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December 20, 2021

TO: President Eli Lipmen, Members of the Board of Neighborhood Commissioners

FROM: Raquel Beltrán, General Manager

SUBJECT: DRAFT Amendments to Code of Conduct Policy 2014 (2)(2)

BACKGROUND: The Board of Neighborhood Commissioners (the Commission) was established by the City Charter in 1999 as a policy-setting and oversight commission for the Neighborhood Councils. In 2018-2019, the Commission initiated a process to review certain policies related to board conduct, engagement, and leadership development. The policies selected were adopted or revised between 2016 and 2019. They included the Leadership Orientation (2020-01), Censure (2020-03), Removal (2020-04), and the Code of Conduct (2014-2(2)) policies.

The review of the Commission's Code of Conduct Policy was initiated in response to mounting complaints presented directly to the Commission and Department regarding serious issues on Neighborhood Council boards. This report discusses progress on the review of the Code of Conduct Policy, [2014 \(2\)\(2\)](#), which was originally adopted in 2014 and last revised in 2019.

On March 3, 2020, the Commission formed a Code of Conduct Policy Ad Hoc committee to discuss amendments to the Commission's current [Code of Conduct Policy](#). The Ad Hoc Committee consisted of two appointees: Commissioner Leonard Shaffer (South Valley Region) and Commissioner Quyen Vo-Ramirez (North Valley Region).

In addition, the Department formed a Neighborhood Council Code of Conduct Workgroup of City Department leaders which included the Commission's Ad Hoc Committee members. The Workgroup members included representatives of the Personnel Department's Office of Workplace Equity, the City Attorney's Labor Relations and Neighborhood Council Advice divisions, the City of Los Angeles Civil + Human Rights

and Equity Department (LA Civil Rights), and EmpowerLA's Leadership Team. They reviewed the current policy, implementing procedures and processes, and the anticipated City of Los Angeles Workplace Equity Policy.

After several months of careful and thorough review, the Department presented proposed DRAFT revisions to the Commission's Policy on July 19, 2021

01 draft amended Code of Conduct policy (July 16 2021) . In its report, the Department recommended circulation of the draft amendments to the Neighborhood Council community through a series of workshops. The Department believed that the workshops would serve as opportunities for neighborhood council members, and others, to suggest changes to the proposed amendments for the Commission's consideration. The Department committed to prepare a summary of the most commonly asked questions and comments following the conclusion of the information workshops and review period, which has been completed.

FISCAL IMPACT: No new financial impact.

REQUESTED ACTION:

Review the summary of comments and feedback from the information workshops and propose changes to the DRAFT Code of Conduct Policy Amendments as deemed necessary.

PUBLIC COMMENT(S):

Between August 16, 2021 and October 25, 2021, a total of 11 Community Impact Statements and letters were received about the draft policy amendments from neighborhood councils and individual board members. Community Impact Statements and written correspondence are posted on the Commission's website. A link to the resources folder containing these items is available on the Commission's agenda <https://empowerla.org/commission/community-impact-statements/>. Additionally, the Department created a data visualization <https://lahub.maps.arcgis.com/apps/opsdashboard/index.html#/e3eab71b1ea54a4383e17e04dfecd7c2> to show from which regions CIS were filed.

SUMMARY:

The Department held information workshops on September 11, September 22, and October 19, 2021. Combined, approximately 180 neighborhood council board and committee members and stakeholders attended the workshops. The Department additionally attended numerous alliance meetings at which the draft policy was discussed and additional information was shared.

A [code of conduct folder](#) containing support materials is available on the Commission's website in the "Policies under consideration" tab. The folder includes the proposed policy with footnoted explanations of the proposed amendments in a side-by-side comparison format, the information workshop PowerPoint presentation, and a spreadsheet listing, by category, the remarks and suggestions received during the information workshops[

06 Code of Conduct Feedback Sessions - Comments/Q+A Sheets].

Anticipated Steps upon Commission Approval of Code of Conduct Policy Amendments:

If the amendments to the Code of Conduct Policy are approved by the Commission, the Department will return to the Commission and present the procedure the Department will follow to implement the new Code of Conduct Policy. The presentation will include how the Department proposes to:

- a. Support Neighborhood Councils with the application of the policy to Committee Members,
- b. Assist Neighborhood Councils with roster management, including that of Committee Members in compliance with the policy,
- c. Clarify the steps Neighborhood Councils will be expected to take to address Code of Conduct issues,
- d. Provide resources to assist Neighborhood Councils in their efforts to manage board dynamic challenges to avoid the necessity to suspend or remove Board and or Committee Members, and
- e. Manage Neighborhood Council rosters and compliance notification.

Finally, the Department will hold implementation workshops for Neighborhood Council Board and stakeholder Committee members to review expectations and respond to questions.

CONCLUSION:

On behalf of the Department, we thank the neighborhood councils, and individual commenters for their suggestions, observations, and most important, their time. We appreciate the Commission's support of this process and will be available to answer questions at the December 20, 2021 meeting. Thank you.

Respectfully,



**Raquel Beltrán,
General Manager
Department of Neighborhood Empowerment**