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Dear CANNDU Council leaders,

A lot of Neighborhood Council Elections and Funding Program updates are coming down the line in February. City Clerk Holly Wolcott and EmpowerLA General Manager Grayce Liu will be taking a tour of the Neighborhood Council alliances in February to provide information and answer questions. Please come out and join them!

The EmpowerLA Awards event is back! Save the date of Thursday, March 27, 2017 at 6 p.m. This will be the second year that we will be appreciating and recognizing Neighborhood Councils' amazing work for their communities. You'll have the opportunity to network with one another over dinner before celebrating one another's achievements. If you haven't already submitted for a Board of Neighborhood Commissioners EmpowerLA Award, please click [here](#). The deadline for submission is Wednesday, March 1st. You can self-nominate your Neighborhood Council action or event that was completed in 2016. The Commission will select one Neighborhood Council (can be multiple Neighborhood Councils if it was a partnership) per Planning Area: West, Central, East, South, Harbor, South Valley and North Valley to receive EmpowerLA awards. They will be looking for the nominees that best show Neighborhood Councils meeting its mission of increasing civic engagement and making government more responsive to local needs. We're excited to also announce the creation of a new award - Neighborhood Council Civic Engagement Los Angeles Vanguard Award (NCELAVA), which is designed to recognize City departments and employees who are doing outstanding collaborations with Neighborhood Councils to benefit Angelenos. Nominations must come from Neighborhood Council members from now until March 1st for collaborations in 2016 and will be reviewed by EmpowerLA and the Congress of Neighborhoods Planning Committee for final selections. Please click [here](#) to submit your NCELAVA nomination. The deadline for this submission is also March 1, 2017. Of course, there will also be a special Neighborhood Council Spirit Award or two given by EmpowerLA to Neighborhood Council board members whose amazing service have benefitted the entire Neighborhood Council system. It should be an awesome evening so RSVP for it [here](#).

## Citywide Campaign:

There are a number of citywide campaigns that now have Neighborhood Council Liaisons, which are typically appointed by the President or Chair of a Neighborhood Council. We've created a Neighborhood Council Liaisons page for your Council to easily [submit the names of the Liaisons](#). Neighborhood Council Liaisons that signed up after Jan. 31, 2017 are currently listed on this page. If you registered prior to this date, the Department is currently auditing these records to update and include your name on this [page](#). Please note that the default for all liaisons will be the President or Chair of the Neighborhood Council if you do not register or submit a name. Liaisons are a great way to get engaged stakeholders of your Neighborhood Councils involved as they do not need to be board members. Neighborhood Councils should make room on their agenda each month for Liaison updates so everyone knows what is going on in these campaigns, which affect communities citywide.

## Administrative Update:

A friendly reminder that Neighborhood Councils cannot enter any contracts without the assistance of the Department of Neighborhood Empowerment. This includes for storage facilities, meeting locations, office leases or any other matter where the Neighborhood Council has been asked to sign a contract. For temporary services, website services and translation services, Neighborhood Councils can only use the approved City vendors listed in this NC Profile if your Council is paying for such services. Using an unauthorized service provider or signing a contract without Department approval can expose the Neighborhood Council and/or the individuals who signed the contract to liability. If you are unsure whether you require a contract or if you need to have one executed, please contact Jeff Brill at [Jeff.Brill@lacity.org](mailto:Jeff.Brill@lacity.org) or by calling (213) 978-1551. Contracts and leases can take up to a month to finish once we receive all the paperwork so please keep that timeframe in mind when your Neighborhood Council plans its activities.

## Funding Updates:

We are pleased to announce that City Clerk Holly Wolcott, will be taking an opportunity this month to stop by the regional NC alliances and coalitions and will be spending some time providing some updates and hearing from the NC System. The additional \$5,000.00 for Neighborhood Councils has been moved to the appropriation accounts and staff are currently working to move those funds to the respective NC checking accounts. NCs should see the additional \$5,000 reflected by mid-February; we do require an updated budget from each NC by March 31, 2017. If we do not receive your budget by the reference deadline, you may experience a delay on your final quarterly allocation. On 2/15/17 the Funding Program staff will hold an NC Funding Training at City Hall, starting at 6:00 p.m. We will subsequently roll out a schedule of NC Treasurers and Second Signer Round Tables, which will occur monthly, cover different topics and move regionally across the City. The NC Funding Program is also gearing up to roll out our page on the City Clerk's [website](#). We are expecting the page to go live early next week and we are hoping that you refer to the website for key information such as organizational chart and staff contact information, program deadlines, forms, tools and training materials. We look forward to hearing your feedback and any suggestions you may have to effectively support your financial needs!

## Field Updates:

This month, we're celebrating the 15th Anniversary of West Adams, Empowerment Congress North, Empowerment Congress Central, Empowerment Congress West, Empowerment Congress Southwest, Empowerment Congress Southeast, and United Neighborhoods on February 7th and of the West Hills and Pacoima Neighborhood Councils on February 22 at the Board of Neighborhood Empowerment Commissioners meetings. As we commemorate the accomplishments of our Neighborhood Councils throughout the year, we look forward to continuing our support of them. With the deadline for bylaw changes approaching, if your Neighborhood Council is making any structural changes, please be sure to work with your NEAs so that we can get it scheduled at the Board of Neighborhood Commissioners meeting as soon as possible. And finally, many thanks to all those who participated in the Homeless Count with the Los Angeles Homeless Services Authority (LAHSA). Your time, effort and dedication to your community are very much appreciated!

## Outreach Updates:

A Neighborhood Council's website is the most important element of an effective outreach strategy. All activity drives traffic to the site and all content tells the council story and engages the community.

If your council would like assistance with your website, please contact [Communications@EmpowerLA.org](mailto:Communications@EmpowerLA.org) or call 213-978-1551 to schedule a phone conference. Assistance includes anchoring assets, securing domain/hosting, maintaining vs rebuilding your website, drafting a plan for vendor bids, and adding elements including blog content, a newsletter, and social media.

## Policy Updates:

New and updated Council Files can be [found here](#) and are updated every week in our Friday newsletter.

Below is the list of the people who are registered to file Community Impact Statements for your Neighborhood Council. Please email Lorenzo at [lorenzo.briceno@lacity.org](mailto:lorenzo.briceno@lacity.org) to update this list

*Please continue to the next page to see your Account Balances, Community Impact Statements, Agendas, Grievances, Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.*

## Account Balances, Community Impact Statements, Agendas, and Grievances

As of 1/31/2017, your current checking account balance is \$18,500.00, and as of 02/01/2017, you have \$20,526.86 in your city account

As of 2/1/2017, you have filed 0 Community Impact Statements, and 1 agendas have been posted for your Neighborhood Council for the current month.

As of 2/1/2017, 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 Certification	Code of Conduct
Stephanie	Campbell	Chair (2020)	8/8/2017	3/31/2016	11/6/2016
Esther	Glaze	Vice Chair (2018)	1/26/2018	5/6/2016	12/15/2016
Sara	Toscano	Recording Secretary (2020)	7/18/2018	6/22/2016	6/22/2016
Vacant Seat	Vacant Seat	Communication Secretary (2018)			
Cathy	Simpson	Treasurer (2018)	7/18/2018	7/13/2016	11/3/2016
Christopher	Perry	Parliamentarian (2020)	6/15/2018	7/11/2016	1/13/2017
Ly'brindus	Jackson	At-Large Representative (2018)	1/26/2018	7/11/2016	12/19/2016
Ernesto	Toscano	At-Large Representative (2020)	7/18/2018	6/22/2016	6/22/2016
David	Solis	Community Interest At large (2020)	7/28/2018	8/31/2013	1/10/2017

Please submit any updates and changes to the roster to [Rosters@EmpowerLA.org](mailto: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

In order 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](mailto:Rosters@EmpowerLA.org).

**Board Members who have not completed the Funding training:**

**Board Members with missing or expired Ethics Certificates:**

**Board Members who have not completed the Code of Conduct training or their certificate has expired:**

*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](#)

2/1/2017	6:30pm - 8:30 pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
2/4/2017	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
2/4/2017	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
2/6/2017	6:00pm - 8:00pm	Neighborhood Council Budget Advocates Meeting
2/7/2017	6:00pm - 9:00pm	Board of Neighborhood Commissioners Regular Meeting
2/9/2017	6:30pm – 9:00pm	Valley Alliance of Neighborhood Councils Meeting
2/11/2017	10:00am – 12:00pm	PlanCheckNC Monthly Meeting
2/13/2017	6:00pm – 7:00pm	Hermon NC Community Meeting
2/15/2017	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
2/15/2017	5:30pm - 8:30pm	Leadership Academy - Funding Training
2/16/2017	6:30pm – 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
2/17/2017	9:00am – 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
2/18/2017	10:00am - 12:00pm	Neighborhood Council Budget Advocates Meeting
<b>2/20/2017</b>	<b>HOLIDAY</b>	<b>President's Day</b>
2/20/2017	1:00pm - 4:00pm	Cancelled - Board of Neighborhood Commissioners Regular Meeting
2/20/2017	7:00pm – 9:00pm	Alliance of River Communities Monthly Meeting
2/22/2017	6:00pm - 7:00pm	Board of Neighborhood Commissioners Special Meeting
2/25/2017	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
2/25/2017	9:00am - 12:00pm	Regional Neighborhood Council Budget Day
3/1/2017	Deadline	EmpowerLA Awards Nominations



## Existing Vendors for NCs

### Web Service Providers:

#### **Civic Resource Group**

Contact: Gregory Curtin, CEO  
[gregc@civicresource.com](mailto:gregc@civicresource.com)

#### **The Mailroom**

Contact: Kristina Smith  
(310)-514-1797  
[ksmith@klct.com](mailto:ksmith@klct.com)

#### **Moore Business Results**

Contact: Wendy Moore  
(818)-252-9399  
[wmoore@moorebusinessresults.com](mailto:wmoore@moorebusinessresults.com)

#### **Port Town Websites**

Contact: Jill Fox  
(310)-832-0836  
[jill@porttownwebsites.com](mailto:jill@porttownwebsites.com)

#### **The Web Corner**

Contact: Robert Adams, Owner  
(818)-345-7443  
[rob@thewebcorner.com](mailto:rob@thewebcorner.com)

#### **ZelDesign**

Contact: Zelda Harrison  
(310)-559-2770  
[zeldesign@sbcglobal.net](mailto:zeldesign@sbcglobal.net)

### Temp Service Providers:

#### **Apple One Employment Services**

Contact: Jenn Rounds  
(213)-892-0234  
[jrounds@appleone.com](mailto:jrounds@appleone.com)

#### **Lloyd Staffing**

Contact: Luly Santana  
(562)-860-2555 Ext 101  
[LSantana@lloydstaffing.com](mailto:LSantana@lloydstaffing.com)

#### **Partners in Diversity**

Contact: Arlene Apodaca  
(626)-793-0020  
[arlene.apodaca@p-i-d.biz](mailto:arlene.apodaca@p-i-d.biz)

#### **Bridgegap Temporary Staffing and Services Agency**

Contact: Terrence Gomes  
(310)-387-1374  
[info@btsasa.com](mailto:info@btsasa.com)

### Translation Services:

#### **Excel Interpreting**

Contact: Koy Saephan  
(800)915-0638 x 108  
[koy@excelinterpreting.com](mailto:koy@excelinterpreting.com)

#### **Interpreters Unlimited**

Contact Sanjit Singh  
(855)-550-6100  
[Sanjit.singh@iugroup.com](mailto:Sanjit.singh@iugroup.com)

#### **Language Line Services**

Contact Thomas Calannio  
(831) 648-7445  
[TCalannio@languageline.com](mailto:TCalannio@languageline.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](mailto:NCSupport@LACity.org) or by calling **213-978-1551** for assistance.

**Thank you for all you do to Empower LA!**