



## Central San Pedro Neighborhood Council Monthly Profile

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Dear Central San Pedro Council leaders,

Dear NC Leaders: This month, the Department is focused on concluding several projects. One is the NC board member demographic survey, several items related to the NC reforms introduced in 2018, and providing feedback to the Board of Neighborhood Commissioners on resolutions related to NC code of conduct, censure, and removal of board members. Ensuring NCs are clear about what authorizations are in place to support victims of the recent fires has been of great importance to the Department as evidenced by the emails sent referencing the enabling authority in the City Clerk Funding Guidelines. The Empower LA's website page Grievances has been revised to provide greater clarity on the status of formally filed grievances against NCs. Thirty one percent of NCs have been visited during the Listening Tour. Thanks you for your hard work and efforts.

## Citywide Campaigns

The Department is assisting NCs with the recruitment of individuals interested in serving as NC Census 2020 Liaisons and Ready Your LA (RYLAN) Liaison. Contact your NEA for more details.

## Admin

The Administrative Services team has begun the process of compiling the 2020-2021 Budget Proposal for Neighborhood Empowerment which will be submitted to the Mayor's Office on November 22. Department managers have met with the Budget Advocates to discuss department priorities and a vision for the future. Keeping in line with prior years, the focus will be on requesting staffing and funding that will better support the Neighborhood Council System, including support at NC meetings, training, coordinating priority initiatives such as homelessness, resilience, community engagement, and dispute mediation.

## Board Basics Manual - Chapter 1

The first chapter of our new Board Member Basics Manual is now available for download on our website at [tiny.cc/BoardBasicsManualChapter1](http://tiny.cc/BoardBasicsManualChapter1). It includes:

- Dictionary of Neighborhood Council-related terms and acronyms
- Overview of what NCs are; who's on a board; and how they work (which you can cut and paste into your own promo materials)
- Contacts list for City departments that support NCs
- Overview of how to set up your public contact info as a board member
- List of assets your NC should have
- Citywide map of all 99 Neighborhood Councils

## Field

We wanted to share some helpful documents from the Neighborhood Council Advice Division (NCAD). Thank you to our Managing Deputy City Attorney Elise Ruden, and Deputy City Attorneys Steve Houchin and Ruth Kwon, for their guidance and support of the Neighborhood Council System. The [NCAD Neighborhood Council assignments](#) will help board members connect with the right City Attorney when seeking individual conflict advice for matters that may appear before your Neighborhood Council. Please review [this conflict of interest primer](#) and also refer to the [Procedure for Requesting Legal Advice document](#) when your Neighborhood Council wishes to contact the City Attorneys at NCAD.

Finally, here is a [quick guide](#) for your NC to review related to the California Public Records Act (CPRA). Please also take time to review your Board's own internal process on how to process CPRAs, and remember that both NCAD and the Department are available to assist your Neighborhood Council with CPRA requests.

## Funding

As a reminder from last month's Profile, starting with October 2019, card transactions that are red-flagged in the Portal will need to be addressed in time for the Monthly Expenditure Report (MER) to be generated. When card transactions and accompanying receipts are reviewed and the transaction is red-flagged for a particular reason, the reason for the red flag will need to be addressed by your NC's cardholder by the time the MER is scheduled to be generated, normally by the 5th business day of the following month. If the red flag is not addressed, then the MER will not generate.

One of our long-standing committed, and knowledgeable Funding Reps, Atziri Camarena, has left the "comfort" of our Funding Program and moved on to new challenges as a Field staff for the Department of Neighborhood Empowerment effective October 28. Some of you will start seeing her at your Board meetings as your new Field Rep from DONE.

## Outreach

As the holidays approach, this is a good time to start agendaing expenditures for upcoming holiday events. Holiday events are great opportunities to capture critical masses of people so you can sign people up for your database. We are looking to schedule an outreach gathering for outreach chairs to discuss outreach ideas best practices to engage stakeholders.

## Policy

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, November 5 at 6 pm at Felicia Mahood Multipurpose Center located at 11338 Santa Monica Blvd., Los Angeles, CA 90025. Agenda items include discussion and possible action regarding training for the neighborhood council board members. Discussion may include creating policies for mandated leadership and conflict resolution for board members and candidates. In addition, the Board of Neighborhood Commissioners will be hosting town hall meetings on creating policies for mandated leadership and conflict resolution for board members and candidates.

## City Clerk Election Administration

The City Clerk retains election materials for a period of 90 days after the certification of your NC's election results. Your Board can pick up the Stakeholder Registration Forms (excluding any stakeholder documentation) for at-poll voters, Candidate Filing Records (excluding candidate documentation), and ballots cast at the polls. In order to retrieve these documents, your Board must designate an individual to pick up these materials. That individual must then contact the City Clerk to schedule a time to retrieve the documents. If you have questions about this process, please contact our office at (213) 978-0444 or email us at [clerk.electionsnclacity.org](mailto:clerk.electionsnclacity.org). Thank you.

### Did you know?

Presidents or Chairs of a Neighborhood Council can use their discretion to direct the immediate use of NC funds for services and/or supplies related to recovery and mitigation efforts for the declared emergency? Yes, up to \$1,000 of NC funds are authorized for use in this manner, without prior board approval. Over \$1,000 in NC funds may be allocated for services and/or supplies pertaining to a declared emergency, with prior approval by the NC board at a properly noticed public meeting. In an Emergency Authority case like this one, the NC President or Chair may authorize the NC Bank Cardholder to utilize their NC bank card to purchase a specific list of items. Such expenses must be within the stated spending limits, and are strictly for emergency services/supplies listed on p. 38 of the current Neighborhood Council Funding Program manual. Have questions? Please contact your Neighborhood Empowerment Advocate or your NC Funding Representative if you require further assistance.

### Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 11/8/2019, you have filed 0 Community Impact Statements, and 5 agendas have been posted for your Neighborhood Council for the current month.

As of 11/8/2019, 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
Carrie	Scoville	At Large Board Member	6/11/2021	9/10/2021	9/10/2021
Claricza	Ortiz	At Large Board Member	9/15/2019	1/8/2021	8/17/2019
Frank	Anderson	At Large Board Member	7/6/2018	9/19/2021	6/30/2019
James	Allen	At Large Board Member	12/13/2019	6/30/2020	8/24/2019
Jane	Castillo	At Large Board Member	12/11/2019	9/25/2020	11/27/2019
Jeffrey	McBurney	At Large Board Member	7/5/2020	1/8/2021	7/18/2020
Khixaan	Obioma-Sakhu	At Large Board Member	7/9/2021	4/30/2021	7/12/2021
Louis	Caravella	At Large Board Member	11/21/2019	6/30/2020	11/22/2019
Maria	Couch	At Large Board Member	8/6/2021	9/19/2021	8/6/2021
Matthew	Garland	At Large Board Member	3/4/2020	9/19/2021	1/9/2020
Cathy	Familathe	At Large Board Member			
Linda	Alexander	At Large Board Member			
Tamra	King	At Large Board Member		6/2/2021	6/2/2021
Olivia	Serna	At Large Board Member			
Patricia	Carroll	At Large Board Member	8/6/2021	8/8/2021	8/8/2021
Linda	Nutile	At Large Board Member	11/4/2020	9/19/2021	11/4/2020
Vacant Seat	Vacant Seat	At Large Board Member			

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.

First Name	Last Name	Board Seat
Cathy	Familathe	At Large Board Member
Linda	Alexander	At Large Board Member
Olivia	Serna	At Large Board Member

### 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
Claricza	Ortiz	At Large Board Member
Frank	Anderson	At Large Board Member
Cathy	Familathe	At Large Board Member
Linda	Alexander	At Large Board Member
Tamra	King	At Large Board Member
Olivia	Serna	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.

First Name	Last Name	Board Seat
Cathy	Familathe	At Large Board Member
Linda	Alexander	At Large Board Member
Olivia	Serna	At Large Board Member

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, November 2**

8:45am - [Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am - [Los Angeles Neighborhood Council Coalition Meeting](#)

### **Monday, November 4**

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

### **Tuesday, November 5**

6:00pm

[Board of Neighborhood Commissioners Meeting](#)

### **Wednesday, November 6**

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

### **Saturday, November 9**

10:00am

[PlanCheckNC Meeting](#)

### **Monday, November 11**

[Holiday - Neighborhood Empowerment Offices Closed](#)

### **Thursday, November 14**

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

### **Saturday, November 16**

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

### **Monday, November 18**

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

[Alliance of River Communities \(ARC\)](#)

### **Wednesday, November 20**

8:30am

[Westside Regional Alliance of Councils Monthly Meeting](#)

### **Thursday, November 21**

6:30pm

[South Los Angeles Alliance of Neighborhood Councils Meeting](#)

### **Thursday, November 28**

[Holiday](#)

### **Friday, November 29**

[Holiday](#)

### **Saturday, November 30**

10:00am

[Neighborhood Council Emergency Preparedness Alliance 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.

### 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)

### Translation Services:

#### **Languages 4 You**

(818) 720-7105

#### **Continental Interpreting Services**

(800) 201-7121

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!**