

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT



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Housekeeping Rules

Good evening and welcome!

We look forward to your participation in today's Onboarding Board Member Training.

Please enter any questions in the Q & A box. The Department of Neighborhood Empowerment will respond to your questions during the Q & A portion of the training at the end of today's training. We will send training materials. Chat has been disabled. Questions will be seen by panelists.

Thank you so much for your leadership and service in the Neighborhood Council system!



Department of Neighborhood Empowerment EmpowerLA



Atziri Camarena, Director of Civic Leadership



Department of Neighborhood
Empowerment
EmpowerLA

Vanessa Serrano

Interim General Manager



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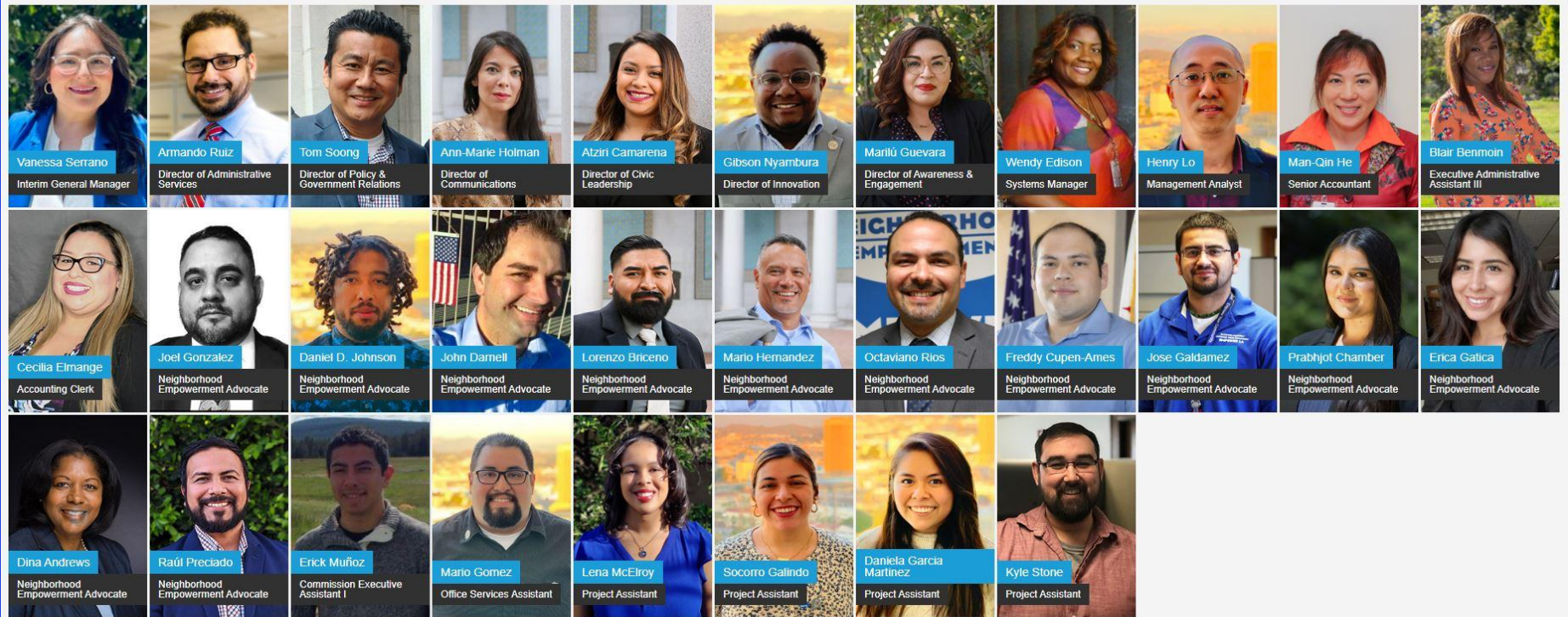
Agenda

- 1 Introductions
- 2 Presentation of Department of Neighborhood Empowerment
- 3 Training Compliance
- 4 Additional Trainings & Resources
- 5 Brown Act
- 6 City Clerk Funding Program
- 7 Community Impact Statements
- 8 Neighborhood Council Advice Division
- 9 Board Manual
- 9 Moderated Questions and Answers
- 10 Conclusion



Department of Neighborhood Empowerment

Introduction to Empower LA Staff



Neighborhood Council Support



Training Compliance

Presenter: Atziri Camarena
Director of Civic Leadership



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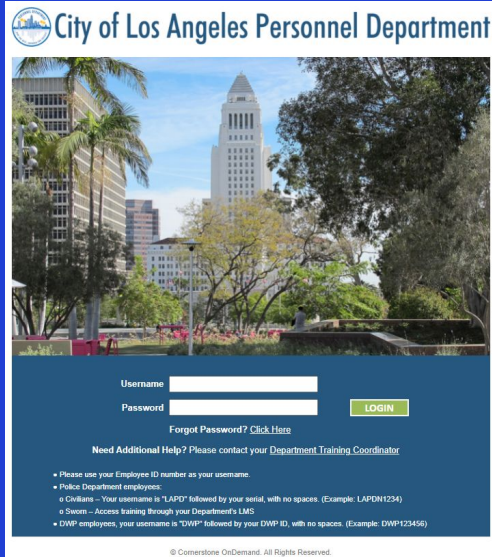


Board Member Required Trainings

		RENEWAL	FUNDING MOTION	COMPLETION REQUIREMENTS
1	CODE OF CONDUCT	2YRS	✓	<ul style="list-style-type: none"> 8 minute duration for completion All board members required Removed by DONE if not completed
2	ETHICS	2YRS	✓	<ul style="list-style-type: none"> 2 hr minimum to complete All board members required to complete ineligible to vote on funding motions
3	FUNDING	2YRS	✓	<ul style="list-style-type: none"> 20 minute completion for non financial officers 2hr training for financial officers
4	ANTI BIAS	1 TIME	✗	<ul style="list-style-type: none"> 1.5 hrs for completion Training does not expire
5	PLANNING 101	1 TIME	✗	<ul style="list-style-type: none"> 1hr training All members of a PLUM Committee or all NC board members if Committee members don't complete



Where Can Board Members Take Their Training?



City of Los Angeles Personnel Department

Username

Password

Forgot Password? [Click Here](#)

Need Additional Help? Please contact your [Department Training Coordinator](#)

• Please use your Employee ID number as your username.
• Police Department employees:
o Civilian – Your username is "LAPD" followed by your serial, with no spaces. (Example: LAPD1234)
o Sworn – Access training through your Department's LMS
• DWP employees, your username is "DWP" followed by your DWP ID, with no spaces. (Example: DWP123456)

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DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

Cornerstone

- <https://lacity.csod.com/>

Login info

- Newly elected board members will receive a Welcome email with their Cornerstone Credentials and instructions.
- If a board member forgot their login information, please email Rosters@EmpowerLA.org.



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TRAINING - NEIGHBORHOOD COUNCIL CORE INSTITUTE

Robert's Rules Made Simple

[HOME](#) [ALL COURSES](#) [ABOUT](#) [CONTACT US](#) [SIGN IN](#)



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CITY OF LOS ANGELES NC BOARD MEMBERS:

Welcome to the EmpowerLA - Robert's Rules of Order Training Portal

MY COURSES:



Robert's Rules Made Simple - Private
CONTINUE



Chair a Meeting With Confidence - Private
CONTINUE



LA - Webinar Recordings
CONTINUE



LA - Additional Resources for NC Meetings
CONTINUE

WHAT YOU WILL LEARN:

- The basics of Robert's Rules of Order
- The "7 Fundamental Motions" used in most meetings
- How to chair a meeting with confidence
- How to have efficient board meetings
- And much more!

[» GO TO THE TRAINING PORTAL](#)

- Resources on complying with the Brown Act through Robert's Rules Made Simple
- Personal Login credentials
- Site development
- What additional training videos will you want to be created for you? Enter them in the Q&A

Additional Trainings & Workshops

1. CORE MODULE TRAINING
 - a. Module I
 - b. Module II
 - c. Module III
2. Community Impact Statement
 - a. Feedback Session
 - b. Town Hall
3. Brown Act & NCs
4. Working with Difficult People & Workplace Violence
5. Political and Legislative Workshop-How NCs Can Engage in Advocacy on City Council Issues



Governing Board

Presenter: Prabhjot Chamber
Neighborhood Empowerment Advocate



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How does a board govern?



IMPLIED RULES
WRITTEN

POLICIES
FOLLOW

REGULATIONS
COURT STATUTES



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The Los Angeles City Charter

The City Charter created the Department of Neighborhood Empowerment, the Board of Neighborhood Commissioners, and a citywide system of Neighborhood Councils.

Article IX, sections 900 to 914 relate to the Neighborhood Council system.



Brown Act

The Brown Act is a California state law governing open meetings for local governmental bodies.

Bylaws

Guide the board's actions and decisions. Helpful in preventing or resolving conflict and disagreements. Governing Document at the NC level. Help stakeholders to understand how the Neighborhood Council works.

Commissioners Policy

The Board of Neighborhood Commissioners is responsible for policy setting and policy oversight with respect to the Neighborhood Council system.

Funding Program Policy & Guidelines

Policy guidelines on the fiduciary responsibilities of board members. Provides Guidance on TASC C: Transparency, Accountability, Simplicity and Consistency.

Standing Rules

Regulate the operational procedures of your Neighborhood Council. These are more easily created and amended at the discretion of the Board.



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BROWN ACT

Presenter: Daniel Johnson

Neighborhood Empowerment Advocate



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Ralph M Brown

- ▶ Member of the [California State Assembly](#) representing the [30th State Assembly district](#) from 1943 to 1961.
- ▶ Speaker of the Assembly from January 1959 until he resigned in September 1961
- ▶ Appointed to the [California Courts of Appeal, Fifth Appellate District Court](#).
- ▶ Best known for writing the [Brown Act](#), California's first [sunshine law](#), enacted in 1953.



Ralph M. Brown Act

The Ralph M. Brown Act is a California State law requiring open and public meetings that applies to neighborhood councils through the Act's definition of legislative bodies.



The Brown Act

The Brown Act is a California state law governing open meetings for local governmental bodies. It establishes rules to ensure that:

- ▶ actions and deliberations of commissions, boards, councils and other public bodies of local agencies are taken openly
- ▶ public have access to the meeting and its agenda and supporting documents.
- ▶ public has the opportunity to provide input, (public comment).

The Brown Act ensures Transparency and Public Participation in Local Government



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Agenda Posting

- **Brown Act (Physical Posting)**
 - State Law
 - Agenda must be posted at a physical location that is accessible 24/7 to the public
 - Physical posted within 72 hours in advance of a regular meeting or 24 hours in advance of a special meeting.
- **BONC Agenda Posting Policy**
 - Commission Policy
 - Requires
 - Physical posting Location
 - Post on the NC Website
 - Send to ncsupport@lacity.org to be uploaded to ENS as soon as feasible.

CITY OF LOS ANGELES
CALIFORNIA

Neighborhood Council
Governing Board

Name, President
Name, Vice-President
Name, Secretary
Name, Treasurer
Name, Boardmember
Name, Boardmember



200 N. Spring Street
Los Angeles, CA 90012
Email: NCsupport@lacity.org
Website: www.empowerla.org

**NEIGHBORHOOD
COUNCIL**

Regular Board Meeting Agenda
Friday, May 1, 2020
7:00 pm

Zoom Meeting Online or By Telephone
Dial (XXX) XXX-XXXX to Join the Meeting
Then Enter This Webinar ID: XXX XXX XXX and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte XXXX, **Secretaria**, al (XXX) XXX-XXXX o por correo electrónico XXXX@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF XXXX NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial (XXX) XXX-XXXX, and enter XXX XXX XXX and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 5 minutes per speaker, unless adjusted by the presiding officer of the Board.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

City Clerk Funding Program

Presenter: Atziri Camarena
Director of Civic Leadership



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FREQUENTLY ASKED FUNDING QUESTIONS

- ❖ What is the budget per fiscal year for Neighborhood Councils?
 - \$32,000 per fiscal year. Each Fiscal year begins July 1st
- ❖ What are the financial officer positions?
 - Treasurer
 - Second Signer
 - Alternate signer
 - Cardholder
 - 2nd Cardholder
 - **Board responsibilities**
- ❖ How are Neighborhood Councils able to spend their funds?
 - Office Expenses
 - Outreach Expense
 - Neighborhood Purpose Grants (NPG)
 - Community Improvement Projects (CIP)
 - Event hosting
- ❖ **EVERY EXPENDITURE REQUIRES BOARD APPROVAL PRIOR TO MONIES BEING SPENT.**



CITY CLERK FUNDING WEBSITE

LOS ANGELES

311 City Services LA City Directory



Office of the
City Clerk

About Us

Press Release

I Need To

Clerk Divisions

File a Claim

Contact Us

Translate



[Home](#) > [Clerk Divisions](#) > [NC Funding](#)

Neighborhood Council Funding Program



Financial Officers System Login



Public Dashboard



Program Policies and Guidelines



Documents and Forms

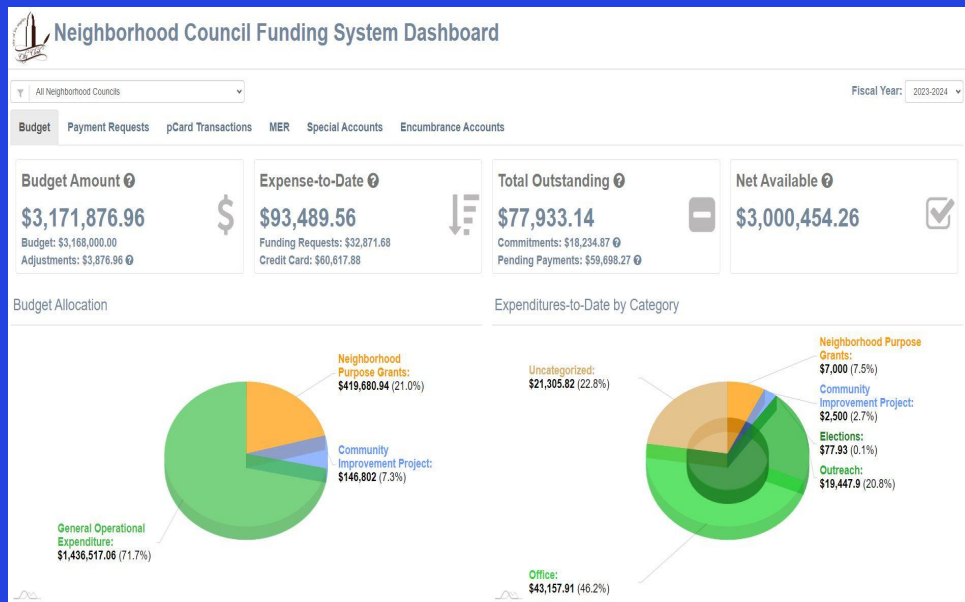


Training, Workshops, and Tools



Frequently Asked Questions

CITY CLERK FUNDING DASHBOARD



1. ACCESSIBLE TO THE PUBLIC
2. REVIEW YOUR NC EXPENSES
3. BUDGET ALLOCATIONS
4. FUNDING DEADLINES
 - a. EVENT SUBMISSION 5/20
 - b. PAYMENT REQUEST 6/1
 - c. CREDIT CARD 6/20



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COMMUNITY IMPACT STATEMENTS

Presenter: Prabhjot Chamber
Neighborhood Empowerment Advocate



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Community Impact Statements (CIS's)

Community Impact Statements (CIS's) are official statements or positions adopted by a Neighborhood Council on issues pending before the City's decision makers. The Community Impact Statement is a statement of the Neighborhood Council and it is not used to express personal opinions. They can be used to publicly express support, opposition, or suggestion about any matter pending before City Council, its committees, or City commissions.

Request for Action

A Request for Action can be submitted by a Neighborhood Council to their Councilmember to request that City Council take action on a particular matter affecting the community, which is not pending before City Council, its committees, or City commissions. Like CIS's, Request for Actions are official statements/letters which are adopted by the Neighborhood Council and express the opinion of the body as a whole. Request for Actions must be addressed to your Councilmember and may Cc' other Councilmembers.



NEIGHBORHOOD COUNCIL ADVICE DIVISION (NCAD)

Presenter: Daniel Johnson

Neighborhood Empowerment Advocate



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Neighborhood Council Advice Division (NCAD)

The Neighborhood Council Advice Division (NCAD) is a division within the City of Los Angeles City Attorney's Office who provides legal advice to the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment ("DONE"), the City Clerk and all City Officials and agencies on issues related to the Neighborhood Council system.

NCAD provides advice on:

The Brown Act
Public Records Act
Conflict of Interest
Contacts and other laws impacting the Neighborhood Council system.

NCAD works with the Neighborhood Council's Legal Liaison (Chair/President) on matters pertaining to the Board and directly with Board members on issues of conflict of interest.



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Procedure for Requesting Legal Advice

For a board members who is not the Chair/President and has a legal question regarding the board's operations or procedures:

1. Direct your question to the assigned DONE Neighborhood Empowerment Advocate (“NEA”) or Chair/President
2. NEA or Chair/President will ask the assigned NCAD Attorney
3. NCAD Attorney will respond to the NEA or Chair/President
4. NEA or Chair/President will then disseminate our advice to the board.

For a board member who has a question about a personal conflict of interest on a matter that may be coming before his or her Neighborhood Council:

1. The Board member with the conflict should directly contact the assigned NCAD Attorney
2. Work with your NEA to determine who is the assigned NCAD Attorney for your Neighborhood Council.



Board Basics Manual for Board Members

Presenter: Daniel Johnson
Neighborhood Empowerment Advocate



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HOW TO USE THIS MANUAL

USER GUIDE

This manual is meant to be easy to use and a reference in the future. We encourage you to review it as you take your seat on the board and carry it with you to your board and/or committee meetings. We also recommend that your board consider agendaizing sections of this manual at a future board meeting or board retreat. Your Neighborhood Empowerment Advocate (NEA) can support and will be available to present any information you need. This manual is one of the many resources and tools made available to you. Please visit our website EmpowerLA.org for additional training material, which can be found under the Empowering Tools & Tips section. The training library is constantly being improved with the goal of providing you with a learning roadmap to help you obtain the skills needed in order to make positive contributions to your Neighborhood Council.





BOARD BASICS MANUAL FOR NEIGHBORHOOD COUNCIL MEMBERS

2023

VANESSA SERRANO
INTERIM GENERAL MANAGER



- ❑ First edition of Board Basics Manual
- ❑ What is in the Manual?
 - ❑ Glossary of terms
 - ❑ About Neighborhood Councils
 - ❑ Important Contacts
 - ❑ Assets your NC should have
 - ❑ City Directory
- ❑ NEA can provide a printed copy



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OUTREACH RESOURCES FOR NCs

Presenter: Ann-Marie Holman
Director of Communications



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ONBOARDING - OUTREACH RESOURCES FOR NCs

NC News: EmpowerLA department newsletter + Monthly Updates

Dept newsletter - every issue since 2020: <http://tiny.cc/NCnewsletters>

Monthly Updates - every issue since 2016: <http://tiny.cc/NCMonthlyUpdates>

Outreach tool for NCs: Nextdoor Public Agency accounts

Must be requested online: <http://tiny.cc/NCNextdoorRequest>

Digital Communications Policy for NCs

- Direct link to current version: <https://tiny.cc/DigitalCommsPolicyFinal>
- On our website: <https://EmpowerLA.org/draft-under-consideration/>



Navigating through our Webpages

Presenter: Director of Civic Leadership, Atziri Camarena



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Navigating through our Web Pages

EMPOWER LA WEBSITE

<https://empowerla.org/>

CITY CLERK FUNDING

<https://clerk.lacity.gov/clerk-services/nc-funding>

ROBERT'S RULES MADE SIMPLE

<https://robertsrulesmadesimple.com/la>

CIS DASHBOARD

[CIS PORTAL SITE](#)

Board Basics Manual for Board Members



How to get involved...

- Connect with your Community
 - Outreach at a event, farmers market, canvass your community!
 - Social media posting
 - Host a community event!
- Join a committee
- Connect with your Council Office
- Bring motions for board discussions
- Reach out to your Neighborhood Empowerment Advocate (NEA)
- Check out our Events Calendar for Department events and additional trainings



► Question and Answer Session

