



Westwood
Neighborhood Council Monthly Profile

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Dear Westwood Council leaders,

Happy Fiscal New Year! We have wrapped up our Neighborhood Council elections for the next two years. BIG thanks to EmpowerLA's election outreach team, led by Director of Outreach and Communications, Tom Soong, as well as all of our staff for doing an amazing amount of outreach in our targeted areas. We will now be focused on writing our report back to City Council on the election results. We'll also be holding some citywide townhalls to debrief the elections with Neighborhood Councils so please let us know what worked and what needs to work better. More details about this under the Outreach section of the profile. Many thanks to our partners, the Office of the City Clerk and the City Attorney's Office, for their assistance during the elections! We hope you have had or will have an opportunity to attend our Leadership Academy, online Cornerstone training, or Neighborhood Council Civic University 1.0. This education will provide you with some foundational training for your role as an advocate for your community. Please remember that we are here to assist your Neighborhood Council in succeeding because your one success benefits the entire Neighborhood Council system.

Citywide Campaigns

As you know, filing Community Impact Statements is one of the ways Neighborhood Councils can weigh in officially on City Council files. Neighborhood Councils filed the most Community Impact Statements last year with 648. Congratulations to Los Feliz Neighborhood Council for being the number one filer in the City with 60 Community Impact Statements!!

Admin

Fiscal year 2018-19 has come to a close and we are grateful to our many partners, both Neighborhood Council members and City partners that helped us innovate and pilot new services such as the online Cornerstone training interface and the Canva platform. We look forward to further innovations including an updated website, and case management and tracking application. Please continue to follow us by subscribing to our newsletter, and following us on social media for the latest news.

Field

The Department will be working with our NCs in the coming months to implement the reforms.

Also, with the 2020 Census moving to an online survey, 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. 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. As a reminder, per the Mayor Garcetti's [Executive Directive No. 20](#) the City will not assist or cooperate with any effort by federal immigration agents to use public facilities or resources for the purposes of enforcing federal civil immigration law. For more information and resources visit: <https://www.lamayor.org/Immigration>

Funding

The Administrative Packet for Fiscal Year 2019-2020 can be submitted through the Funding portal starting July 1, 2019. The Admin Packet allows your Board to plan and create its annual budget, confirm the Financial Officers serving your Board, and to confirm or let us know of any administrative services, i.e. storage space, website support, for the upcoming Fiscal Year. Please visit our [website](#) to download the Packet. You'll find it in the Documents and Forms section, under Governing Documents. Plan on submitting your Admin Packet starting July 1st in order to gain access to your annual funds when the Fiscal Year begins. NCs that have not submitted an annual budget and Administrative Packet to the NC Funding Program when the new Fiscal Year begins will be limited to \$333.00/month for Office/Operational expenditures only. On August 1st, Funding Program will begin notifying NCs of their Fiscal Year 2018/2019 account closing balance which will include the amount of funds available for rollover. As a reminder, NCs now have the ability to rollover up to \$10,000 of unspent funds from one Fiscal Year to the next, on a non-cumulative basis. Please refer to Funding Program Policy 1.1.3, Annual Budget Funds Rollover, for more information: <https://clerk.lacity.org/neighborhood-council-funding-program>

Outreach

Elections for all 13 Regions have been completed. What a journey! We thank the City Clerk staff for their assistance as over 22000+ voters got involved with our election process. We will be compiling information and doing after election surveys. 3 feedback sessions will be held in the Valley, Central/East, and South/Harbor Areas. We are securing locations but save the dates for July 30, July 31, and August 1st. An after election report will be done describing the methods of outreach used, what worked, and best practices. Thank you for making the elections a success!

Policy

Civic U emphasizes civic and community engagement and gives Neighborhood Council leaders the tools they need to understand city government and influence policy at City Hall. Since the first Civic U, over 300 Angelenos have completed and graduated the program. The Department of Neighborhood Empowerment/EmpowerLA in collaboration with the Mayor's Office and Cal State LA Pat Brown Institute, invite each Neighborhood Council to select one male and one female to the cohort of Civic U 1.0. Civic U 1.0 will be held on Monday, July 15, 22, and 29 from 6 pm - 9 pm. Space is limited, so please [register](#) by Friday, July 5. "We cannot build a better Los Angeles without an engaged population that knows how to navigate city government," said Mayor Garcetti. "That's why the Civic U emphasizes civic literacy: it's not just about your vote at the ballot box, it's about making sure your elected officials are representing your interests." Instructors will be under the supervision of Dr. Raphael Sonenshein, Executive Director of the Pat Brown Institute (PBI), and author of three books on Los Angeles politics and government. Teaching staff, guest speakers, and group

facilitators will be drawn from the Pat Brown Institute (PBI), Cal State LA Faculty, the Mayor's Office, other city offices, the Center for Nonprofit Management, and trained by the Pat Brown Institute.

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, July 2 at 6 pm at City Hall East Controller's Conference Room 351 located at 200 North Main Street, Los Angeles, CA 90012. 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 in August and September.

The next Homelessness Liaison meeting will be on Tuesday, July 30 from 6:30 pm - 8:30 pm at the Controller's Conference Room 351 located at City Hall East (200 North Main Street). The Los Angeles City Council will be on its summer recess from Friday, July 5 to Friday, July 26. Thank you to the many Neighborhood Councils for submitting Community Impact Statements. Over 600 Community Impact Statements were submitted during FY 18-19. Please contact Lorenzo at lorenzo.briceno@lacity.org if your Neighborhood Council has appointed new filers for Community Impact Statements.

City Clerk Election Administration

The 2019 Neighborhood Council Elections are now complete. The City Clerk will coordinate with the Department on scheduling post-election town halls to obtain feedback on the election process. Our office will also be contacting your board to arrange for your election records pick-up. Stakeholder Registration Forms, candidate filing applications, and ballots will become available 90 days after your election was certified. NCs must designate a representative to pick up the records from our office. If your NC does not pick up these documents, which are very useful for ongoing stakeholder outreach, these materials will be disposed of in accordance with the City's records retention guidelines. If you have any questions about this process, please contact our office at (213) 978-0444 or at Clerk.Election@lacity.org. Thank you!

Did you know?

With the start of the new fiscal year and with the conclusion of the Neighborhood Council Elections, it is a good time to review with your Board your Neighborhood Council's bylaws. Bylaws are established to provide a written framework and an organizational structure for the Neighborhood Council. The Department is accepting bylaw amendments until April 15, 2020. Be sure to review and complete the [Bylaw Amendment Application](#) and submit via email to NCsupport@lacity.org. Here is a [bylaws template](#) to assist you, which includes components of the City Council approved Neighborhood Council Reforms([CF 18-0467](#)).

Account Balances, Community Impact Statements, Agendas, and Grievances

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

As of 7/18/2019, you have filed 4 Community Impact Statements, and 1 agendas have been posted for your Neighborhood Council for the current month.

As of 7/18/2019, 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
Constance	Boukidis	Owner Residential Area 1 Director	10/13/2020	9/4/2014	1/11/2017
Philip	Gabriel	Owner Residential Area 2 Director	10/15/2020	9/11/2018	10/11/2016
Tracey	Fitzgerald	Owner Residential Area 3 Director			7/8/2019
Eloise	Lopez Metcalfe	Owner Residential Area 4 Director	6/1/2021	7/1/2019	
Sandy	Brown	Residential Condo Owner Director	9/14/2020	9/4/2014	6/7/2019
Paula	Rogers	Residential Owner Director	6/1/2021		7/1/2019
David	Lorango	Rental Residential Directors	9/10/2020	11/6/2015	10/25/2016
Cyrus	Baraghoush	Rental Residential Directors	7/12/2019	9/11/2018	7/11/2018
Marcello	Robinson	Business Group Directors	7/12/2019	2/6/2015	7/12/2017
Mark	Rogo	Business Group Directors	5/24/2021	9/1/2013	6/3/2019
Ann	Hayman	Non-Profit/Faith-Based/Education Community Director	6/4/2020	6/27/2015	6/3/2019
Laura	Winikow	Non-Profit/Faith Based/Education Community Director	9/12/2020	5/7/2019	6/3/2019
Stephen	Resnick	At Large Director	10/14/2020	8/5/2013	6/18/2019
Lisa	Chapman	At Large Director	6/11/2021	3/26/2015	6/19/2019
Roosbeh	Farahanipour	Chamber of Commerce Director	9/11/2019	9/4/2014	7/1/2019

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.

First Name	Last Name	Board Seat
Tracey	Fitzgerald	Owner Residential Area 3 Director
Paula	Rogers	Residential Owner Director

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

First Name	Last Name	Board Seat
Tracey	Fitzgerald	Owner Residential Area 3 Director
Cyrus	Baraghoush	Rental Residential Directors
Marcello	Robinson	Business Group Directors

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
Eloise	Lopez Metcalfe	Owner Residential Area 4 Director

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
WWNC Code of Conduct Update	24248	Jose Galdamez	7/2/2019	C - Resolved
WWNC Bylaw Amendment Inquiry	24256	Jose Galdamez	7/8/2019	C - Resolved
WWNC ADA Support Request	24270	Jose Galdamez	7/9/2019	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](#)

Tuesday, July 2

6:00pm

Board of Neighborhood Commissioners Meeting

Wednesday, July 3

6:30pm

Harbor Alliance of Neighborhood Council Meeting

Thursday, July 4

Holiday

Saturday, July 6

8:45am

Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting

10:00am

Los Angeles Neighborhood Council Coalition Meeting

Thursday, July 11

6:30pm

Valley Alliance of Neighborhood Councils Meeting

Saturday, July 13

10:00am

PlanCheckNC Meeting

Monday, July 15

1:00pm

Board of Neighborhood Commissioners Regular Meeting

5:30pm

Civic University 1.0 Session

7:00pm

Alliance of River Communities (ARC)

Wednesday, July 17

8:00am

Westside Regional Alliance of Councils Monthly Meeting

Thursday, July 18

6:30pm

South Los Angeles Alliance of Neighborhood Councils Meeting

Monday, July 22

5:30pm

Civic University 1.0 Session

Saturday, July 27

10:00am

Neighborhood Council Emergency Preparedness Alliance Meeting

Monday, July 29

5:30pm

Civic University 1.0 Session

Tuesday, July 30

6:30pm

Homelessness Liaison 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

Zel design

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

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
Wdiaz@appleone.com

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!