



Sunland–Tujunga Neighborhood Council Monthly Profile

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Dear Sunland-Tujunga Council leaders,

Dear Neighborhood Council Colleagues:

We hope you had a safe Thanksgiving and that your loved ones are also safe. Your stories of local service in response to the ongoing changes in your communities are amazing. While you continue your work taking care of others, we ask that you also be sure to take care of yourselves and your loved ones.

Mayor Eric Garcetti's coronavirus [resource page](#) provides real-time information to help provide support during this crisis. One reminder to share from Los Angeles County Public Health Department Director, Barbara Ferrer is about the importance of getting tested, especially if you have traveled extensively. Travel concern should include local travel as well, not just international and interstate travel. Self-isolation, wearing masks, and getting tested when exposed to individuals who have tested positive are important to considerations. Now that flu season is arrived, we are sharing information about [where to get vaccinations](#).

As you may recall, the Department received a small grant from the *Funds for Shared Insight Foundation* to advance a Listen4Good project. We are [sharing a short video](#) that introduces the Foundation's mission with this project and why they have chosen to support this work. We thank Jason Seward, Vice Chairperson, Innovation and Performance Commission for joining us at our recent Board of Neighborhood Commissioners (Commission) to share thoughts about why the IPC decided to support this work with a matching grant. Thanks so much!

Do you know if posts and comments on your personal social media channels are subject to the California Public Records Act? Join us Wednesday, December 16, 2020 from 5:00 - 6:30pm (PST) for an info session on the [draft Digital Media Policy for Neighborhood Councils](#) (NCs), currently being reviewed and discussed by the Board of Neighborhood Commissioners. Please RSVP using this form to receive details about the info session online or by phone: <http://tiny.cc/DigitalMediaPolicyDec16>. No decision has been made about this policy. Your comments and suggestions shared to date are appreciated and will shape the final policy language.

This policy review process is ongoing and will continue through the next few months. If you cannot join us on December 16th, another live info session like this one is planned for January. Your written feedback is also welcome; please send comments to Feedback@EmpowerLA.org.

We remind board members to include the 1800 number available with your EmpowerLA issued Zoom license on your meeting agenda. We thank Neighborhood Councils who have already included this information in their meeting announcements. As an additional reminder, be sure to check your Zoom settings to ensure "passcode" (formerly known as "password") and "waiting room" is turned off. Passcodes and waiting rooms can be an impediment to public participation in NC virtual meetings, and are not recommended.

I look forward to seeing you at the upcoming candidate info sessions, policy workshops, alliance meetings, and Commission meetings.

Thank You,

Raquel Beltran
General Manager

Department Administration

Neighborhood Empowerment is pleased to present the Department's 2021-2022 Budget Proposal. The Department is submitting a Proposed Budget for FY 2021-22 of \$3,257,738 with a 15.1% (\$428,294) increase from the Department's Approved FY 2020-2021 budget. The Budget acknowledges Mayor Eric Garcetti's cost containment and fiscal constraint mandates. The increase in the budgetary request from the prior year reflects salary increases, and the continuation of existing service levels operated by resolution authority positions. Department staffing levels would drop by 2 positions compared to FY 2020-2021 (from 35 to 33 full time positions) if this proposal is accepted. This budget ask focuses on (1) maintaining, as much as is possible, existing staffing and service at FY 20-21 levels, (2) reducing baseline budgetary spending by 3% (\$93,135), and (3) complying with the requirements of the Separation Incentive Program (SIP). The budget proposal now goes to the Mayor's Office and CAO for review and hearings before the Mayor releases his proposed budget on April 20, 2021. After that, the City Council's Budget and Finance Committee will make their recommendations on any changes in order to approve the budget by May 2020.

Board Member Suspensions

Upon review of our training records with the Department, we see that some Board Members have been out of compliance for longer than 30 days of their Code of Conduct expiration date, or we do not have information to support that they have completed the Code of Conduct agreement, including their signature, as of 30 days of receiving their Cornerstone Board Member Training Portal login credentials. Pursuant to the Code of Conduct

Policy, they have been notified that their Board Member status has been suspended. While suspended, they cannot act on any matter that comes before your Neighborhood Council and cannot be counted for the purpose of establishing a quorum of the Neighborhood Council. They have 30 days from the date of their notice to submit their signed Code of Conduct agreement in the Cornerstone Board Member Training Portal.

It is in the Department's interest to avoid the need to progress to the next step, which is to remove the board member from service on your Neighborhood Council. We are available to provide individuals with assistance in this regard. If their Code of Conduct is not submitted within 30 days of this notice, they will be removed from the board.

If they would like to provide evidence of their Code of Conduct compliance, they should notify the Department and include any substantiating evidence by emailing rosters@empowerla.org.

The following Board Members have been suspended:

(insert table here)

City Clerk Funding

Training

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Tuesday, December 1, 2020



Please visit our Funding Training and Workshops website to check out upcoming online training opportunities, including Program policies training, Funding System portal training, and workshops on particular topics. We are currently doing workshops on NC Community Events. You can find the schedule and sign-up for the training sessions on our Program website ([click here](#)).

Upcoming Training Sessions:

Program Policies & Funding System Portal -- Required for all Financial Officers; Open to all Board Members and stakeholders.

- 1) Tuesday, December 8th – 2pm
- 2) Tuesday, January 12th – 2pm
- 3) Tuesday, January 26th – 10am

Program Workshop – Focus on particular topics, i.e. Events, NPGs, etc.

- 1) Thursday, December 3rd – 2pm
- 2) Thursday, January 7th – 2pm
- 3) Thursday, January 21 – 10am

Clarification on Board Member Required Training Completion and Eligibility to Vote

We have recently received a few inquiries as to whether a board member who has not completed the required board member training, i.e. Funding, Ethics, and Code of Conduct, counts towards quorum or not at a board meeting. Per Funding Program policies (Policy 1.0, pg. 7-8 of the [Policies handbook](#)), board members who have not completed the required training are ineligible to vote on funding-related motions until the training is completed. These board members still count towards quorum at the meeting. However, please review your NC's bylaws, particularly under Article XIV Compliance, as they may contain other stipulations impacting board members who have not completed all the required training.

Program Policies Translated

We are happy to share that our Program Policies and Guidelines have been translated into Spanish, Korean, and Chinese, and are available for review and PDF download on our website ([click here](#)). Feel free to post the link to the translated policies on your website. We welcome any input or feedback to Clerk.NCFunding@lacity.org

NC Direct Support Operations

We want to thank our Neighborhood Councils for your efforts and support this year. As of December 2019, we have held 4, 872 meetings! As we approach the end of the year and reflect upon the year, we wanted to share some communications tips to help board members collaborate and dialogue with each other in a productive, civil and professional manner.

- Stay positive – Be encouraging and kind, even when expressing concern or displeasure. Positively goes a long way keeping a long or serious meeting enjoyable and among good company.

- Be constructive – rather than being negative or criticizing fellow board members. Offer assistance and solutions.
- Be mindful of your tone – it is a fine line between assertive and aggressive. Be confident and direct while still adopting a calm and cooperative tone.
- Be in tune with your emotions – if you notice anger, it’s a sign to step back, take a breath and check in with yourself before speaking.
- Be accountable - acknowledge your mistakes, missteps and unintended actions.

NC Outreach and Elections

We have met with the outreach/election chairs of Region 5 and have met with the outreach/election chairs in Region 6. The goal is to help prepare an individualized Elections outreach plan for your NC and to discuss your outreach strategy and challenges. The conversations have been valuable as we get to hear the needs and successes of each NCs outreach efforts.

We are also looking for third party partnerships to help identify trusted partners that can help us reach the unhoused, youth, and those that don’t have access to technology.

You’re invited to a Candidate Info Session for the 2020/21 Neighborhood Council Elections

Learn tips for running a successful, low-cost/no-cost campaign for local elected office at an upcoming Neighborhood Council Candidate Info Session, hosted by the City of Los Angeles Department of Neighborhood Empowerment and the LA City Clerk’s Elections team.

LA’s 99 Neighborhood Councils are the grassroots arm of the City of Los Angeles government. Elections for Neighborhood Councils across the City are happening on a series of 12 regional dates from now through June 2021. Board members serve their terms in office as volunteers, and are elected by the members of the communities they serve.

At our Neighborhood Council Candidate Info Session, you’ll learn tips for:

- running a successful campaign
- connecting with voters
- advocating for issues you’re passionate about
- writing your personal statements
- filling out your candidate application with the City Clerk

This virtual session will take place on Zoom. Details to join the session online or by phone will be shared in your RSVP confirmation email.

Anyone interested in running for a seat in the 2020/21 Neighborhood Council Elections is welcome to attend, no matter what Neighborhood Council you are running for. However, please note that Neighborhood Council elections happen regionally over a six-month cycle, so your candidate enrollment period may not yet be open (more details below.) Each info session starts with a general overview of how NC Elections work, how to campaign successfully, and how to apply to run. After a short break, you’ll join breakout groups hosted by some of the Neighborhood Councils whose candidate applications are currently open, where you’ll have the opportunity to meet NC members and find out what it’s like to serve in your community.

If you're new to Neighborhood Councils, the webinar will give you an overview and introduction; if you're a current or former member of a Neighborhood Council board or committee, the tips we'll share on successful outreach will help you in your upcoming elections campaign as well as in your current and future NC work.

Upcoming Candidate Info Session dates:

- Saturday December 5, 2020: 3:00 - 5:00pm (PST)
- Saturday December 12, 2020: 9:00am - 11:00am (PST)

RSVP now

Sign up to attend and see new session dates as they are added, at:

<http://NCEvents.Eventbrite.com>

We encourage you to RSVP even if you aren't sure if you can attend, as doing so will put you on the email list to receive important resources and a copy of the presentation after the session.

Spanish translation will be provided. Please email us at empowerLA@LAcity.org 72 hours before the session begins, if you need other accessibility or translation help, so that we may assist you.

Thank you for your interest in serving your community - we look forward to seeing you!

Candidate Info Video

Learn more about what it means to serve on an LA Neighborhood Council at:

<http://tiny.cc/CandidateInfoVideo>

NC Policy and Governmental Relations

Thank you to the Board of Neighborhood Commissioners for a wonderful meeting on Monday, November 16, 2020. Over 80 Neighborhood Council board members and stakeholders participated in this robust meeting

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, December 1 at 6 pm via Zoom. Topics to be discussed include updates on Department budget, staffing, other operational matters, 2021 Neighborhood Council elections, and a proposed digital media policy.

Thank you to the many Neighborhood Council board members and stakeholders especially those who are Planning & Land Use committee members for taking the recent Project Planning 101 trainings hosted by the Planning Department. If you are a current Planning & Land Use committee member and have not yet taken the Planning 101 - Project Planning training, the Department of Neighborhood Empowerment will be hosting trainings in December to satisfy the Board of Neighborhood Commissioners Leadership Orientation policy.

<https://empowerla.org/wp-content/uploads/2020/04/NC-Leadership-Orientation-Policy-2020-01-30.pdf> If your Neighborhood Council does not have a Planning & Land Use committee (or committee handling planning and land use matters), then the entire Neighborhood Council board will be required to complete the Planning 101 - Project Planning training. Please RSVP for an upcoming Project Planning 101 training at https://docs.google.com/forms/d/e/1FAIpQLSdwLTvwmV5mdZU6XgsDHOj4mVgLL_gdlfoUqdPcvG5TPAEwbw/viewform?gxids=7628&fbzx=-9087315601540199030

Office of Community Engagement/Innovation:

Did You Appoint a Data Liaison?

Due to the pandemic and budget constraints, the Department had to postpone the development of the Data Liaison program. Nevertheless, it remains an important goal for the coming year and we should be able to announce very soon the first steps of this program. For this reason, we want to make sure that your neighborhood council has appointed up to 3 Data liaisons and communicated their name to your NEA and Julien Antelin (julien.antelin@lacity.org). Why appointing a Data Liaison? Imagine that you identified a public safety issue (lack of pole light or dangerous crosswalks for example). The Data liaison can support your advocacy effort to fix these issues by developing a survey that your neighborhood council will share with its stakeholders. Therefore, everyone will be able to identify areas, localize the issue, take pictures and all this information will be displayed on a map and shared with your community and elected officials using web applications and dashboards. The Data liaison can also help you create maps and other visualizations with the information that you want to display.

If you have any questions, feel free to contact your NEA or Julien Antelin (julien.antelin@lacity.org).

City Clerk Administration:

The candidate filing periods for Neighborhood Councils in Regions 5 and 6 are currently open to those who wish to run for a board seat. Candidates can submit an application using the online [Candidate Filing Portal](#) located on our website or complete a [candidate paper application](#). You will need to create an account before you are able to submit an online application. The new Candidate Filing Portal does not recognize usernames and passwords established during the prior election cycle. The **deadlines** to submit a candidate application for Regions 5 and 6 are **Monday, December 28, 2020** and **Tuesday, January 5, 2021, respectively**.

The candidate filing periods for the following regions opens this month:

- Region 7 - Saturday, December 5, 2020
- Region 8 - Saturday, December 12, 2020
- Region 1 - Saturday, December 19, 2020
- Region 2 - Saturday, December 26, 2020

Note: Although you are able to create an account in the Candidate Filing Portal at any time, your NC's name will not appear on the drop down list in the portal until your candidate filing period begins.

For NC election dates and deadlines, see the [2021 NC Election Timeline](#)

For region information, see the [2021 NC Regional Election Schedule.pdf](#)

To view the list of candidates, see the [2021 NC List of Candidates](#)

If you have any questions related to the candidate filing process or need assistance with creating an account or submitting an application, please contact our office at (213) 978-0444 or email us at clerk.election@lacity.org.

Please visit our website at clerk.lacity.org/elections/neighborhood-council-election for more Neighborhood Council election information. While you are there, please subscribe to "[Subscribe for NC Election Updates](#)" to receive new and up-to-date election information as it becomes available. Thank you!

Account Balances, Community Impact Statements, Agendas, and Grievances

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

As of 12/1/2020, you have filed 6 Community Impact Statements, and 7 agendas have been posted for your Neighborhood Council for the current month.

As of 12/1/2020, 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 Expiration | Code of Conduct Expiration |
|-------------------|----------------|---|-------------------|--------------------|----------------------------|
| Vacant Seat | Vacant Seat | Parliamentarian (Appointed) (2021) | | | |
| Cindy | Cleghorn | Secretary (2021) | 7/31/2021 | 10/27/2022 | 4/6/2022 |
| Antoniette (Nina) | Royal | Second Vice-President (2021) | 7/31/2021 | 8/26/2021 | 8/26/2021 |
| Jon | Von Gunten | Stakeholder Group Representative (2021) | 10/11/2022 | 10/8/2022 | 9/11/2021 |
| Arsen | Karamians | Region 2 Representative (2021) | 7/31/2021 | 9/30/2020 | 6/12/2021 |
| Pati | Mcardle-Potter | Region 4 Representative (2021) | 3/10/2022 | 5/18/2021 | 9/1/2021 |
| Arnie | Abramyan | Stakeholder Group Representative (2021) | 6/11/2021 | 6/11/2021 | 6/11/2021 |
| Liliana | Sanchez | President (2021) | 7/31/2021 | 5/14/2021 | 5/5/2021 |
| Mark | Norling | Region 1 Representative (2021) | 8/13/2022 | | 7/8/2022 |
| Vacant Seat | Vacant Seat | Stakeholder Group Representative (2021) | | | |
| Lydia | Grant | First Vice-President (2021) | 5/29/2022 | 5/7/2021 | 5/1/2021 |
| Sandy | Capps | Treasurer (2021) | 8/20/2022 | 10/21/2022 | 9/8/2022 |
| Oscar | Alvarez | Region 3 Representative (2021) | 11/8/2022 | 11/6/2022 | 11/6/2022 |
| Lallah | Rowe | At-Large Group Representative (2021) | 1/7/2021 | 1/17/2021 | 1/2/2021 |
| Vartan | Keshish | Region 1 Representative (2021) | 1/25/2021 | 5/7/2021 | 1/23/2021 |

| First Name | Last Name | Board Seat | Ethics Expiration | Funding Expiration | Code of Conduct Expiration |
|-------------|-------------|---|-------------------|--------------------|----------------------------|
| Carol | Hutchinson | Region 4 Representative (2021) | 5/6/2021 | 5/7/2021 | 5/15/2021 |
| Glen | Belt | Region 2 Representative (2021) | 5/16/2021 | 5/16/2021 | 5/16/2021 |
| Rafi | Shaheenian | Region 3 Representative (2021) | 5/29/2021 | 5/29/2021 | 5/17/2021 |
| Garbis | Khanjian | Stakeholder Group Representative (2021) | 7/11/2021 | 10/24/2021 | 6/10/2021 |
| Kresse | Armour | Stakeholder Group Representative (2021) | 12/2/2021 | 12/2/2021 | 12/2/2021 |
| Vacant Seat | Vacant Seat | Stakeholder Group Representative (2021) | | | |
| Shirley | Kim | Stakeholder Group Representative (2021) | 9/9/2022 | 8/28/2022 | 9/9/2022 |

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 complete all three (3) Board Member Trainings – Ethics, Code of Conduct, and Funding. 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 complete the Code of Conduct training. To complete these trainings, please log into the Cornerstone Board Member Training Portal. If you do not know your login information, please contact communications@empowerla.org. 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. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- i. Be an Elected, Appointed and/or Selected Board Member of the NC
- ii. Be 18 years of age or older
- iii. Have completed the following three (3) trainings on the Cornerstone Board Member Training Portal
 1. Ethics and Open Government Training
 2. Funding Training for Neighborhood Council Board Members
 - (a) Must obtain a passing score of 70% on any test associated with the online course at least once every 2 years.
 - (b) Board members may also attend the in-person Funding Training required for NC Financial Officers, at least once every 2 years.
 3. Code of Conduct for Neighborhood Council Board Members on the Cornerstone Board Member Training Portal

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. The Ethics Training is required for all Board Members.

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 acknowledge that they have read and are aware of the policy.

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 |
|-------------------------------|-------|------------|-----------|--------------|
| STNC – Brown Act Complaint | 28421 | Semee Park | 11/4/2020 | C – Resolved |
| STNC – Censure | 28422 | Semee Park | 11/4/2020 | C – Resolved |
| STNC – General Advice Censure | 28432 | Semee Park | 11/5/2020 | C – Resolved |
| STNC – General Support | 28433 | Semee Park | 11/5/2020 | C – Resolved |
| STNC – Event Support | 28451 | Semee Park | 11/9/2020 | C – Resolved |
| STNC – Event Support | 28452 | Semee Park | 11/9/2020 | C – Resolved |
| STNC – Bylaw Amendment | 28459 | Semee Park | 11/9/2020 | 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, December 1

6:00pm - Board of Neighborhood Commissioners Regular Meeting

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

Wednesday, December 2

6:30pm - Harbor Alliance of Neighborhood Council Meeting

Saturday, December 5

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

10:00am - Los Angeles Neighborhood Council Coalition Meeting

3:00pm - Candidate Info Session: 2020/21 Neighborhood Council Elections (on Zoom)

Monday, December 7

5:30pm - Planning 101 Training for NCs

7:00pm - Neighborhood Council Budget Advocates Meeting

Thursday, December 10

6:30pm - Valley Alliance of Neighborhood Councils Meeting

Friday, December 11

2:00pm - Planning 101 Training for NCs

Saturday, December 12

9:00am - Candidate Info Session: 2020/21 Neighborhood Council Elections (on Zoom)

10:00am - PlanCheckNC Meeting

Tuesday, December 15

4:00pm - Planning 101 Training for NCs

Wednesday, December 16

5:00pm - Draft Digital Media Policy for NCs Info Session

Thursday, December 17

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

Saturday, December 19

10:00am - Neighborhood Council Budget Advocates Meeting

Monday, December 21

1:00pm - Board of Neighborhood Commissioners Regular Meeting

6:00pm

Westside Regional Alliance of Councils Monthly Meeting

Friday, December 25

Holiday - Neighborhood Empowerment Offices Closed

Saturday, December 26

10:00am

NC Emergency Preparedness Alliance Meeting

Existing Vendors for NCs

Web Service Providers:

NC's can use any Web Service Provider that is approved by their NC board. A contract may be required.

Translation (Written) Services:

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106

translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891

info@interpreters.com

Key Translations International

Contact: Marlene Gomez, Owner
(714) 752-6761

mgomez@ktitranslations.com

Interpretation (Verbal) Services

Barbier International, Inc.

Contact: Daniel Sain, US Sales and Communications Director
(844) 824-0477, ext. 1106

translations@barbierintl.com or sales@barbierintl.com

Interpreters Unlimited, Inc.

Contact: Shamus Sayed, Chief Operating Officer
(800) 726-9891

info@interpreters.com

Temp Service Providers:

Apple One Employment Services

Contact: Wendy Diaz
(213) 787-2278

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

At work Personnel Services

Contact: Jennifer Rounds
(562) 222-4649

santafesprings@atwork.com

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!