



## Central San Pedro 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 Central San Pedro 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 30<sup>th</sup> to September 30<sup>th</sup>. 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 30<sup>th</sup>, 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 1 Community Impact Statements, and 5 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
James	Allen	At Large Board Member	1/11/2022	9/30/2020	3/10/2022
Frank	Anderson	At Large Board Member	7/6/2018	9/19/2021	12/10/2021
Carrie	Scoville	At Large Board Member	6/11/2021	9/10/2021	9/10/2021
Matthew	Quioco	At Large Board Member	2/24/2022	2/24/2022	2/19/2022
Matthew	Garland	At Large Board Member	4/7/2022	9/19/2021	4/6/2022
Claricza	Ortiz	At Large Board Member	11/6/2021	1/8/2021	11/6/2021
Vacant Seat	Vacant Seat	At Large Board Member			
Maria	Couch	At Large Board Member	8/6/2021	9/19/2021	8/6/2021
Patricia	Carroll	At Large Board Member	8/6/2021	8/8/2021	8/8/2021

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Louis	Caravella	At Large Board Member	2/24/2022	2/24/2022	2/19/2022
Jeffrey	McBurney	At Large Board Member	7/5/2020	1/8/2021	7/18/2020
Linda	Nutile	At Large Board Member	11/4/2020	9/19/2021	11/4/2020
Tamra	King	At Large Board Member	1/13/2022	6/2/2021	6/2/2021
Linda	Alexander	At Large Board Member	10/2/2021	7/16/2021	10/6/2021
Lisa	DeNiscia	At Large Board Member	11/29/2021	12/22/2021	12/22/2021
Eugenia	Bulanova	At Large Board Member	4/14/2022	3/21/2022	3/21/2022
Maki	Villacarillo	At Large Board Member	4/14/2022	4/15/2022	4/15/2022

Please submit any updates and changes to the roster to [Rosters@EmpowerLA.org](mailto: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](mailto: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](mailto:Rosters@EmpowerLA.org). Ethics Training is a required for all Board Members

First Name	Last Name	Board Seat
Frank	Anderson	At Large Board Member

### 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:

Title	Case#	Case Lead	Open Date	Status
Bylaw Amendment	26561	Julien Antelin	5/14/2020	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](mailto:translations@barbierintl.com) or [sales@barbierintl.com](mailto:sales@barbierintl.com)

### **Interpreters Unlimited, Inc.**

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

### **Key Translations International**

Contact: Marlene Gomez, Owner  
(714) 752-6761  
[mgomez@ktitranslations.com](mailto: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](mailto:translations@barbierintl.com) or [sales@barbierintl.com](mailto:sales@barbierintl.com)

### **Interpreters Unlimited, Inc.**

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

## Temp Service Providers:

### **Apple One Employment Services**

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

### **Lloyd Staffing**

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

### **Partners in Diversity**

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

### **Bridgeway Temporary Staffing and Services Agency**

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

### **At work Personnel Services**

Contact: Jennifer Rounds  
(562) 222-4649  
[santafesprings@atwork.com](mailto: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](mailto:NCsupport@LACity.org) or by calling **213-978-1551** for assistance.

**Thank you for all you do to Empower LA!**