

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
Central San Pedro Neighborhood Council
Exhaustive Efforts Work Plan

Neighborhood Council: Central San Pedro Neighborhood Council
 Neighborhood Empowerment Advocate: Octaviano Rios
 Region: 12, Harbor
 Timeline: **May 2017– August 2017**

Issues to Resolve in Exhaustive Efforts:

- **Board Dynamics**
- **Governance Processes**
- **Operational Basics**

Council Challenges

The Central San Pedro Neighborhood Council has been the subject of several complaints from both stakeholders and board members about issues that include:

- The process for creating agendas
- The process for calling special meetings
- The process for getting NPGs/CIPs on the Board agenda
- Ensuring the board’s time and funds are spent in a transparent and equitable way
- Identifying and prioritizing community needs
- Meetings held on religious holidays/sabbath
- The process for engaging the City Attorney in the removal of a board member and officer
- The performance of and authority of Executive Officers
- The behavior of board members to each other and the public
- The responsibilities and authority of committees
- The rules for running a board meeting
- The outreach plan

The following work plan will assist in addressing the above issues and lays out an expected timeline for completion. Depending on the progress of the board with the plan, the Department of Neighborhood Empowerment can either shorten or extend Exhaustive Efforts. All suggested trainings can be done in a board retreat or at a board meeting. This work plan will be updated as necessary.

Please contact Octaviano Rios at Octaviano.Rios@lacity.org or by calling (213) 978-1551 if you have any questions.

WORK PLAN

MAY	OBJECTIVES	ACTIONS	OUTCOMES	PROGRESS
Meeting Support	Department supports with meeting operation.	Assist members of the Board when needed.	Maintain meeting operations.	Completed - Department ran May meeting.

JUNE	OBJECTIVES	ACTIONS	OUTCOMES	PROGRESS
Mediation	Conduct Workshop that addresses Board Dynamics	Conduct a workshop for Executive officers and for the Board to address conflicts	Board will work together to understand diverse demographics and of the community, and establish common goals	Completed - City Attorney Dispute Resolution provided resources and services
Legal Liaisons	Select Legal Liaison (in addition to the President)	Board Selection of the 2nd Legal Liaison	Legal Liaisons communicate with the City Attorney to resolve issues	Completed - board selected 2 liaisons though correction is needed
Meetings	Establish a holiday/sabbath schedule for meetings	Establish an annual holiday/sabbath review and agree on the upcoming fiscal year	Meeting schedule that the public and the board can review in advance	Completed in part - board approved a City holiday schedule, but needs to finalize its own meeting schedules based on holiday/sabbath review
Training	Clarify appropriate behavior on the board and with the public; Review Code of Conduct	Conduct a Workshop on Board Roles and Responsibilities	A smooth running board with an engaged community, participating in a process that is respectful and effective	Completed- Code of Conduct reviewed in June meeting
JULY	OBJECTIVES	ACTIONS	OUTCOMES	PROGRESS
Agendas	Clarify process of creating Board Meeting Agendas	Attend Agenda Setting meetings, update bylaws/standing rules, clarify authority	Agendas generated, approved, posted in compliance with board procedures	
Meetings	Clarify process of calling Board Meetings	Update bylaws/standing rules, clarify authority	Meetings called in compliance with board procedures	
NPGs/CIPs	Clarify process of getting NPGs/CIPs on the Agenda	Update bylaws/standing rules, clarify authority	Clear process that is transparent and inclusive of the public	
Bylaws and Standing Rules Review	Update any other provisions in bylaws and standing rules to ensure clarity	board decides how to review and make revisions to bylaws	Updated and clear bylaws and standing rules for board members to review in August	
Board Rosters	Ensure all board members have accurate contact information for City of Los Angeles	Follow up with board members who have not provided roster information	Accurate board roster for board members, stakeholders and City staff to contact the board	
Funding	Review funding for last fiscal year and create Strategic Budget Package for FY 17-18	Treasurer provides report to board on last year's funding; board decides on how to complete Strategic Budget Package for FY 17-18	Board clarity on how funds were spent in FY 16-17r so that they can create an informed Strategic Budget Package for FY 17-18	

AUGUST	OBJECTIVES	ACTIONS	OUTCOMES	PROCESS
Bylaws and Standing Rules	Board reviews final bylaws and standing rules recommendations	Submission of proposed updates to board at August meeting	Board does first review and if possible approves at a subsequent meeting.	
Approval of Strategic Budget Package	Board reviews and approves FY 17-18 Strategic Budget Package, including annual Self Assessment	Submission of FY 17-18 Strategic Budget Package to board at August meeting	Board approves FY 17-18 Strategic Budget Package to release full funding allocation	
Training	Funding Training	Work with Funding to schedule individual board Training.	All board members will be knowledgeable on funding matters and financial protocols.	
Training	How To Chair an Effective Meeting Training	Conduct a training for the Chair, as well as the executive board members.	Executive Officers will be in sync on process and acceptable behavior	
Training	Clarify roles of the Executive Officers and their responsibilities	Conduct a Workshop on Board Roles and Responsibilities	Effective Board that operates with clarity and confidence when calling meetings, setting agendas, and conducting meetings	
Training	Clarify the roles and responsibilities of the committees	Conduct a Workshop to define the roles and responsibilities, establish a regular schedule for the committees	Effective committees that engage the board and stakeholders and get the work of the council done	
Review of Executive Officers	Determine if board wants to maintain the current Executive Officers	Agendize review and affirmation of existing Executive Officers or selection of new Executive Officers in August meeting	Ensure that the Executive Officers continue to serve at the pleasure of the board per the bylaws	
Select all remaining NC liaisons	Select liaisons for City projects and alliances	Agendize selection of NC liaisons in August	Ensure Central San Pedro stakeholders are represented in City decision making issues	