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May 15, 2017

SENT VIA EMAIL

Central San Pedro Neighborhood Council

Re: Placement of Central San Pedro Neighborhood Council into Exhaustive Efforts

Dear Central San Pedro Neighborhood Council Board Members:

The Department of Neighborhood Empowerment (Department) has received multiple requests from the Central San Pedro Neighborhood Council (CentralSPNC) leadership for assistance with board dynamics, processes, and governance. The Department recognizes that the council has been challenged by these issues for several months.

Last week, the CentralSPNC posted a special board meeting agenda for May 16, 2017, which contained the removal of the President from her position, despite the City Attorney opinion that further review needed to occur by the Department before the item was placed on the agenda. In addition, an agenda item for censure of a board member was also included even though the CentralSPNC bylaws provide no process for board censure so it is not allowable.

Per Article VI, Section 4 of the Plan for a Citywide System of Neighborhood Councils (Plan), the Department may place a Neighborhood Council into Exhaustive Efforts (EE) to remedy complaints. While a Neighborhood Council is in EE, the Department staff may take a variety of actions to assist in resolving the complaint. Such actions may involve running board meetings, revising and updating operating rules such as Bylaws and Standing Rules, requiring board attendance of targeted workshops and trainings, as well as implementing mandatory staff to address specific problems in relation to the neighborhood council's finances.

In an effort to ensure the CentralSPNC effectively meets its administrative and financial responsibilities under the Plan, the Department is placing CentralSPNC into EE effective today to work on the following work plan:

- Clarify process of creating Board Meeting Agendas and calling Board Meetings
- Clarify process of for reviewing and agendizing NPGs/CIPs
- Establish a holiday/sabbath schedule for meetings

- Select Legal Liaison (in addition to the President)
- Clarify roles of the Executive Officers and their responsibilities
- Clarify appropriate behavior on the board and with the public
- Clarify the roles and responsibilities of the committees
- Have Dispute Resolutions Mediation for CentralSPNC board members.
- Require leadership workshop for all board members of the CentralSPNC

During the period of EE, the Department will be responsible for working with the CentralSPNC to set the agenda and to conduct any meetings and/or trainings. Because of time sensitive funding items on the agenda for tomorrow's special meeting, the Department will not freeze CentralSPNC funds or cancel the meeting. Instead, we will facilitate the meeting after announcing the removal of the following agenda items: the vacating of the President position (Item 2a), the nomination and appointment of a new chair (Item 2b) and the board member censure (Item 15).

The estimated timeframe to complete the EE work plan is three months. CentralSPNC may complete the items described above in a shorter period of time, and the Department will then assess for early release from Exhaustive Efforts. Please note the Department reserves the right to adjust the work plan for the CentralSPNC when deemed necessary and failure to comply with the parameters as outlined above may lead to a recommendation for decertification.

For any questions, comments and/or concerns, please feel free to contact your Neighborhood Empowerment Advocate, Octaviano Rios by calling (213) 978-1551 or via email at [Octaviano.Rios@LACity.org](mailto:Octaviano.Rios@LACity.org).

The Department appreciates your time and volunteer efforts in the community and looks forward to working with you as partners in making the CentralSPNC a strong and effective voice for your neighborhood, your community and your city.

Sincerely,



Grayce Liu  
General Manager

Cc: Stephen Box, Director of Outreach and Communications  
Leyla Campos, Funding Program Director  
Carmen Hawkins, Deputy City Attorney, City Attorney's Office  
Darren Martinez, Deputy City Attorney, City Attorney's Office