

(Phyllis Ling was nominated by Miho Murai, and seconded by Paul Hanley.)

[2:28:54] - Phyllis Ling questioned the Chair's decision to allow Huiling Cai to participate. She read from the suspension letter. "As far as Huiling, she, we all got a letter from EmpowerLA saying that you know, she was suspended, and while suspended, the board member may not act on any matter that comes before their Neighborhood Council. Additionally, their presence at the meeting may and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council's meeting."

[03:08:08] Huiling Cai voted. Vote for Chair was 11-Don Toy, 5-Phyllis Ling, 1-Absent (Bryce Louie).

Supporting Documents:

Upload #1: Packet1-A-E.zip (Contains Documents A-E)

Document A.

Filename: Doc A - 8-12-20-BOARD NOTICE Board Member Suspension ExpiredMissing
Code of Conduct Training.pdf

8/12/20 letter from DONE about board member suspension.

Document B.

Filename: Doc B - 9-16-20-BONC Code of Conduct Email.pdf

9/16/20 Letter from Jackie/Department about need to revote on Chair.

Document C.

Filename: Doc C - May2020Email.pdf

Description: May 2020 emails with Huiling Cai/Mario Hernandez.

Document D.

Filename: Doc D - HCNNC_8192020_Special-Board-Meeting-Agenda.pdf

Description: August 19 Special Board Meeting Agenda

Document E.

Filename: Doc E - HCNNC_9_16_2020_Special-Board-Meeting-Agenda-.pdf

Description: September 16 Special Board Meeting Agenda

Upload #2:

Document F.

Filename: Doc F - HCNNC Monthly Profiles.pdf

Description: HCNNC Monthly profiles 7/2019- 9/2020

Upload #3: Document G

Filename: Doc G - Partial Transcript- 8-19-20.pdf

Description: Partial Transcript of August 19 special board meeting.

Upload #4: Packet2-J-K.zip (Contains Documents J-K)

Document J.

Filename: Doc J - Seat on the Executive Board.pdf

Description: Letter from Valerie Hanley

Document K.

Filename: Doc K - Grievance 1 Submission Info.pdf

Description: Grievance Submission Information (in case there are glitches in form fields of the grievance portal).

2 Files too large to upload to grievance portal:

Document H.

Link:

https://drive.google.com/file/d/1lwCTGkVWxC9KaBYBtlqgZnXvVV_ebIM4/view?usp=sharing

Filename: Doc H - 08-19-2020 zoom_0.mp4

Description: Recording of August 19 special board meeting.

Document I.

Link: https://drive.google.com/file/d/1DuQka6ml_27vALLRHFfb-s6C9XXsc9St/view?usp=sharing

Filename: Doc I - GMT20200916-223031_September-_640x360.mp4

Description: Recording of September 16 special board meeting.

Please state why you are seeking the above mentioned remedy or remedies. *

1. Required Corrective Action: Void actions of the suspended board member during the August 19th special board meeting, including motion/nomination of Don Toy as Chair and vote for Don Toy as Chair. The proper process was not followed and therefore the actions of the board must be voided.

2. I also do not believe that having the board redo the vote on the Chair is the proper remedy. Instead, I ask that HCNNC be placed under control and supervision of the Department until a new Executive Committee is in place. Here is the reason why:

If the actions at the August 19 board meeting to elect Don Toy as Chair are voided, he will still preside as Chair of HCNNC. However, the board under his leadership cannot be relied upon to properly execute any remedy for this grievance, especially if it requires the board to revote on the Chair position. To support my claim, I am offering as evidence the process by which the Treasurer, the fifth and final officer position, was elected at the September 16 special board meeting, the recording for which is provided in the supporting documents (Doc I - Doc I - GMT20200916-223031_September-_640x360.mp4).

Note: HCNNC is divided into four regions: Chinatown, El Pueblo, Solano Canyon, and Victor Heights. In order to be inclusive, our bylaws have a provision to provide for representation from each of these communities in our Executive Committee. Article VI. Section 1. "The Executive Committee will have at least one member from each community. If a community does not have a member willing to serve as an Officer then the seat will be open to the entire Board. "

At HCNNC's special board meeting on September 16, when electing the fifth and final position of Treasurer, Mei Lau nominated Steve Rice and Tony Quon seconded the nomination (1:20:15). That is when Phyllis Ling, raised a point of order because of Article VI. Section 1. of HCNNC bylaws. Valerie Hanley board member from El Pueblo, was nominated by Miho Murai and Phyllis Ling seconded her nomination. El Pueblo did not yet have a representative on the Executive Committee, per the provisions in the bylaws. Her nomination was seconded and accepted. However, the Chair ruled to allow Steve Rice, a member from Victor Heights, to also run for the seat, even though there was already a member from Victor Heights elected to the Executive Committee.

Phyllis Ling read these two sentences from Article VI. Section 1 of the bylaws, and noted that these two sentences were also printed on the meeting agenda (Doc E - HCNNC_9_16_2020_Special-Board-Meeting-Agenda-.pdf). In addition, the NEA, Jackie Kim, explained that if this vote were allowed to proceed with the board member from Victor Heights, that this could be a grievable offense (1:27:27 in the recording). The decision of the Chair to open the Treasurer position to the Victor Heights member was appealed. However, the board voted to reject the appeal and continue with the Chair's decision to consider the Victor Heights member for the Treasurer position. The end result was the board voted to elect this Steve Rice to the Treasurer position, which meant that two members from Victor Heights (Don Toy and Steve Rice) were on the Executive Committee, and the community of El Pueblo was excluded.

I expect these actions at the September 16 Special meeting to become the subject of a future grievance, and ask that my report not be spun off into a separate grievance. I reserve my rights to file future grievances. I simply offer this September 16 incident as evidence as to why the board cannot be relied upon to execute any remedies.

Furthermore, because there is already a board member from Victor Heights serving on the Executive Committee, as Treasurer, and there is not yet an Executive Committee member that represents El Pueblo, if/when the board revotes on the Chair position, the chair position would need to be open only to El Pueblo members. If the board is allowed to revote on the Chair position under the leadership of the current Chair, it is likely that El Pueblo would again be excluded from the Executive Committee, in violation of HCNNC Bylaws.

3. I believe the NC should be placed under control and supervision of the Department because the Chair and the board under his leadership have disregarded DONE directives and HCNNC Bylaws repeatedly, and therefore cannot be relied upon to oversee any corrective action. In addition, five of the Chair's tenants (4 residents at Cathay Manor, which is managed by CCOA Housing Corporation, the President of which is Don Toy and Steve Rice), voted for him as Chair, despite their conflicts of interest.

4. I also believe that suspension or removal of board members who engaged in or facilitated this willful violation of DONE directive (Donald Toy and Huiling Cai) is necessary. I am seeking this remedy because there must be consequences for violating the rules that govern our neighborhood councils. This refusal of the Chair and members of this board to abide by HCNNC Bylaws, DONE, and BONC policies is not an isolated incident, and will continue unless there are repercussions.

5. As an additional remedy, I respectfully recommend that Valerie Hanley, board member from El Pueblo be appointed Chair. She was one of the members of the HCNNC Formation Committee, member of HCNNC's Ad Hoc Bylaws Committee, and has had many years of experience as a board member on HCNC prior to the formation of HCNNC. She previously ran for the Chair position in June 2019, and I know she would be willing to serve as Chair if needed (Doc J - Seat on the Executive Board.pdf). Her appointment to Chair would bring HCNNC into compliance with HCNNC Bylaws Article VI. Section 1.