



Historic Highland Park Neighborhood Council Monthly Profile

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Dear Historic Highland Park Council leaders,

It's the end of the fiscal year, and we'll be focused on wrapping up the Neighborhood Council elections and reports back to City Council on Neighborhood Council reforms and special budget reports. We will also be preparing for next year's projects, which include building out the Office of Civic Engagement with the focus of conducting Civic Universities and engaging underrepresented communities in Los Angeles. The new Resilient LA Neighborhood Council Plan templates will be released this summer so boards can begin discussions on how to create a resilient community. As you may have heard, General Manager Grayce Liu will be transitioning into her new role as the City Engagement Officer at the Personnel Department. She will remain at the department until a new General Manager is selected and confirmed by City Council. Mayor Eric Garcetti would like feedback from the Neighborhood Councils on what qualities to look for in the new General Manger. Please click [here](#) to provide your input by June 12th.

Citywide Campaigns

The Cannabis Social Equity Program (SEP) is one tool the City of Los Angeles is using to begin to acknowledge and repair the harm caused by the War on Drugs and the disparate enforcement of cannabis prohibition. The goal of the Social Equity Program is, "to promote equitable ownership and employment opportunities in the cannabis industry in order to decrease disparities in life outcomes for marginalized communities, and to address the disproportionate impacts of the War on Drugs in those communities." The Department of Cannabis Regulation is entering into the last phase of our licensing process which is available only to folks in the City of Los Angeles who qualify as SEP applicants. Importantly, all potential applicants must have their social equity status verified by the department before they are able to apply for the next round of licensing which begins on September 3rd. As such, we will be opening up our SEP Eligibility Verification Process from May 28th through July 29th. We have another workshop coming up on Wednesday, June 5th from 6-8pm (info is on the flyer) where folks can learn about the Social Equity Program, the process to get verified as an eligible SEP candidate and how to prepare for the the 3rd Phase of Licensing. Click here for flyers in [English](#) and [Spanish](#).

Admin

We'd like to thank the Mayor's Budget Team, the Budget and Finance Committee, the Chief Administrative Officer team, and everyone else who supported our requests during the 2019-2020 budget proposal cycle. The Department's existing operations were all funded for another year, and additional funding was provided to continue the work of creating an Office of Civic Engagement that will collaborate with City Agencies, Neighborhood Councils, and stakeholders to outreach, educate, and provide useful tools for improving City services and their delivery to the public. The final budget was approved by City Council on May 23rd and pending final approval by the Mayor, will be adopted by June.

Field

Our Leadership Academy Workshops have generated much discussion and peer-to-peer learning from our attendees. We have another round of workshops for June 6/8 (Reseda), 6/10 (Westchester Playa), 6/12 (Harbor City), 6/15 (San Pedro), 6/18 (Watts), 6/22 (South Central) and 6/23 (Mar Vista) so please [RSVP](#) to attend.

If you're unable to attend a workshop, no problem! You can access all the materials shared via our [Leadership Academy share drive](#). In addition, we're also sharing materials to assist you with your meetings - [NC Meeting Materials share drive](#) and other helpful tools - [NC Administrative Materials share drive](#).

As we close out the fiscal year, we want to hear from you about how the Department can best support you in your role as a Neighborhood Council Board Member. Please reach out and share your thoughts with us by contacting Semee Park, Director of Neighborhood Council Operations via email at semee.park@lacity.org

We look forward to hearing from you to continue our collaboration. Thank you for your service!

Funding

The Admin Packet Is Ready

The Administrative Packet for Fiscal Year 2019-2020 is now available. 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 by the beginning of the new Fiscal Year, July 1st, in order to gain access to your annual funds when the Fiscal Year starts.

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.

2nd Cardholder

Starting next Fiscal Year, NCs will be able to appoint up to 2 Credit Cardholders, at the board's consideration and approval. Having a 2nd Cardholder will provide NCs with greater access to their annual funds, especially in times when one Cardholder is unavailable due to travel outside the City or other reasons. This should also minimize the need for board member reimbursements. The same requirements and responsibilities will apply to both Cardholders as custodians of the NC credit cards. Once appointed, the 2nd Cardholder will also be registered to access the Funding System portal.

NC Inventory

As DONE recently transferred inventory records of NCs to the Funding Program, we will begin working with your NC so that your inventory record can be updated from the last time your Board reviewed and approved it. Please stay tune for further instructions from our Office on updating your inventory record, which may involve adding any new applicable purchased items or changing the status (i.e. stolen, salvaged, etc.) of previously inventoried items.

Deadlines & Training!

Please keep an eye on the remaining deadlines impacting the Funding Program as we approach the end of the Fiscal Year:

June 1, 2019 - Final date to submit a check payment request.

June 20, 2019 - Final date for any bank card transactions.

In addition to our regular in-person Funding Program and System portal training sessions scheduled at City Hall, we have been doing additional sessions throughout the City to accommodate new appointed or elected Financial Officers. The remaining sessions will be in the West L.A. and South L.A. Areas in June. Again, in addition to our standing sessions in City Hall. All sessions are open to all board members and the general public. To RSVP to any in-person training, please visit our website: <https://clerk.lacity.org/neighborhood-council-funding-program> For board members who are not Financial Officers, the basic Funding Program training and quiz can be completed online here:

<https://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops>

Outreach

Five regions for elections remain in this election cycle: West Area, South LA 1, Harbor, South LA 2, and Downtown LA Neighborhood Council. In reviewing our data, we have 1804 registered candidates that applied citywide. Out of the 1804 candidates, 915 candidates are new board members. Outreach efforts are continuing for the upcoming regions. Flyers, mailers, NC 101, and social media campaigns being used to assist with voter turnout. Since many candidates are new to the system, we have made an effort to reach out to help assist with the elections process.

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](#) as soon as possible!

"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, June 4 at 6 pm at Hooper Avenue Elementary School located at 1225 E 52nd St, Los Angeles, CA 90011. 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.

Please join us Saturday, June 29th, 2019 when the Neighborhood Council Budget Advocates host the annual Budget Day at City Hall! Breakfast is served at 7:30 am, and the event begins at 8:30 am. The event and meetings all end at about 3 pm. Invitations are extended to everyone; Los Angeles stakeholders, Neighborhood Council Board Members, Elected Officials, City Employees and members of the press and anyone interested in learning more about our City's budget. To register, please click: <https://www.eventbrite.com/e/budget-day-2019-tickets-60658828188>. For more information on for the event, what's involved in Budget Advocacy or general questions, email the Budget Advocates Executive Committee at LABudgetAdvocates@gmail.com.

City Clerk Election Administration

The final month of NC Elections is upon us. An approximate total of 11,977 voters have participated in 54 NC Elections across 8 NC Election Regions. Please visit clerk.lacity.org/elections/neighborhood-council-elections to find out more about your NC's election. Thank you!

Did you know?

The concept of an Office of Civic Engagement that focuses on centralizing all of the civic engagement efforts in the City onto one platform for public access was created during the Google Innovation Labs several years ago. The Office will also offer best practices for public engagement to City departments and Neighborhood Councils along with trainings on the newest engagement techniques. We look forward to developing the components of the Office in partnership with Neighborhood Councils, community based organizations and City departments in order to create a resource that is helpful to everyone.

Account Balances, Community Impact Statements, Agendas, and Grievances

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

As of 6/3/2019, you have filed 22 Community Impact Statements, and 2 agendas have been posted for your Neighborhood Council for the current month.

As of 6/3/2019, 1 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
Teresa	Elorriaga	At-Large Director		4/23/2019	5/2/2019
Melanie	Freeland	At-Large Director	9/6/2020	6/21/2016	6/21/2016
Mauro	Garcia	At-Large Director	5/8/2021	4/30/2019	5/2/2019
Michelle	Heather	At-Large Director			5/24/2019
Prissma	Juarez	At-Large Director			
Erin	Kasimow	At-Large Director			
Jonathan	Kleinbart	At-Large Director	5/1/2021	5/2/2019	5/2/2019
Sheri	Lunn	At-Large Director	9/5/2019	5/18/2015	4/30/2019
Graciella	Maynetto	At-Large Director		4/22/2019	4/30/2019
Roselia	Maynetto	At-Large Director		4/22/2019	4/30/2019
Mary	Pickert	At-Large Director	5/21/2020	5/21/2018	5/21/2018
Estrella	Sainburg	At-Large Director	4/25/2021	4/22/2019	4/22/2019

First Name	Last Name	Board Seat	Ethics Expiration	Funding Certification	Code of Conduct
Rosemary	Serna	At-Large Director			
Olga	Vasquez	At-Large Director	4/29/2021	4/28/2019	4/28/2019
Jeffrey	Rex	First Vice President		5/7/2019	5/21/2018
Suzann	Brantner	President	7/31/2019	5/7/2019	8/1/2017
Stephanie	Maynetto-Jackson	Second Vice President	4/22/2021	4/30/2019	4/22/2019
Cecilia	Mejia	Secretary			
Vacant Seat	Vacant Seat	Treasurer			

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
Michelle	Heather	At-Large Director
Prissma	Juarez	At-Large Director
Erin	Kasimow	At-Large Director
Rosemary	Serna	At-Large Director
Cecilia	Mejia	Secretary

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
Teresa	Elorriaga	At-Large Director
Michelle	Heather	At-Large Director
Prissma	Juarez	At-Large Director
Erin	Kasimow	At-Large Director
Graciella	Maynetto	At-Large Director
Roselia	Maynetto	At-Large Director
Rosemary	Serna	At-Large Director
Jeffrey	Rex	First Vice President
Cecilia	Mejia	Secretary

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
Prissma	Juarez	At-Large Director
Erin	Kasimow	At-Large Director

First Name	Last Name	Board Seat
Rosemary	Serna	At-Large Director
Cecilia	Mejia	Secretary

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](#)

Saturday, June 1

8:45am - Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting

10:00am - Los Angeles Neighborhood Council Coalition Meeting

Sunday, June 2

Region 11- Election Date

Monday, June 3

7:00pm - Neighborhood Council Budget Advocates Meeting

Tuesday, June 4

6:00pm - Board of Neighborhood Commissioners Meeting

Wednesday, June 5

6:30pm - Harbor Alliance of Neighborhood Council Meeting

Saturday, June 8

Region 9 & 12- Election Date

9:30am - Leadership Academy - West Valley

10:00am - PlanCheckNC Meeting

Monday, June 10

6:00pm - Leadership Academy - West

Wednesday, June 12

6:00pm - Leadership Academy - Harbor

Thursday, June 13

6:30pm - Valley Alliance of Neighborhood Councils Meeting

Saturday, June 15

Region 10- Election Date

9:00am - Leadership Academy – Harbor

10:00am - Neighborhood Council Budget Advocates Meeting

Monday, June 17

1:00pm - Board of Neighborhood Commissioners Regular Meeting

7:00pm - Alliance of River Communities (ARC)

Tuesday, June 18

6:00pm - Leadership Academy - South

Wednesday, June 19

8:00am - Westside Regional Alliance of Councils Monthly Meeting

Thursday, June 20

Region 13- Election Date

6:30pm - South Los Angeles Alliance of Neighborhood Councils Meeting

Friday, June 21

5:00pm - Spotlight on Civic Life: Arts and Music

Saturday, June 22

9:00am - Leadership Academy - South

10:00am - Neighborhood Council Emergency Preparedness Alliance Meeting

Sunday, June 23

9:00am - Leadership Academy - West

Saturday, June 29

8:00am - Neighborhood Council Budget Day

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: Jessica Vasquez
jessicav@appleone.com
Contact: Vivi Hoang
vhoang@appleone.com
(213)-892-0234

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

Bridgeway 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!