



Wilmington  
**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 Wilmington 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](mailto: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](mailto: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](mailto: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 10 Community Impact Statements, and 5 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
Moises	Cortes	At-Large Representative	11/1/2019	7/10/2018	11/8/2017
Robert	Jones	At-Large Representative	9/14/2020	7/29/2016	10/26/2018
Shahabuddin	Ahmed	At-Large Representative			
Ernesto	Aquilar	Community Interest Representative**	2/14/2019	11/19/2016	2/13/2017
Gayle	Fleury	Community Interest Representative**			
Steven	Contreras	Residential Representative	6/23/2021	7/1/2019	7/1/2019
Antonio	Barajas	Residential Representative			
Christina	Dake	Residential Representative			
Gina	Martinez	Owner Representative			
Carlos	Sanchez	Owner Representative	10/23/2020	10/3/2016	9/24/2018
Barbara	Zepeda	Owner Representative	9/20/2020	9/20/2018	7/2/2019
Valerie	Contreras	Employee Representative	9/17/2020	10/19/2018	7/1/2019
Santiago	Sedillo	Employee Representative			7/8/2019
Nancy	Luna	Employee Representative			

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
Shahabuddin	Ahmed	At-Large Representative
Gayle	Fleury	Community Interest Representative**
Antonio	Barajas	Residential Representative
Christina	Dake	Residential Representative
Gina	Martinez	Owner Representative
Santiago	Sedillo	Employee Representative
Nancy	Luna	Employee Representative

### 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
Shahabuddin	Ahmed	At-Large Representative
Ernesto	Aquilar	Community Interest Representative**
Gayle	Fleury	Community Interest Representative**
Antonio	Barajas	Residential Representative
Christina	Dake	Residential Representative
Gina	Martinez	Owner Representative
Santiago	Sedillo	Employee Representative
Nancy	Luna	Employee Representative

### 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
Shahabuddin	Ahmed	At-Large Representative

First Name	Last Name	Board Seat
Gayle	Fleury	Community Interest Representative**
Antonio	Barajas	Residential Representative
Christina	Dake	Residential Representative
Gina	Martinez	Owner Representative
Nancy	Luna	Employee 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:

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](mailto:gregc@civicresource.com)

**The Mailroom**

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

**Moore Business Results**

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

**Port Town Websites**

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

**The Web Corner**

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

**Zel design**

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

### Temp Service Providers:

**Apple One Employment Services**

Contact: Wendy Diaz  
[Wdiaz@appleone.com](mailto:Wdiaz@appleone.com)

**Lloyd Staffing**

Contact: Luly Santana  
(562)-860-2555 Ext 101  
[LSantana@lloydstaffing.com](mailto:LSantana@lloydstaffing.com)

**Partners in Diversity**

Contact: Arlene Apodaca  
(626)-793-0020  
[arlene.apodaca@p-i-d.biz](mailto:arlene.apodaca@p-i-d.biz)

**Bridgeway Temporary Staffing and Services Agency**

Contact: Terrence Gomes  
(310)-387-1374  
[info@btsasa.com](mailto:info@btsasa.com)

### 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!**