

Neighborhood Council Monthly Update
 South Robertson

Table of Contents

General Manager Message..... 1

EmpowerLA Updates..... 2-7

 Civic Leadership Division..... 2-3

 Awareness & Engagement Division..... 3-4

 Communications Division..... 4

 Policy and Government..... 5-6

 Innovation Division..... 6-7

 Administrative Services Division..... 7

City Clerk Updates 7-8

 City Clerk Funding..... 7-8

Board Members with Expired or Missing Mandatory Trainings..... 12

Important Dates..... 13

Existing Vendors for NC’s 14-15

General Manager Message

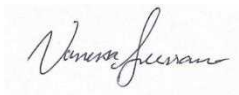
Dear Neighborhood Council Leaders,

Happy 2024! We trust you enjoyed a safe and joyful holiday season, and we're thrilled to kick off the new year with you. In the coming weeks, we eagerly anticipate the inaugural EmpowerLA Youth Conference, where we'll be warmly welcoming young members aged 14-17. A heartfelt acknowledgment goes out to Neighborhood Empowerment Advocates Erica Gatica and Raul Preciado for their dedication and enthusiasm in driving this initiative forward. Their commitment ensures that more youth will discover the power of the NC System and use their voices to champion the causes close to their hearts.

As we find ourselves at the midpoint of the fiscal year, now is an opportune moment to reflect on your progress if your NC established strategic plans and goals at the year's outset. Consider scheduling a Board retreat to engage in focused discussions about your objectives. If your NC could benefit from guidance during this process, please don't hesitate to reach out to our department.

Thank you for your time and commitment to serving your community through the Neighborhood Council System.

Respectfully,



Vanessa Serrano
Interim General Manager

EmpowerLA Updates

Civic Leadership Division

Happy New Year Neighborhood Council Leaders!

I am excited to bring in the new year and introduce the developments that the Civic Leadership team will be working on in the next couple of months.

Roberts Rules Made Simple:

This is a reminder that all board members have the ability to access the tools and resources available. Each of you has been provided with individual credentials for logging in. I highly recommend taking advantage of the incredible resources available, especially the videos designed to enhance the success of your meetings.

If you've encountered any difficulties accessing the website or if you haven't received your credentials, please feel free to contact me directly. I'll ensure that your credentials are promptly emailed to you, allowing you full access to the valuable resources at your disposal. I may be reached at atziri.camarena@lacity.org

HOW TO TOOLS

Your NEA's have been providing great feedback on documentation that is needed for Neighborhood Council to be able to streamline questions or concerns being faced before, during, and after meetings. We will be developing various How To tools on various subjects that we have received suggestions on, for example:

1. Process of PRA for board members, what do you do when you receive a PRA request?
2. Conflict of Interest
3. How submit Community Impact Statement
4. Meeting Minutes
5. How to write motions for agenda

And many more tools that will be at your disposal. If you would like for the Civic Leadership to consider any of your recommendations, they may be submitted to me directly.

Women's Empowering Event

In the month of March, as we celebrate Women's History Month, we're excited to announce an upcoming event dedicated to honoring the incredible women in the Neighborhood Council system who have demonstrated outstanding leadership in their communities. Stay tuned for further details as we finalize the date and location.

This event aims to showcase and celebrate the impactful work carried out by women in our Neighborhood Councils. We'll have empowering words from women in leadership, acknowledging their contributions and

inspiring others. Keep an eye out for communications, and we look forward to coming together to recognize and celebrate the remarkable achievements of women in our community.

Awareness and Engagement Division

The division's mission is to connect communities throughout Los Angeles to the Neighborhood Council system through direct public engagement programs, awareness messaging campaigns, strategic community partnerships, civic participation and Neighborhood Council Elections.

THANK YOU FOR EMPOWERING LA

As we reflect on 2023, I want to make sure to acknowledge the impact and importance of Neighborhood Councils and their leaders. In my time as Director of Awareness & Engagement, I have witnessed the dedication of NC leaders and the time they invest ensuring that communities are connected to services and resources and have a voice in the policy making process. A special 'thank you' to all the outreach leaders who organized and tabled at events. I look forward to highlighting your work in 2024 and continuing to grow the reach of the NC system in Los Angeles!

EMPOWERLA IN YOUR NEIGHBORHOOD

December was a busy and successful month for Neighborhood Councils! Congratulations to all the NCs that participated in holiday celebrations throughout the City. Our department attended the North Hollywood West NC Play Streets event that engaged children and youth via games, music and entertainment. Our staff joined NC leaders at the last CicLAvia of the year in South LA on December 3. Special thanks to Empowerment Congress Central Area President Janay Coplon who joined us in engaging community members. On December 9, members of our team joined NEA Prabhjot Chambers at the Northeast Valley Health Corporation's 26th Annual Holiday Toy Drive. A big thank you to the Harbor Gateway South NC for inviting us to their Winter Wonderland event on December 19. We had tons of fun distributing NC information and sharing our new EmpowerLA coloring and activity sheets.

In the last six months, we have supported NCs and tabled at 48 community events. We look forward to continuing our momentum in 2024! In January, our team will support the Pico Union NC at their Beloved Community March on the 15th.

Please keep us in mind for your next event and let us know if we can support your NC. Whether it is tabling at an outdoor concert, distributing flyers at a Farmer's Market or hosting a Movie Night at a local park, please let us know how we can support you and engage your community!

2024 YOUTH CONFERENCE

Thank you to all of you who shared information about the *EmpowerLA Youth Conference* in your newsletters, social media accounts and at your meetings. It really made a difference! Our department received 106 applications!

We are happy to announce that we are partnering with Councilmember Monica Rodriguez, who will join our General Manager as keynote speaker at the event, to host the conference at City Hall on January 27. Our partners at the Youth Development Department and Office of the City Clerk, along with others, will lead workshops focused on connecting youth to civic engagement opportunities. Participants will also learn about

the history and purpose of the Neighborhood Council system, explore the policies and procedures that govern Neighborhood Councils, and gain valuable leadership and community engagement skills.

PARTNERSHIP WITH NEIGHBORHOOD COUNCILS

We are excited to lend our support to ensure successful community engagement! Director of Awareness and Engagement Marilu Guevara is more than happy to meet with new chairs to share resources and bounce ideas. She has already met with 19 Outreach Chairs and is actively supporting them with outreach plans.

In the last month, there has been a focused effort to support Neighborhood Councils that have a high rate of seat vacancies and do not meet the threshold to vote for virtual meetings, per SB411. Director Guevara had reached out to NC Presidents and outreach chairs to offer guidance, customized flyers, social media graphics and more. We hope that these best practices and tools promote NC awareness and lead to interest from the community.

SHARE YOUR IMPACT

Widen your NC's reach! Take pictures of your NC leaders at meetings, events and out in the community, and share them on your newsletter and social media accounts. Don't forget to tag us @EmpowerLA or email your picture to Marilu.Guevara@lacity.org enclosed with a short description. We will share it on our EmpowerLA social media accounts and tag you!

Communications Division

This division creates messaging and education for and about the Neighborhood Council system for the public and for NC members. This includes writing the Department newsletter and the Board Manual; leading media relations; administering NC Nextdoor and Canva accounts; managing the @EmpowerLA social media channels; and leading public education, PR, and marketing for NC elections, from hosting the Candidate Info Session series to promoting elections via direct email campaigns and print and digital ads.

Greetings from the Communications Division! It has been a wonderful year filled with exciting communications for and about the Neighborhood Council system. Thank you to each and every one of you who read a Department newsletter, followed us on social media, and shared exciting updates, events, and photos with us to share in our communications.

During the December 5, 2023 Board of Neighborhood Commissioners (BONC) meeting, Ann-Marie Holman, former Director of Communications, presented on the Board of Neighborhood Commissioners' Digital Communications Policy for Neighborhood Councils. You can view the presentation slides [here](#), and watch the BONC presentation [here](#). For even more details about the Digital Communications Policy, check out a recording of this [information session](#) from July 2022. To help us get a better understanding of how Neighborhood Councils and their Board Members are experiencing the Board of Neighborhood Commissioners' Digital Communications Policy for Neighborhood Councils, we ask you to please complete a brief [survey](#). This survey is the initial phase of feedback gathering, and we look forward to hearing your thoughts! If you have any questions, please feel free to contact [Ava Marinelli](#), Public Information Officer.

Policy and Government

Legislative Updates

We will be sending out a Legislative Summary on a routine basis highlighting what the City Council approved / took action on as well as a summary of motions introduced. Your council can have your voice heard by filing a community impact statement on any of these motions. You can find all 2023 Legislative updates [here](#).

Update on SB411SB411 and City Council

Sacramento, California – Senate Bill 411, authored by Senator Anthony J. Portantino (D – Burbank), was signed into law on October 9, 2023, by Governor Newsom. The bill ensures that neighborhood councils in the City of Los Angeles can continue serving their constituents by meeting online.

On Wednesday, November 1, the LA City Council approved a motion allowing Neighborhood Councils to virtually conduct their meetings. This was a requirement in SB411 to allow Neighborhood Councils the authority to host their public meetings through virtual platforms such as Zoom.

The next step for your Neighborhood Council is to take action if they want to meet virtually.

Here are some essential guidelines on how to take the required action and leverage the recently approved SB411.

- Take action at an upcoming board meeting.

You can use the following motion to initiate the process of transitioning to virtual meetings:

Sample Motion: Discussion and Possible Action to file a (Community Impact Statement (CIS) or board resolution) to authorize the use of teleconferencing for Neighborhood Council meetings, including board meetings and committee meetings, in accordance with the rules established by Senate Bill 411 and the subsequent motion passed by the City Council on November 1, 2023. The special teleconferencing rules available to Los Angeles Neighborhood Councils are necessary because **[include a justification for why the Neighborhood Council will be using teleconferencing, i.e increased accessibility, increased community engagement, health and safety of the participants, etc.]**.

- Sample community impact statement/board resolution, here is a [sample](#) for your NC use.

NOTE: [SB411-Section 54953.8, \(2\)\(B\) states](#), “If the city council adopts a resolution described in subparagraph (A), an eligible legislative body may elect to use teleconferencing pursuant to this section if **two-thirds of the eligible legislative body** votes to do so. The eligible legislative body shall notify the city council if it elects to use teleconferencing pursuant to this section and its justification for doing so.”

[SB411-Section 54953.8, \(4\)\(c\) states](#), “As used in this section, “**eligible legislative body**” means a **neighborhood council** that is an advisory body with the purpose to promote more citizen participation in government and make government more responsive to local needs that is established pursuant to the charter of a city with a population of more than 3,000,000 people that is subject to this chapter.

The Department has created a FAQ document to help address some questions shared with our Department. You can find the FAQ [here](#).

Board of Neighborhood Commissioners News:

At the [November 7th Board of Neighborhood Commissioners meeting](#), the Commission voted to approve the amendments to the Neighborhood Council [Code of Conduct](#). We will be following up with you on the implementation of the amended Code of Conduct.

At the [December 18th meeting, the Board of Neighborhood Commissioners](#) meeting, the Board approved the creation of an Ad-Hoc committee to review the BONC Censure and Removal policy. This committee is composed of Commissioners Len Shaffer, Debbie Whebe, and Keren Waters.

Make your panelist recommendations for Neighborhood Council Regional Grievance Panels

The Department of Neighborhood Empowerment has certified grievances filed by stakeholders and board members. For those filed by board members and subsequently certified, a regional grievance panel will be formed. If a regional grievance panelist has not yet been appointed by your respective Neighborhood Council, the Department of Neighborhood Empowerment is requesting that Neighborhood Councils take board action to recommend one board member to serve as a panelist to sit on a Regional Grievance Panel.

The Department, in its sole discretion, may reject or remove any panelist recommended for appointment by the Neighborhood Council and request the Neighborhood Council to appoint a replacement panelist. The Department may also develop mandatory training required, and consultation with the Office of the City Attorney before a panelist serves on the Regional Grievance Panel.

Please submit your Grievance Panelist [here](#).

Have your Neighborhood Council Appoint Homelessness Liaisons

Homelessness Liaisons play a vital role in addressing homelessness-related issues within our community. Homelessness is a complex and pressing challenge that affects communities across the nation, including our own. To better address this issue, foster collaboration, and facilitate communication, we have established a series of Neighborhood Council Homelessness Liaison Meetings. These meetings provide a platform for Neighborhood Council leaders to come together, share insights, and collectively work towards solutions to homelessness in our area. Homelessness Liaisons will serve as the bridge between your council and the broader community efforts to combat homelessness. They will participate in our upcoming meetings, share insights from your neighborhood, and collaborate with others to develop and implement effective strategies. To appoint your Homelessness Liaisons, please designate one or more individuals from your Neighborhood Council who are passionate about addressing homelessness and willing to actively engage in our community efforts. Once appointed, please fill out this [form](#) so we can follow up.

Innovation Division

Neighborhood Councils are increasingly opting to integrate teleconferencing into their operations, aligning with SB411 guidelines. The department remains committed to supporting this transition. Should your board decide to acquire Zoom licenses via the department's enterprise account, we are here to assist.

We request that the board promptly determines the required number of Zoom licenses and the individuals who will be assigned these licenses. This initiative aligns with the EmpowerLA virtual governance protocols initially provided to the Neighborhood Councils during the adoption of teleconferencing.

It's important to note that each Zoom account will cost around \$200, maintaining the pricing structure established at the outset. Opting for licenses through the department's account presents a cost-effective alternative compared to direct purchases from Zoom.

Administrative Services Division

Tech Tips:

Congratulations to Project Assistant, Lena McElroy for her active participation in the Information Technology Agency's (ITA) Cybersecurity Awareness Program in October 2023. She was recognized among the Los Angeles City departments for being the top Cyber Champion in December 2023. Our department was also recognized as having the highest number of employees that participated with bonus trainings and phishing tests coordinated by ITA. These opportunities provide us with additional information and tools that would better equip the department to assist the Neighborhood Councils and Board of Neighborhood Commissioners with phishing and spam messages.

City Clerk Updates

City Clerk Funding:

Event Requests in the Portal

Please be reminded that starting January 1st, 2024, Event Approval Requests will need to be submitted through the NC Funding portal for review and processing.

There is a new section in the portal menu on the left side of the screen, "Event Request". In this new section, you will be able to provide basic event information, like the event name, description, date, and upload, either in PDF or JPEG format, the same documents that you currently submit via email to our Program for Event Approval Requests:

1. Event Approval Request form
2. Itemized Event Budget
3. Board Action Certification (BAC) form

Upon submission of the request in the portal, **at least 30 days in advance**, our staff will review your request and follow up with you for any additional information/documentation that may be needed.

If at the time you are initially submitting your event request you already have supporting documents for vendors involved in the event, such as vendor quotes/estimates, County health permit, facility use permit, insurance certificates, draft event flyer, etc, you will be able to upload those documents as well.

Please contact your Funding Representative if you have any questions or need assistance in submitting your event requests in the portal. Thank you, and Happy New Year!

Program Training and Workshops

Please visit our Program website ([click here](#)) to view and register for upcoming training sessions, including:

1. Program Policies & System Portal Training (Required for all Financial Officers)
2. Program Workshop – Topic-specific/Q&A Sessions

Please note that Workshops are optional training sessions intended for presentations on particular topics and for Q&A opportunities. They are not the required training for Financial Officers. The required training for Financial Officers is the Policies and System Portal Training.

For Financial Officers who are not able to attend scheduled required Training, please contact our Office to coordinate a one-on-one training session, if possible.

Email: Clerk.NCFunding@lacity.org

Phone: (213)978-1058

Account Balances, Community Impact Statements, Agendas, and Grievances

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

As of 01-04-24, you have filed 14 Community Impact Statements, and 9 agendas have been posted for your Neighborhood Council for the current month.

As of 01-04-24, 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 (Expires every 2 years)	Funding Expiration (Expires every 2 years)	Code of Conduct Expiration (Expires every 2 years)
Terrence	Gomes	Business Representatives 1 (2027)	07-06-25	04-11-25	03-31-25
Michael	Lynn	At-Large Representatives 3 (2025)	08-23-24	08-24-24	07-02-25
Jon	Liberman	School 1 Representative (2025)	09-06-25	03-28-25	09-06-25
Barry	Levine	Business Representatives 2 (2025)	11-10-25	07-27-24	08-02-25
Ken	Blaker	Organization Representatives 2 (2025)	01-18-24	07-20-24	01-09-24
Shirley	Traum	Business Representatives 4 (2025)	07-05-25	07-05-25	07-05-25
Joel	Weinberger	At-Large Representatives 1 (2025)	10-16-25	09-21-25	09-14-25
Laurie	Levine	Resident Zone 5 Representative (2025)	11-14-25	11-14-25	11-20-25
Baila	Romm	At-Large Representatives 2 (2027)	11-21-25	10-28-25	10-28-25
Sandy	Block	Resident Zone 3 Representative (2025)	04-27-24	04-26-24	04-25-24
Joseph	Mollaie	Resident Zone 10 Representative (2027)	05-03-24	05-02-24	05-02-24
Mitch	Cohen	Resident Zone 9 Representative (2025)	07-19-24	07-15-24	07-14-24
Benji	Karben	School 2 Representative (2024)	03-27-25	03-23-25	03-23-25
Daniel	Ferszt	Business Representatives 3 (2027)	02-06-25	02-09-25	02-06-25
C. Hayes	Blackwood	Resident Zone 4 Representative (2027)	11-11-25	11-11-25	11-11-25
Stuart	Weiss	At-Large Representatives 4 (2027)	03-03-25	03-02-25	03-02-25

First Name	Last Name	Board Seat	Ethics Expiration (Expires every 2 years)	Funding Expiration (Expires every 2 years)	Code of Conduct Expiration (Expires every 2 years)
Marlene	Katz	Resident Zone 6 Representative (2027)	08-07-25	08-01-25	08-01-25
Sara	Messall	At-Large Representatives 5 (2025)		10-25-25	10-20-25
Avihi	Youshaei	At-Large Representatives 6 (2025)		11-06-25	11-06-25
Vacant Seat	Vacant Seat	Resident Zone 7 Representative (2025)			
Vacant Seat	Vacant Seat	Business Representatives 5 (2027)			
Vacant Seat	Vacant Seat	Organization Representatives 3 (2027)			
Brianna	Shepard	Organization Representatives 1 (2027)			10-19-25
Jason David	Plummer	Resident Zone 2 Representative (2027)	08-11-25	08-24-25	07-20-25
Vacant Seat	Vacant Seat	Resident Zone 8 Representative (2025)			

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 complete all three (3) Board Member Trainings - Ethics, Code of Conduct, and Funding. 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 complete the Code of Conduct training. To complete these trainings, please log into the Cornerstone Board Member Training Portal. If you do not know your login information, please contact communications@empowerla.org. 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. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- i. Be an Elected, Appointed and/or Selected Board Member of the NC
- ii. Be 18 years of age or older
- iii. Have completed the following three (3) trainings on the Cornerstone Board Member Training Portal
 - 1. Ethics and Open Government Training
 - 2. Funding Training for Neighborhood Council Board Members
 - (a) Must obtain a passing score of 70% on any test associated with the online course at least once every 2 years.
 - (b) Board members may also attend the in-person Funding Training required for NC Financial Officers, at least once every 2 years.
 - 3. Code of Conduct for Neighborhood Council Board Members on the Cornerstone Board Member Training Portal

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. The Ethics Training is 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 acknowledge 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.

Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

Tuesday, January 2

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

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

Saturday, January 6

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

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

Thursday, January 11

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

Saturday, January 13

10:00am [PlanCheckNC Meeting](#)

Sunday, January 14

6:30pm [Neighborhood Council Sustainability Alliance \(NCSA\) Meeting](#)

Monday, January 15

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

6:00pm Westside Regional Alliance of Councils Monthly Meeting

Thursday, January 18

6:30pm South Los Angeles Alliance of Neighborhood Councils Meeting

Saturday, January 20

9:30am NC Budget Advocates Meeting

Saturday, January 27

10:00am NC Emergency Preparedness Alliance Meeting

Existing Vendors for NCs (as of Sept. 2023)

Web Services:

NCs may use a web service vendor that is approved by their NC board. A contract may be required with the vendor.

Translation (Written) & Interpretation (Verbal) Services:

The following providers, under a current City-wide contract, are available to provide services:

Barbier International, Inc.
translations@barbierinc.com
interpretations@barbierinc.com
(844) 824-0477

Temp Staffing Services:

NCs may use a temp service vendor that is approved by their NC board. A contract may be required with the vendor. The following vendors, previously under a City-wide contract, may be available also to provide services:

Apple One Employment Services
(213) 787-2278
Wdiaz@appleone.com

Lloyd Staffing
(562) 860-2555 Ext 101
LSantana@lloydstaffing.com

Partners in Diversity

Cal Interpreting & Translations

info@calinterpreting.com

(888) 737-9009

Continental Interpreting

beckyj@cis-inc.com (interpreting)

jesusm@cis-inc.com (translation)

(800) 201-7121

Focus Language International

ccox@focusinterpreting.com (interpreting)

jsantos@focusinterpreting.com (translation)

(800) 374-5444

Interpreters Unlimited, Inc.

info@iugroup.com

(800) 726-9891

Key Translations International

(714) 752-6761

mgomez@ktitranslations.com

Language Solutions

(800) 752-6096

Languages4You

Languages4you@aol.com

(818) 720-7105

(626) 793-0020

arlene.apodaca@p-i-d.biz

Bridgeway Temporary Staffing

(310) 387-1374

info@btsasa.com

At work Personnel Services

(562) 222-4649

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

Thank you for all you do to Empower LA!

DRAFT - South Robertson NC In-Person Monthly Updates

Jan 18, 2024

Dina R. Andrews

Cancellation Notice - 1.16.2024 Board of Neighborhood Commissioners Special Meeting

The BONC Special Meeting was canceled due to a loss of quorum.

Upcoming discussions by BONC will be implementing training for new policies for Anti Bias, Gender Identity & Expression, and Code of Conduct.

SB411

Our team created a Frequently Asked Questions document on SB411 to answer some of the questions that our NC's have been asking with the passing of SB411 - It's a 6 Page Document with Frequently Asked Questions with helpful terms and definitions. The document may be updated as needed. (attached)

Roster updates

Thank you for your timely roster updates. As an overall NC reminder please make sure your NCs have the most updated rosters. If there are new board members added, please submit a new roster to rosters@empowerla.org. As soon as the department receives the information the new member(s) will be sent a Welcome Letter from our department with pertinent information, and their Cornerstone Training Credentials.

Zoom License Update Needed

NCs who wish to use Zoom as their teleconferencing platform, please read the below information and respond by February 1, 2024.

“We are requesting that Neighborhood Councils who are or wish to use **Zoom** as their teleconferencing platform please inform us **no later than February 1, 2024**. This initiative aligns with our virtual governance protocols initially provided to the Neighborhood Councils during the adoption of teleconferencing. While Neighborhood Councils are not required to use teleconferencing to conduct their meetings, or use Zoom as their teleconferencing platform, please note that the Department will only be providing technical assistance for Zoom.

We ask that you share with us both if you will be using Zoom as well as how many licenses your Neighborhood Council plans on purchasing. Please note that **each Zoom account will cost approximately \$200**, maintaining the pricing structure established at the outset. Opting for licenses through the department's account presents a cost-effective alternative compared to direct purchases from Zoom.

DRAFT - South Robertson NC In-Person Monthly Updates

Jan 18, 2024

Dina R. Andrews

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PARTNERSHIP WITH NEIGHBORHOOD COUNCILS I am part of the Awareness and Engagement Team. We are excited to lend our support to ensure successful community engagement! Our Director of Awareness and Engagement is Marilu Guevara and she is more than happy to meet with new Outreach Chairs, or those she has not met with yet to share resources and bounce ideas. She has already met with 19 Outreach Chairs and is actively supporting them with outreach plans. In the last month, there has been a focused effort to support Neighborhood Councils that have a high rate of seat vacancies and do not meet the threshold to vote for virtual meetings, per SB411. Director Guevara had reached out to NC Presidents and outreach chairs to offer guidance, customized flyers, social media graphics and more. We hope that these best practices and tools promote NC awareness and lead to interest from the community.

Also, if you have any Community Events that your NC is sponsoring please email me and Marilu so we can add it to our calendar and possibly provide support and swag.

DRAFT - South Robertson NC In-Person Monthly Updates

Jan 18, 2024

Dina R. Andrews

BYLAW Amendments & Board Structure Changes:

Application period closes **Apr 1, 2024** .

City Clerk Funding : Reminder - Upload Event Requests in the Portal

Please be reminded that starting January 1st, 2024, Event Approval Requests will need to be submitted through the NC Funding portal for review and processing. There is a new section in the portal menu on the left side of the screen, “ Event Request ”. In this new section, you will be able to provide basic event information, like the event name, description, date, and upload, either in PDF or JPEG format, the same documents that you currently submit via email to our Program for Event Approval Requests:

1. Event Approval Request form
2. Itemized Event Budget
3. Board Action Certification (BAC) form Upon submission of the request in the portal, at least 30 days in advance , The City Clerk staff will review your request and follow up with you for any additional information/documentation that may be needed.

If at the time you are initially submitting your event request you already have supporting documents for vendors involved in the event, such as vendor quotes/estimates, County health permit, facility use permit, insurance certificates, draft event flyer, etc, you will be able to upload those documents as well. Please contact your Funding Representative if you have any questions or need assistance in submitting your event requests in the portal.

New In-Person Quarterly Training, in addition to the two regular zoom training every month. The City Clerk will be holding the following in person NC Funding Program Training in January.

- 1) NC Funding Program & System Portal Training
Tuesday, January 30th, 2024, 6pm - 8pm at City Hall
Please RSVP at our website [HERE](#)

The NC Funding Program training sessions are open to all Board members as well as stakeholders. These are the required training for board members serving as Financial Officers (Treasurer, 2nd Signer, Bank Cardholder, Alternate Signer). Other Board members may also complete the training online at our [website](#).

If you have any questions, please feel free to contact the City Clerk at 213-978-1058.

Note: Hard copies of the Monthly Profile for January 2024, and SB411 FAQ will be distributed.



SB 411 Frequently Asked Questions

Government Code Section 54953.8

Last Updated December 2023

Helpful Terms & Definitions

Term	Definition
Hybrid	A quorum of the board meets in-person within the Neighborhood Council's boundaries, and the rest of the board members join the meeting via teleconference
In-Person	All board members meet within the Neighborhood Council's boundaries and all board members attend in-person
In-Person With Hybrid Option for the Public	All board members meet in-person at a location within their boundaries and offer the option for only the public to join the meeting virtually (allows for public comment in-person and via teleconference).
Teleconference	All board members meet virtually with at least a quorum of the board meeting from locations within the Neighborhood Council's boundaries
Just Cause	Individual board members can participate remotely when caregiving of a family member, a contagious illness, a physical or mental disability, or LEA-related travel prevents them from appearing in person. Just cause may not be used for more than two meetings per calendar year per Board member.
Emergency	Individual board members can participate remotely when there is a physical or family medical emergency that prevents them from appearing in person. The board member must describe the emergency in approximately 20 words without disclosing any personal medical information. Board must take action to approve the member's request. A board member may not claim emergency circumstances more than three consecutive months OR 20 percent of the regular meetings within a calendar year.

SB 411 Overview

What is SB 411?

SB 411 is a bill passed through the California State Government that allows Neighborhood Councils to meet virtually through teleconferencing. This bill was signed by California Governor Gavin Newsom in October 2023, and was approved by the Los Angeles City Council in November 2023. You can read the complete bill language [here](#).

When will SB 411 expire?

The provisions in SB 411 expire on January 1, 2026.

Taking Action on SB 411

What is the required number of votes for the approval of a virtual meeting?

If a Neighborhood Council wishes to opt for virtual meetings conducted via teleconference, it must secure a 2/3 majority approval of the total board seats as specified by the Neighborhood Council's bylaws. For example, if the council has a total of 9 board seats, a minimum of 6 board members must vote "yes" to meet virtually. This 2/3 majority vote aligns with the current legislative requirements.

Will the Department provide exact verbiage for a motion to secure a 2/3 majority vote in favor of teleconferencing?

Yes, you can use the following language:

“Discussion and Possible Action to authorize the use of teleconferencing for Neighborhood Council meetings, including board meetings and committee meetings, in accordance with the rules established by Senate Bill 411.”

In the motion, please include a justification for why you will be using teleconferencing i.e., increased accessibility, and more community engagement.

What is an appropriate justification?

Justification for why the Neighborhood Council will be using teleconferencing can include increased accessibility, increased community engagement, health and safety of the participants, etc.

Is there a scenario or justification from a Neighborhood Council (NC) that would be deemed unacceptable by the City Council for hosting virtual meetings?

Following the approval of a motion with the provided justification, according to the language of SB 411, the City Council reserves the right to deny approval for virtual meetings. Noteworthy, justifications such as a desire for reduced meeting participation may result in disapproval by the City Council. It's crucial to emphasize that clear violations of the law will not be deemed acceptable justifications for conducting virtual meetings.

If the Neighborhood Council has previously acted, securing a 2/3 majority vote of the entire board in favor of teleconferencing before the passage of SB411, is it necessary to revisit this decision in light of SB411 now being in effect?

Yes, for consistency and to ensure that the entire (i.e. all seats of the board) board had 2/3 vote in the affirmative with justification consistent with the language in the Government Code.

Is it a requirement for the Neighborhood Council to specify which meetings will utilize teleconferencing through a formal vote? After deciding to incorporate teleconferencing, is a subsequent vote necessary to convene an in-person meeting?

It's important to note that SB411 exclusively pertains to virtual meetings and does not impact in-person gatherings. Therefore, a 2/3 vote is not required to conduct meetings in person.

Although not required, as a good practice, a Neighborhood Council and its committees can consider approving a meeting calendar for the year so that all members and stakeholders are clear about when and how they can expect to join a meeting. The board may consider adding the calendar to their website.

Agendas for all teleconference meetings shall follow appropriate notice protocols.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

Upon taking action, who are the relevant parties that the Neighborhood Council needs to notify, and what specific information or documents should be submitted?

Upon the Neighborhood Council having secured a 2/3 majority vote to pass a motion to approve teleconferencing under SB 411, the Neighborhood Council must communicate this decision to the City Council. This notification process involves the submission of a Community Impact Statement (CIS) specifically designated for CF23-1114.

Standing Committees, Ad Hoc Committees, and SB 411

Does SB 411 apply or how does this apply to committees? How does it apply to ad hoc committees? Does the board need to have a vote specifically for committees to meet virtually?

The board will determine if their committees are included in a vote to have teleconferencing under SB411. Please note: Standing Committees are subject to the Brown Act. True Ad Hoc Committees are not subject to the Brown Act. To learn more about the Brown Act and Ad Hoc Committees reference [the Brown Act and NC's Guiding Document](#).

Meeting Virtually Under SB 411

Is it necessary to update our agenda template if our Neighborhood Council is meeting virtually?

Yes. You can find a sample template [here](#).

Can Neighborhood Councils conduct a hybrid meeting?

SB411 (Government Code Section 54953.8) allows Neighborhood Councils to have the option to teleconference 100% virtually without complying with traditional teleconferencing rules under the Brown Act. However, for hybrid meetings, specific rules must be followed. SB 411 does not exempt NC's from complying with stringent rules for hybrid meetings outlined in AB2449. Under AB 2449, when a **quorum** of the board convenes in-person at a physical location within the Neighborhood Council boundaries, adherence to the teleconferencing rule established under AB2449 is mandatory (e.g. a limited number of teleconferencing opportunities and only upon a showing of "just cause" or an "emergency"). However, if less than a quorum of a board meets in-person, at a physical location, under SB 411, other board members will be allowed to join virtually without following the teleconferencing rules stated in AB 2449. Neighborhood Councils are strongly advised to engage with their Neighborhood Empowerment Advocate (NEA) and consult with the Office of the City Attorney to ensure compliance with the law.

See Helpful Terms & Definitions above for more information on hybrid meeting, just cause, and emergency.

If the board meets virtually, can the board continue to have an in-person location to broadcast the meeting?

Once a board has voted to have the option to meet virtually following SB411, the NC can decide which meeting they will conduct in-person or virtually. If the meeting is scheduled as a virtual meeting it may be that the board receives a request from a stakeholder who needs special accommodations to join the virtual meeting. In this case, the legislative body should make reasonable efforts to accommodate public requests for participation, which may include providing a publicly accessible location (i.e. public library, recreation center, community room), necessary technology, or information on available resources for participation. Please contact the Department of Neighborhood Empowerment if special accommodations are requested.

In-Person Meeting Requirements of SB 411

SB 411 mandates that the Neighborhood Council must hold an in-person meeting once a year. Is this requirement based on the calendar year, fiscal year, or a 12-month period?

This requirement is based on the calendar year, specifically from January 1st to December 31st. If the council has already conducted an in-person meeting within the current calendar year, there is no further obligation to meet in person for the remainder of 2023. However, in the 2024 calendar year, the Neighborhood Council will be required to hold at least one in-person meeting as part of the annual compliance with SB 411.

If the NC has already met (in person) this year, 2023, is that requirement satisfied?

Yes, if the Neighborhood Council has already held an in-person meeting in the year 2023, then the requirement for an in-person meeting for 2023 is considered satisfied.

Other Questions about SB 411

Is there a possibility for Neighborhood Councils to allocate funds from their budget to facilitate remote meetings, covering expenses such as hot spots, tablets, and internet connectivity?

To initiate this process, the Neighborhood Council will need to collaborate with the Office of the City Clerk's NC Funding division. This collaboration involves updating the inventory to account for any equipment purchases and establishing an efficient check-in and check-out system.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

If you have any questions or concerns about SB 411 not covered in this document, please contact your Neighborhood Empowerment Advocate.

Dear NC leaders,

Hope you are well.

I wanted to remind you that the Bylaws Amendment and Board Structure Change Application is now open. The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. As we just closed the 2023 election cycle, the Department invites you to review your current bylaws and identify if amendments are necessary. Bylaw amendments have to be approved by the Board and be in compliance with Article XIII of your current bylaws. Once board approved, changes need to be submitted to the Department for final approval before becoming effective. Completed applications will be accepted until April 1, 2024 via email at NCsupport@lacity.org. **Reminder: Any board structure changes will need to go before the Board of Neighborhood Commissioners. Some examples of a board structure change are: 1) decreasing/increasing the number of board seats 2) changing a homeowner seat to at-large or 3) adding a youth seat.**

You can find a copy of the Bylaws Amendments Application and a bylaws template [here](#). They are also attached to this email.

We reviewed the template internally and wanted to highlight some sections you may wish to consider as you use the template and review your bylaws for amendments.

1. Article V Governing Board Section 3: Official Action

In our template, we give nine (9) scenarios on how your board can take action. You can keep your current process for official action but we wanted to share a few other options in case your board would like to amend. Here is a link to [the board voting facts](#) that break down the different scenarios.

2. Article V Governing Board Section 4: Term and Term Limits

If you are establishing staggered terms for the first time, please indicate which seats are up for election in 2025 and which seats are up in 2027. This will help us and the City Clerk determine which seats will appear on the ballot for future elections.

3. Article V Governing Board Section 7: Absences

We noticed a lot of NC bylaws do not have language that addresses excused or leaves of absence. For excused absences, our recommendation is that you provide a definition of an excused absence and how such excused absences are requested, received, and memorialized. If you would like to allow for leaves of absence, we put this language in the bylaws template:

"When a Board Member advises the President that they will have a temporary absence of more than three months, the President may nominate an alternate to fulfill the obligations of the absent Board Member until said Board Member returns. The alternate must take all the necessary trainings in order to vote".

Special thanks to the Park Mesa Heights Community Council for having this language in their bylaws and letting us use it in our template.

4. Article V Governing Board Section 11: Community Outreach

Each bylaw should have a description on how your NC will be engaging your stakeholders. Please review this section and see if your NC has a plan in place. In the template, we provided some optional language for you to consider:

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.

☐ The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

☐ In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include email blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

☐ Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

5. Article XIV Compliance Section 2

We noticed a lot of bylaws have this language: "All board members must take ethics and funding training prior to making motions and voting on funding related matters". This is not correct because in order to vote on funding matters, you must take ethics, funding, and the **code of conduct training**. The board can do an amendment or we can make this change administratively

Also, your own bylaws may have guidelines for the timeframe on when **all** trainings must be completed to vote on **all** matters. Some bylaws have language in place that states that if a board member has not taken all trainings within 45 days of being seated, they cannot vote on any items that require a board vote. We provided language in the template to address training compliance. If you want to see how other NCs address training compliance, you can refer to this [link](#).

The Department will be providing a bylaws workshop in October. Once the date and time are confirmed, I will be sure to let you know.

Thank you and please let me know if you need to attend a bylaws committee meeting or have any questions.



Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted **until April 1st, 2024** via email at NCsupport@lacity.org and must include the following documents:

Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.

Electronic Copy (in a Word document) of the proposed Neighborhood Council's Bylaw Sections. **Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws.** The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. *Section 2. Agenda Setting - The agenda shall be set by the President. the Executive Committee.*

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

Neighborhood Council Name: _____

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils? Yes No
- Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.? No Yes - Please include the Neighborhood Council Board Structure Change Request Form

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: _____ / _____ / _____

Board Vote: _____ **yes** _____ **no** _____ **abstentions**

President/Chair Signature: _____

2nd Signatory Signature: _____

Print Name: _____

Print Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 978-1551 or NCsupport@lacity.org (Form Updated 7/22)



Neighborhood Council Board Structure Change Request Form

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant's bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council's next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission's decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to NCsupport@lacity.org. You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 978-1551 or by email at NCsupport@lacity.org if you have any questions.

PLEASE PRINT ALL INFORMATION

Neighborhood Council Name: _____

Primary Contact:

NAME	TITLE	PHONE	EMAIL
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Current Number of Board Seats: _____ Quorum: _____

What type of Board Structure Change is being requested?

Reduction in Board Seats to: _____ (insert total number after proposed reduction)

Change in Board Structure. Please describe:

Other. Please describe:

What are the reasons for the change to the Board Structure?

Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.

Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.