



Regular Board Meeting

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AGENDA

Monday, July 10th, 2023 5:45 PM - 7:30 PM

Pio Pico Library, 694 S Oxford Avenue, Los Angeles, CA 90005

1. Call to Order, and welcoming remarks from John Darnell, Neighborhood Empowerment Advocate, from the Department of Neighborhood Empowerment.
2. Roll call
3. Swearing-in of newly elected board members.
 - a. Neighborhood Council Board Oath:
 - i. *I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood, and praise it and promote it. I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.*
4. Selection of Officers to serve on Wilshire Center-Koreatown Neighborhood Council. Nominations will be taken, and candidates will have up to 3 minutes to address the board. Please visit <https://empowerla.org/wcknc/> to review the WCKNC Bylaws.
 - a. President
 - i. Serves as presiding officer (chair) at all Board and Executive Committee meetings; communicate with other Los Angeles area

Neighborhood Councils; countersign along with the Treasurer for all WCKNC approved disbursements of funds.

- b. Executive Vice President
 - i. Serves as the presiding officer in the absence of the President at Board and Executive Committee meeting.
 - c. Vice President
 - i. Presides at Board and Executive Committee meetings in the absence of the President and Executive Vice President.
 - d. Treasurer
 - i. Establishes an accounting system for the Council; maintain Council records, account books and financial accountability; report financial information at Board meetings; prepare financial reports required by the Department, pursuant to the Plan; serve as budget advocate or appoint another Board Member to serve in that role; and co-sign all checks for disbursement of funds.
 - e. Secretary
 - i. Record the minutes of all Board and Executive Committee meetings. He/She will post the minutes to the Council's website and other public locations no later than seven (7) days after the meetings have taken place. He/She will make the minutes available prior to the next meeting as well as maintain public record of the WCKNC meetings. He/She will also maintain records of attendance. An Assistant Secretary may be appointed by the Board to serve in support of secretarial duties and responsibilities. The Assistant Secretary shall serve as an appointed Executive Committee Member.
5. Selection of funding officers. For information on the Neighborhood Council Funding Program, please visit: <https://clerk.lacity.gov/clerk-services/nc-funding>
- a. Discussion and possible action to appoint Second signer
 - i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
 - ii. Acts as the second signer as required on Funding Program documents.
 - b. Discussion and possible action to appoint Alternate signer
 - i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign board-approved funding documents to be submitted to the NC Funding Program.
 - c. Discussion and possible action to appoint Bank cardholder
 - i. Maintains secure custody of the NC's bank card.

- ii. Ensures card is used for payment transactions as approved by the board only.
 - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
 - iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
 - v. Must not accept cash refund. All refunds must be made as a credit return.
 - vi. Notifies the Funding Program immediately of lost or stolen cards.
 - 1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.
 - 2. A new card can be ordered upon notification.
 - 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
 - vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.
 - 1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
 - viii. Can only serve as cardholder for one NC at a time.
 - ix. Is the only board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.
- d. Discussion and possible action to appoint 2nd bank cardholder
- i. In the absence or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for board-approved funding purchases.
6. General Public Comment on non-agendized items. Comments from the public on non-agendized items shall be within the Board's jurisdiction. (Up to 2 minutes per speaker)
7. Selection of board members and stakeholders to committees. With the exception of the Executive Committee, Committee members shall be appointed by the Board. Committees shall be comprised of six (6) or fewer Board Members and/or Alternates. A committee can have no fewer than three (3) members and no more than six (6) per the Brown Act. Three committee members shall constitute a

quorum for a committee meeting. The committees of the WCKNC are the following:

- a. Executive
 - b. Budget & Finance
 - c. Rules & Bylaws
 - d. Outreach, Communications, & Elections
 - e. Planning & Land Use Management
 - f. Sustainability & Beautification
 - g. Homelessness, Tenant Rights, & Poverty
 - h. Transportation & Public Safety
 - i. Economic Development
8. Discussion and possible action to appoint up to five (5) Community Impact Statement (CIS) filers. The filers must be board members. The filers are responsible for filing the CIS's into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information, please click here: <https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>
9. Discussion and possible action to appoint members to serve as representatives to various Neighborhood Council alliances and coalitions. For the list, please see below and click here for more information: (<https://empowerla.org/alliances/>)
- a. Budget Representative
 - b. LADWP Advocacy and Oversight
 - c. LGBTQ+ Alliance
 - d. Los Angeles Neighborhood Council Coalition (LANCC)
 - e. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
 - f. Neighborhood Council Sustainability Alliance (NCSA)
 - g. Plan Check
10. Board discussion and appointment by Chair for members to serve as liaisons to certain city departments and programs. City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with NCs and stakeholders. Your willingness to be that contact person will help your NC improve government responsiveness to your community's needs.

Thank you again for doing your part to EmpowerLA! The official list of liaison positions are the following:

- a. (These positions should either be appointed by the President or chosen by the board, and the recorded in the minutes)
 - b. Aging Liaison
 - c. Animal Services Liaison
 - d. Emergency Preparedness Liaison
 - e. Film
 - f. Homelessness Liaison
 - g. LADWP
 - h. Public Works
 - i. Resilience Liaison
11. Discussion and possible action with how to go about creating a website for the Wilshire Center-Koreatown Neighborhood Council (WCKNC).
 12. Board member announcements/comments
 13. Adjournment

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 two minutes per speaker, unless adjusted by the presiding officer of the Board.

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, assistive 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

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- Pio Pico Library, 694 S Oxford Avenue, Los Angeles, CA 90005
- <https://www.empowerla.org/WCKNC>
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS)

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 Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@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 the Pio Pico Library located at 694 S. Oxford Avenue, Los Angeles, CA 90005 or at our website <https://www.empowerla.org/WCKNC> 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 at: john.darnell@lacity.org.

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 our website <https://www.empowerla.org/WCKNC>