

**Board Members**

[Vanessa Bailey](#)  
Business Rep.

[Jeryl Bryant](#)  
At-Large Representative

[RaShon Chavis](#)  
**Board Vice-President**  
At-Large Rep.  
Homeless Committee Chair  
Neighborhood Committee Chair

[ShaRon Davis](#)  
**Board Secretary**  
Faith Based Rep.

[Lonella Enix](#)  
**Board President**  
Residential Rep. (Area 4)  
Jazz at St. Andrews Committee Chair

[Elice Hennessee](#)  
Residential Rep. (Area 5)  
PLUMB Committee Chair

[Jacob Henry](#)  
Youth Rep.

[Timothy Henry](#)  
**Board Treasurer**  
Residential Rep. (Area 2)  
Homeless Committee Vice-Chair

[Nia Mayers-Franklin](#)  
At-Large Rep.  
Education Committee Chair

[Roderick Sowell, Jr.](#)  
Residential Rep. (Area 1)

[Cordie Williams-Moss](#)  
Residential Rep. (Area 3)

**City of Los Angeles  
State of California**



**Empowerment Congress Southwest Area  
Neighborhood Development Council**

Serving the communities of:  
Gramercy Park/West Park Terrace, Manchester Square, and Vermont Knolls

**ECSWANDC Special Meeting/  
Board Retreat Agenda**

Saturday, October 23, 2021  
9:00 AM - 1:00 PM

**Zoom Meeting Online**  
<https://us02web.zoom.us/j/87025145070>

**or By Telephone**  
(877) 853-5257 (Toll Free)  
**Enter Webinar ID 870 2514 5070 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 Sharon Davis ([sharon.davis@southwestnc.org](mailto:sharon.davis@southwestnc.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, ECSWANDC MEETING'S WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial (877) 853-5257 and enter 870 2514 5070 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 2 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.*

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**

*Comments from the public on matters not appearing on the agenda that are within the Board's jurisdiction will be heard during 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 2 minutes per speaker, unless adjusted by the presiding officer of the Board.*

- IV. **BOARD MEMBER TRAINING** - Presentation by Department of Neighborhood Empowerment Neighborhood Empowerment Advocate Mario Hernandez

- A. City Roles**

- i. Department of Neighborhood Empowerment
      - 1. Neighborhood Council Operations
    - ii. Office of the City Clerk - Funding Division
      - 1. Funding
      - 2. Neighborhood Council Funding System Dashboard
      - 3. Budgets
      - 4. Monthly Expenditure Reports (MER's)
      - 5. Board Action Certificates (BAC's)

- B. Zoom**

- i. License
    - ii. Webinar vs. Meeting
      - 1. Safeguards
      - 2. Recurring

- C. Ralph M Brown Act Compliancy**

- i. Transparency
    - ii. Regular meeting vs. special meeting
      - 1. Minimum posting requirements
      - 2. General public comment
        - a. Freedom of Speech
      - 3. Public comment
    - iii. Agenda Item
    - iv. Public review of agenda and documents

- D. Law vs. Policies**

- i. Brown Act
    - ii. Board of Neighborhood Commissioners (BONC)
      - 1. Early Notification System (ENS)
      - 2. Website

- E. Agendas**

- i. Agenda Basics
      - 1. Consequences of a poorly written agenda
    - ii. Required Language
      - 1. Americans Disabilities Act (ADA)
      - 2. General public comment
      - 3. Public Access of records
    - iii. Highly Recommended Language
      - 1. Public input
      - 2. Notice to paid representatives
      - 3. Servicios de Traduccion

- F. Official Board Action**

- i. Quorum = 7 What does this mean?
      - 1. Simple majority of board members present and voting, not including abstentions.

ii. What does my vote mean?

1. Yes
2. No
3. Abstain
4. Recusal
5. Ineligible

**G. Standing Committees vs Ad Hoc Committees**

- i. Roles and responsibilities
  1. Only make recommendations
  2. Standing vs. Ad Hoc (when needed)

**H. Data**

- i. Introduction to open data, opportunities, and pit falls
  1. Demographics
  2. 311 data
- ii. How does data affect my Neighborhood Council?
- iii. What data do Board Members have access to? How can it be used to help the NC?

**I. California Public Records Act(s)**

- i. Email, phone, text, electronic communication

**J. Community Impact Statements (CIS)**

- i. What is a CIS and how are they filed?

<https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>

**K. Bylaws**

**L. Digital Communications**

- i. Email Etiquette
  1. cc: vs bcc:
- ii. Social Media

**M. Neighborhood Council Resources**

- i. Early notification subscriptions
- ii. Roberts Rules of Order Portal  
<https://www.robertsrulesmadesimple.com/create-account-video1632251376675>
- iii. EmpowerLA Virtual Governance Plan - <https://empowerla.org/evg/>
  1. Zoom settings

**V. ADMINSTRATIVE MOTIONS (Discussion and Possible Action)**

**A. Minutes**

- i. Approval of August 2021 General Board Meeting minutes
- ii. Approval of September 2021 General Board Meeting minutes
- iii. Approval of October 2021 Special Meeting minutes

**B. Monthly Expenditure Reports**

- i. Approval of September 2021 MER

**C. Reimbursement**

- i. Reimburse ECSWANDC Faith Based Representative Sharon Davis \$201.79 for the purchase of 100 stamps from US Postal Service in the amount of \$60.00 and for the purchase of 500 #10 envelopes and 100 copies of the marketing letter to be sent to Faith-Based entities from Staples.

**VI. NEW BUSINESS**

- A. Appoint up to 5 Community Impact Statement Filers
- B. Appoint a Chair for the Bylaw Committee

**VII. Announcements**

**VIII. Adjournment**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

### **PUBLIC ACCESS OF RECORDS**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at St. Andrews Recreation Center located at the Mark Ridley-Thomas Constituent Service Center located at 8475 S. Vermont Ave., Los Angeles, CA 90044 and at our website: [www.southwestnc.org](http://www.southwestnc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please email [board@southwestnc.org](mailto:board@southwestnc.org).

### **PUBLIC POSTING OF AGENDAS**

Neighborhood Council agendas are posted for public review as follows:

- **MRT Constituent Service Center** - 8475 S. Vermont Ave., Los Angeles, CA 90044
- [www.southwestnc.org](http://www.southwestnc.org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>.

### **RECONSIDERATION AND GRIEVANCE PROCESS**

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and on our website [www.southwestnc.org](http://www.southwestnc.org).

### **NOTICE TO PAID REPRESENTATIVES**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)