



CANNDU 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 CANNDU Council leaders,

Congratulations to all of our EmpowerLA Award winners from last week! We really appreciate the outstanding work that you do for your communities. Many thanks to all those who came to celebrate at City Hall with us last Thursday evening. HUGE appreciation to our Master of Ceremonies, Controller Ron Galperin, and to our EmpowerLA staff for putting on a great event!

EmpowerLA Award winners:

East – Arroyo Seco Neighborhood Council
West – Bel Air-Beverly Crest Neighborhood Council
Central – Hollywood United Neighborhood Council
North Valley – Sylmar Neighborhood Council
South Valley – West Hills Neighborhood Council
South LA – Watts Neighborhood Council
Harbor- Coastal San Pedro Neighborhood Council

There was a tie for the Neighborhood Council Civic Engagement Los Angeles Vanguard Award though both winners came from the Department of City Planning: Kinikia Gardner for her work on the Community Plan updates for Mar Vista Community Council and the Community Liaison Program team of Fabiola Inzunza, Dylan Sittig and Isaiah Ross for their planning information sessions with Neighborhood Council alliances. Thank you to the Congress of Neighborhoods Planning Committee for helping us select the Vanguard winners!

Lastly, Neighborhood Council Spirit Awards were given to Patricia Kim, Helen Byon, Steve Bae and James An of Wilshire Center Koreatown Neighborhood Council for their get out the vote efforts during the 2018 subdivision elections, which resulted in 19,126 stakeholders voting that was covered in local, national and international news.

As we move into the last quarter of the fiscal year, all of our efforts will be on the 2019 Neighborhood Council elections outreach. We look forward to working with all of the Neighborhood Councils holding elections to engage their stakeholders and get out the vote.

Citywide Campaigns

The [Neighborhood Council Budget Advocates](#) have released their white paper for this budget cycle. [Click here](#) to read it. The white paper was presented to Mayor Eric Garcetti in March when the NCBAs met with him a second time about their recommendations for next fiscal year. Mayor Garcetti will release his budget on April 20th. At that point, the City Council will hold Budget & Finance Committee meetings to review the budget and make any changes. Per the City Charter, any Neighborhood Council can weigh in on the City budget so please submit a Community Impact Statement on budget recommendations that affect your community.

Admin

In light of the recent spam email that many of you received through your EmpowerLA email lists, we would like to help you figure out how to stop or reduce these types of spam emails being sent to you before you decide you've had enough of the internet for one day.

Actually, spam gets filtered from the very beginning! It all starts with the email client. Before an email is received, it has to pass through the email client's own filter. This filters suspicious messages, spam, and harmful content. But contrary to some popular belief, humans are still able to outsmart robots and computers, and are able to get around these filters. Thankfully, there are things you can do to further filter spam from getting in your inbox.

One of the most effective ways to reduce the amount of spam you receive is to train your filter to recognize the tricks that people use to get around the built-in filters. When you receive spam in your main inbox, don't just delete it! Select the message, and report it as spam. This helps your email client recognize all the little tricks that spammers use to get by the automatic filters. Over time, your email client will become smarter, recognize, and block more spam emails. But because spammers are finding new ways to sneak into your inbox, you need to keep up the reporting!

Along with reporting spam, you also need to train your email client about false positives. The email client isn't perfect, so it may mark some traditional emails as spam. Once a day, go through your spam inbox and check for any message that shouldn't have been marked spam, and mark it as such.

Another way to greatly reduce spam is to not respond to any of it! In fact, if you can automatically recognize that an email is spam, don't even open it. If you happen to open one by mistake, DO NOT click on any of the links no matter how tempting it may be. That link will send the spammer a notification that your email address is a live address and they will continue to send spam to you. These links may also contain harmful material that could damage your device or plant 'cookies' in your browser that can track information such as the websites you visit, what you purchase, your location, and in some rare cases, your personal information. If you opened a spam email because it looked like it came from someone you knew, contact them immediately to inform them that their account may have been compromised.

Field

As Citywide Neighborhood Council Elections are underway, we are excited to welcome new Board Members and thank returning Board Members for their dedication to the Neighborhood Council System. With new energy and people, this is also a great time to learn more about your role as a NC Board Member.

The Department has prepared a guide with the [10 Things to Know as a Neighborhood Council Board Member](#). This guide covers the basics on your roles and responsibilities as a NC Board Member and tools and resources to help you conduct your NC Board and Committee meetings. Your Neighborhood Empowerment Advocate is also available to provide a board orientation/training at your upcoming meeting and/or retreat.

In addition, the Department will conduct Citywide 3-hour workshops throughout May and June, covering many of the topics in the “guide,” with facilitated discussions sharing best practices from the Neighborhood Council System. Please provide us with feedback by taking this short [survey](#) so that we can tailor the workshops to better serve your needs. We look forward to seeing you at our future weeknight and Saturday morning workshops.

Speaking of workshops, the Department is partnering with the League of Women Voters of Los Angeles to offer a free training on how to facilitate difficult community meetings. The training will be held Saturday, April 6, 9 am – 1pm at Marvin Braude Constituent Service Center located at 6262 Van Nuys Blvd., Van Nuys, CA 91401. The topic of discussion will focus on homelessness and the training will equip attendees with the tools needed to lay the foundation for holding productive, civil community meetings. [RSVP](#) here or contact Vanessa Serrano via email at vanessa.serrano@lacity.org or by calling (818) 374-9889.

Remember, we’re here to support you in your efforts so please reach out!

Funding

General Program Information MERs are available to generate beginning the 5th business day after the end of the reporting month. Please take into consideration holidays and weekends. Once the board approved the MER, please be sure that the motion language indicates the specific month and year of the MER being approved.

Rollover of Funds Please refer to Policy 1.1.3 of the NC Funding Program Policies and Guidelines, for more information on the ability of NCs to rollover funds. NCs will have the ability to rollover up to \$10,000 from one Fiscal Year to the next, on a non-cumulative basis.

Election Expenditures NCs can pay for expenses related to voter engagement and participation, please refer to NC Funding Program Policy 2.3. Election expenditures are not authorized as part of the general Election category in the Annual Budget. All Election expenditures must be approved by the NC board at a Brown Act compliant meeting through separate board actions.

Outreach

We are in Candidate Recruitment phase of our outreach for NC Elections. Through social media, traditional media, and boots on the ground, we helped spread the word of deadlines for candidate filing. Candidate filing for all three regions closes in the next few weeks. We had a successful South LA elections workshop where more than half of the attendees were new candidates. We held a West area candidate workshop and the attendees were all new candidates! Region 5 elections are next week March 31st. We are looking to get media out to Region 5 NCs that are parlaying their elections into an event to bring out more voters.

Policy

The City of Los Angeles, Department of Neighborhood Empowerment, in collaboration with County, State and Federal governmental agencies, is organizing the 1st Homelessness Resource Fair on Saturday, April 20 from 9 am - 1 pm. The event aims to connect these people and organizations with those who wants to take action but

don't know where to start. Governmental Agencies will present an update on their projects and policies, advocates and organizations will present their work and explain how to duplicate it in other communities as well as coordinating service events within their community. At the Homelessness Resources Fair, there will also be a hygiene product drive. Details of the event:

Date/Time : Saturday, April 20 from 9 am - 1 pm.
Grand Park 200 N Grand Ave, Los Angeles, CA 90012

We would be really happy to count you as one of the exhibitors. If you are interested, please complete this Exhibitor Form. If you have any question, you can contact us by email at julien.antelin@lacity.org or mario.hernandez@lacity.org

City Clerk Election Administration

The first election of the 2019 NC Election season will begin on Sunday, March 31 for the NCs in Region 5. Please visit clerk.lacity.org/elections/neighborhood-council-elections to find out more about your NC's election. The Candidate Filing period is still open for Regions 9, 12, 10, and 13. Thank you to everyone who submitted an application for candidacy. A list of certified candidates will be posted on our website approximately 60 days prior to each Regional Election Day. If you have any questions or concerns related to the candidate filing process or need assistance with registering an account or submitting an application, please contact our office at 213-978-0444 or email us at clerk.electionsnclacity.org.

Did you know?

April is Earth Month! It's easy to be green thanks to the work of organizations like City Plants, a non-profit running a public-private partnership between the City of LA and six other non-profit organizations. Together they work with neighborhood councils, community groups, residents, and businesses to coordinate tree planting and care throughout LA. Spring is the perfect time to plant a tree and City Plants offers free trees for your street and yard - [order free trees today!](#) Speaking of trees, are you curious about Los Angeles' urban forest policies and management? Check out the recently released City Plants and Dudek report, "[First Step Toward an Urban Forest Management Plan for the City of Los Angeles](#)" to learn about the steps needed to achieve a sustainable and equitable urban forest.

Account Balances, Community Impact Statements, Agendas, and Grievances

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

As of 4/1/2019, you have filed 1 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 4/1/2019, 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 Certification	Code of Conduct
Stephanie	Campbell	Chair (2020)	12/6/2019	10/23/2018	11/6/2016
Esther	Glaze	Vice Chair (2018)	1/30/2020	7/10/2018	1/15/2019
Vacant Seat	Vacant Seat	Recording Secretary (2020)			
Vacant Seat	Vacant Seat	Communication Secretary (2018)			
Vacant Seat	Vacant Seat	Treasurer (2018)			
Vacant Seat	Vacant Seat	Parliamentarian (2020)			
Vacant Seat	Vacant Seat	At-Large Representative (2018)			
Vacant Seat	Vacant Seat	At-Large Representative (2020)			
Vacant Seat	Vacant Seat	Community Interest At large (2020)			

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.

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

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:

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, April 1

Region 10- Candidate Registration Ends

7:00pm [Neighborhood Council Budget Advocates Meeting](#)

Tuesday, April 2

6:00pm [Board of Neighborhood Commissioners Regular Meeting](#)

Wednesday, April 3

6:30pm [Harbor Alliance of Neighborhood Council Meeting](#)

Thursday, April 4

Region 6- Election Date

Saturday, April 6

Region 7- Election Date

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

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

Monday, April 8

Region 13- Candidate Registration Ends

Thursday, April 11

6:30pm [Valley Alliance of Neighborhood Councils Meeting](#)

Saturday, April 13

Region 8- Election Date

10:00am [PlanCheckNC Meeting](#)

Monday, April 15

1:00pm [Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm [Alliance of River Communities \(ARC\)](#)

Wednesday, April 17

8:00am [Westside Regional Alliance of Councils Monthly Meeting](#)

Thursday, April 18

6:30pm [South Los Angeles Alliance of Neighborhood Councils Meeting](#)

Saturday, April 20

9:00am [Homelessness Resource Fair](#)

10:00am [Neighborhood Council Budget Advocates Meeting](#)

Saturday, April 27

Region 1- Election Date

10:00am [Neighborhood Council Emergency Preparedness Alliance Meeting](#)

Existing Vendors for NCs

Web Service Providers:

Civic Resource Group

Contact: Gregory Curtin, CEO
gregc@civicresource.com

The Mailroom

Contact: Kristina Smith
(310)-514-1797
ksmith@klct.com

Moore Business Results

Contact: Wendy Moore
(818)-252-9399
wmoore@moorebusinessresults.com

Port Town Websites

Contact: Jill Fox
(310)-832-0836
jill@porttownwebsites.com

The Web Corner

Contact: Robert Adams, Owner
(818)-345-7443
rob@thewebcorner.com

ZelDesign

Contact: Zelda Harrison
(310)-559-2770
zelDesign@sbcglobal.net

Temp Service Providers:

Apple One Employment Services

Contact: Jessica Vasquez
jessicav@appleone.com
Contact: Vivi Hoang
vhoang@appleone.com
(213)-892-0234

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

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 or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!