



Downtown LA
Neighborhood Council Monthly Profile

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Dear Downtown LA 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 12 Community Impact Statements, and 2 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
Patricia	Berman	At-Large Stakeholder Board Member	6/3/2021	7/30/2021	6/26/2021
Michael	Delajani	Historic Core Business Director	3/24/2018	6/30/2020	6/30/2019
Robert	Newman	Social Service Providers (SSP)	10/14/2019	6/30/2020	6/30/2019
Wendell	Blassingame	Center City East Residential Director	12/24/2019	7/4/2021	7/4/2021
Scott	Bytof	South Park Resident Alternate	11/12/2021	6/30/2020	11/12/2021
Edward	Baney	Historic Core Business Alternate			7/14/2017
Ian	Chi-Young	Civic Center/Financial District Residential Director	4/17/2022	6/30/2020	6/30/2019
Beverly	Christiansen	South Park Residential Director	7/10/2020	6/30/2020	7/9/2021
Dan	Curnow	Center City East Residential Director	8/1/2020	6/30/2020	7/1/2021
Vacant Seat	Vacant Seat	Center City East Business Director			
Betsy	Starman	Social Service Providers (SSP)	1/28/2019	7/2/2021	7/4/2021
Claudia	Oliveira	Historic Core Residential Director	8/13/2021	3/26/2021	8/14/2020
Stanley	Carter	Area-Wide Homeless Residential Director			
Naira	Harootunian	Civic Center/Financial District Business Director	3/11/2021	8/14/2020	3/11/2020
Ryan	Afari	Fashion District Business Director	3/13/2020	6/30/2020	3/13/2020
Patricia	Barrett	South Park Residential Director	6/17/2020	8/12/2020	7/9/2021
Harold "Mac"	McCarthy	South Park Business Director	10/11/2020	7/7/2021	7/7/2021
Marcus	Lovingood	Historic Core Business Director	7/8/2021	7/8/2021	7/8/2021

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Tony	Hoover	Area-Wide Stakeholder Board Member	7/30/2021	7/16/2021	7/1/2021
John	Swartz	Area-Wide Stakeholder Board Member	7/13/2021	7/11/2021	7/11/2021
Michael	Olivera	Fashion District Residential Director	8/12/2021	8/12/2021	8/12/2021
Colleen	Hilderman Clayton	Historic Core Residential Director	10/4/2021	8/3/2021	8/3/2021
Mindy	Kordash-Shim	Historic Core Residential Director	7/8/2021	7/9/2021	7/8/2021
Alexandre	Limandri	South Park Business Director	7/5/2021	7/5/2021	7/5/2021
Patricia	Louis	South Park Residential Director	7/8/2021	7/8/2021	7/8/2021
Shawn	Smith	Center City East Business Director - At-Large	1/14/2022	1/14/2022	1/14/2022
Paola	Mendez	Financial District Resident Alternate	2/11/2022	2/11/2022	2/11/2022
Audrey	Von Ahrens	Area Wide Alternate		4/26/2022	4/26/2022
Nicholas	Previsich	Area Wide Alternate	4/28/2022	4/29/2022	4/29/2022
Ashley	McCormick	Historic Core Business Alternate			
Michelle	Duffie	Center City East Residential Director Alternate			2/24/2022
Reeyan	Raynes	Historic Core Resident Alternate	3/9/2022	2/21/2022	2/21/2022
Laura	Highcove	South Park Resident Director Alternate		4/12/2022	4/12/2022

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
Edward	Baney	Historic Core Business Alternate
Stanley	Carter	Area-Wide Homeless Residential Director
Ashley	McCormick	Historic Core Business Alternate
Michelle	Duffie	Center City East Residential Director Alternate

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
Michael	Delajani	Historic Core Business Director
Robert	Newman	Social Service Providers (SSP)
Wendell	Blassingame	Center City East Residential Director
Edward	Baney	Historic Core Business Alternate
Betsy	Starman	Social Service Providers (SSP)
Stanley	Carter	Area-Wide Homeless Residential Director
Ryan	Afari	Fashion District Business Director
Audrey	Von Ahrens	Area Wide Alternate
Ashley	McCormick	Historic Core Business Alternate
Michelle	Duffie	Center City East Residential Director Alternate
Laura	Highcove	South Park Resident Director Alternate

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
Edward	Baney	Historic Core Business Alternate
Stanley	Carter	Area-Wide Homeless Residential Director
Ashley	McCormick	Historic Core Business Alternate

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, 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

Bridgeway 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!