



## North Hills East Neighborhood Council Monthly Profile

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Dear North Hills East Council leaders,

As I complete my second week as General Manager, I have much to look forward to in the month of October. The listening tours have provided me with useful information for our ongoing internal review of how to improve our work with the neighborhood councils. The 2019 Neighborhood Council Congress planning committee has done a stellar job with over 800 people having RSVPd. Congratulations to all of you, the City departments and community experts speaking throughout the day, and to the Empower LA team who have worked hard to make the event a success!

## Citywide Campaigns

The 2020 Census is fast approaching. The U.S. Census Bureau wants people to complete their surveys online, which may be a challenge for many of our residents. Los Angeles County ranks as the hardest-to-count county in the nation. Hard-to-count areas include neighborhoods with limited access to the internet, those with high concentrations of renters and homeless people, and immigrant communities that may not participate in the Census due to language barriers or fear of reprisal by the federal government.

Since 2017, the County has been working closely with the State, community organizations, and with the City of Los Angeles – the municipality with the highest number of hard-to-count residents – to increase awareness of the 2020 Census and to erase obstacles that may undermine an accurate count.

On Nov. 9, the State of California Complete Count Census 2020 Office announced LA County would receive a grant of \$9.4 million to support public outreach programs in the 88 cities throughout the County so that community-based organizations and local governments could tally hard-to-count populations for the U.S. Census.

EmpowerLA is participating in the Census 2020 by volunteering a computer site to assist stakeholders complete the census. These computer sites are being referred to as Census Action Kiosk sites. If you can assist in spreading the word to get more CAK sign ups, you can guide people to this link and they can sign up: <http://census.lacounty.gov/committees/#CCC>

The Census begins on April 1, 2020 ("Census Day"). The online survey and the toll free calling option will soon be available in English, Spanish, Chinese, Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese, and Japanese.

Do you know a Community Based Organization that would like to participate in the Census 2020 and assist in efforts for hard-to-count communities throughout the city of Los Angeles? Incorporating more community-based organizations that have deep relationships in the community will ensure everyone is counted. Please take a look at the link as applications are open for CBOs that have not yet signed up to participate in the Census 2020. The application deadline is October 4th: <https://www.calfund.org/wp-content/uploads/v9.6.19-RFP-for-Census-Outreach-APPLICATION.pdf>

## Admin

There are a few significant updates to the Cornerstone training platform for Neighborhood Council Board Members. You are now able to take all 3 required training classes (Ethics, Funding, and Code of Conduct) using a tablet. Also the Ethics training was recently updated and is now more user friendly. As always, if you do run into any problems with access or usability please contact us at [communications@empowerla.org](mailto:communications@empowerla.org).

## Field

A “consent calendar” is a useful procedural tool to help expedite board business by grouping routine items for a single vote. “Consent” items on the agenda allows for the board to approve all items together without discussion and/or individual motions. Typical consent agenda items are routine and non-controversial such as: approval of the minutes; reports provided for information only; appointments; final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the issue.

Please remember that if a member of the public and/or a board member would like to comment on an item on the consent calendar, the item should be “pulled” from the consent calendar for public comment, board discussion and a separate vote. Items on the consent calendar should be re-opened for public comment, if needed.

Finally, please remember to note the items passed on “consent” in the meeting minutes. For funding items, it is best practice to conduct an individual “roll call” vote for each item to ensure voting eligibility for board members have been satisfied and to ensure accurately capturing the vote and motion for the board action certification (BAC) form.

## Funding

1) To ensure accountability and timely consideration of issues regarding credit card transactions posted to the Funding Portal, starting in 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.

2) As a regular practice in your event planning, and budgeting, please make use of the "Event Planning Checklist" to guide you in your planning, particularly with the documentation you may need to submit to our Program for an Event Approval Request. As a best practice, in recent submissions, some NCs have included a copy of the Checklist in their Request package, with items highlighted or checked-off that

apply to their event, helping the event planners in gathering necessary documentation from vendors involved.

3) Due to a matter addressed to our Program by the Controller's Office regarding vendor W-9 Forms, when submitting a check payment request in the Portal, please also secure and upload the vendor's W-9 form. If the vendor you are dealing with needs to fill out a W-9 form, they may download it directly from the IRS website at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> The W-9 is not needed for the following types of vendors/expenditures NPG Recipients, Reimbursements for Board Members, and Government Agencies (i.e. Dept. of Recreation and Parks, Dept. of Neighborhood Empowerment, City of Los Angeles, etc.)

## Outreach

We will be holding one more additional election feedback session in the West Area. A date still needs to be set but it will be in mid-October. As the holidays approach, this is a good time to start agendaizing 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 special Board of Neighborhood Commissioners meeting on Wednesday, October 2 at 6 pm at Kaiser Permanente, 25825 S. Vermont Ave, Harbor City, CA 90710. 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 Office of the City Clerk - Election Division is forming a Neighborhood Council Election Work Group to improve the 2021 Neighborhood Council Election process. Some of the topics covered in the work group include candidate filing, the challenge process, and Election Day procedures. Meetings will be held monthly at the Piper Technical Center in Downtown between January and April of 2020. Neighborhood Council Board Members or Stakeholders who are 16 years of age or older are invited to participate. Interested individuals should apply by visiting our website at <https://clerk.lacity.org/elections/neighborhood-council-election>. Applications must be submitted by Friday, October 25, 2019 at 5:00 p.m. For more information, please call (213) 978-0444.

Account Balances, Community Impact Statements, Agendas, and Grievances

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

As of 10/22/2019, you have filed 0 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 10/22/2019, 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
Jill	Akahoshi	At-Large Stakeholder Representative	7/10/2021	7/30/2021	5/25/2021
Margarita	Lopez	At-Large Stakeholder Representative	7/31/2021	6/30/2020	
Perla Iliana	Lagunas Abundez	At-Large Stakeholder Representative	6/12/2021	6/30/2020	7/10/2021
Tina	Purwin	At-Large Stakeholder Representative		5/26/2021	5/26/2021
Norma	Cruz	Business Owner Stakeholder Representative	7/31/2021	4/9/2021	7/24/2021
Carla	Salgado	Employee Stakeholder Representative	2/7/2021	2/5/2021	2/6/2021
Wilfred	Negrete	Homeowner Stakeholder Representative	7/22/2021	6/30/2020	7/23/2021
Andre	Walker	Organizational Stakeholder Representative	7/31/2021	9/10/2021	6/18/2021
Steven	Engstrom	Region 1 Stakeholder Representative	5/29/2021	5/29/2021	5/29/2021
Olivia	Diaz	Region 2 Stakeholder Representative			
Lucas	Wiggins	Region 3 Stakeholder Representative		7/16/2021	6/3/2021
Vacant Seat	Vacant Seat	Region 4 Stakeholder Representative			
Vacant Seat	Vacant Seat	Renter Stakeholder Representative			
Elvira	Higuera Morales	Senior Citizen	6/2/2021	7/30/2021	6/30/2019

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
		Community Stakeholder Representative			
Elijah	Gutierrez	Youth Community Stakeholder Representative		5/18/2021	5/31/2021
Blanca	Agustin	Alternate 1	7/31/2021		7/29/2021
Tony	Wilkinson	Alternate 2	7/31/2021	6/30/2020	7/6/2019
Severiana	Pablo	Alternate 3	9/9/2019	6/30/2020	6/30/2019
Italia	Abundez	Alternate 4	10/1/2015	6/30/2020	6/30/2019

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
Olivia	Diaz	Region 2 Stakeholder Representative
Blanca	Aqustin	Alternate 1

### 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
Tina	Purwin	At-Large Stakeholder Representative
Olivia	Diaz	Region 2 Stakeholder Representative
Lucas	Wiggins	Region 3 Stakeholder Representative
Elijah	Gutierrez	Youth Community Stakeholder Representative
Severiana	Pablo	Alternate 3
Italia	Abundez	Alternate 4

### 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
Margarita	Lopez	At-Large Stakeholder Representative
Olivia	Diaz	Region 2 Stakeholder Representative

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
NHENC - PRA Response	24763	Semee Park	10/1/2019	C - Resolved

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](#)

### **Wednesday, October 2**

6:00pm

[Special Board of Neighborhood Commissioners Meeting](#)

6:30pm

[Harbor Alliance of Neighborhood Council Meeting](#)

### **Saturday, October 5**

8:45am

[Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting](#)

10:00am

[Los Angeles Neighborhood Council Coalition Meeting](#)

### **Monday, October 7**

7:00pm

[Neighborhood Council Budget Advocates Meeting](#)

### **Thursday, October 10**

6:30pm

[Valley Alliance of Neighborhood Councils Meeting](#)

### **Saturday, October 12**

9:00am

[Valley Disaster Preparedness Fair 2019](#)

10:00am

[PlanCheckNC Meeting](#)

### **Monday, October 14**

[Holiday](#)

### **Wednesday, October 16**

8:00am

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

### **Thursday, October 17**

6:30pm

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

### **Saturday, October 19**

10:00am

[Neighborhood Council Budget Advocates Meeting](#)

### **Monday, October 21**

1:00pm

[Board of Neighborhood Commissioners Regular Meeting](#)

7:00pm

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

### **Saturday, October 26**

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)

### **Bridgegap 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!**