



Downtown LA
Neighborhood Council Monthly Profile

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Dear Downtown LA 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/btgv2d8qJmJixJfE7> . 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 14 Community Impact Statements, and 2 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
Patricia	Berman	At-Large Stakeholder Board Member	6/3/2021	7/23/2022	6/26/2021
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	9/30/2020	11/12/2021
Edward	Baney	Historic Core Business Alternate	7/14/2022		6/15/2022
Ian	Chi-Young	Civic Center/Financial District Residential Director	4/17/2022	9/30/2020	7/12/2022
Beverly	Christiansen	South Park Residential Director	8/11/2022	6/8/2022	7/9/2021
Dan	Curnow	Center City East Residential Director	8/1/2020	8/11/2022	8/11/2022
Vacant Seat	Vacant Seat	Center City East Business Director			
Vacant Seat	Vacant Seat	Social Service Providers (SSP)			
Claudia	Oliveira	Historic Core Residential Director	5/29/2022	3/26/2021	8/14/2020
Vacant Seat	Vacant Seat	Area-Wide Homeless Residential Director			
Naira	Harootunian	Civic Center/Financial District Business Director	3/11/2021	8/14/2020	6/28/2022
Ryan	Afari	Fashion District Business Director	3/13/2020	9/30/2020	5/19/2022
Patricia	Barrett	South Park Residential Director	6/29/2022	7/2/2022	7/2/2022
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
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



First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
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
Michael	Burbank	Center City East Business Director – At-Large			
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	6/9/2022	6/8/2022	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	6/26/2022	4/12/2022	4/12/2022
Vacant Seat	Vacant Seat	Historic Core Business Director			
Vacant Seat	Vacant Seat	Social Service Providers (SSP)			

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
Michael	Burbank	Center City East Business Director – At-Large
Ashley	McCormick	Historic Core Business 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
Wendell	Blassingame	Center City East Residential Director
Dan	Curnow	Center City East Residential Director
Ryan	Afari	Fashion District Business Director
Michael	Burbank	Center City East Business Director – At-Large
Audrey	Von Ahrens	Area Wide Alternate
Ashley	McCormick	Historic Core Business 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
Michael	Burbank	Center City East Business Director – At-Large
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:

Title	Case#	Case Lead	Open Date	Status
Tree Removal Notification	27666	Erica Cruz	8/28/2020	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](#)

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!