



**Wilshire Center–Koreatown
Neighborhood Council Monthly Profile**

Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows:

Board Members with Expired or Missing Mandatory Trainings

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:

Your cases for this month are:

Important Dates

Existing Vendors for NCs

Raquel Beltran
General Manager

Covid Update

On March 4, 2020, Mayor Eric Garcetti issued a declaration of emergency following the Health Officer of Los Angeles County's determination of possible community transmission occurring in the general public. That was ten months ago. Since that time, we have remained fully committed to **SEEK, SHARE, AND help you STAY SAFE**. As the nation advances efforts to provide [vaccination services](#), the Mayor has opened the largest vaccination distribution center in the United States. The Mayor's Office has provided this [Vaxfacts website](#) to share the most updated information about the COVID-19 vaccine. We encourage you to use this site to *seek* accurate information, *share* the information with your networks, and *stay safe*.

Department Administration

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

NC Elections Expenditures

With NC Board elections, and selections, underway, we'd like to remind you that your NC can pay for election-related expenses to promote the election and engage your stakeholders to run as candidates and vote. These expenses can include advertising, candidate and voter outreach activities, print media expenses, etc. Please refer to NC Funding Program Policy 2.3 for more information and work with your DONE Field Representative for guidance.

To authorize these expenditures, please be sure to add the proposed expenditures to a board meeting agenda for consideration and approval by your board. Election payments must be approved as separate board actions; They cannot be authorized simply as a general allocation under the Election Expenditures Category in the Annual Budget.

As a recommendation, the board may approve an itemized election budget for all its election expenses, listing each planned expenditure, including the particular purpose for each expenditure and, if possible, the vendor to be used. The board-approved itemized election budget, along with its respective BAC form, may serve as authorization for payments when submitting payment requests/confirmation in the Funding System portal.

Program Training and Workshops

Please visit our Program website ([click here](#)) to view and register for upcoming training sessions, including evening sessions:

- 1) Program Policies & System Portal Training (Required for all Financial Officers)
 - a. Tuesday, February 9th – 2pm
 - b. Tuesday, February 23rd – 6pm
- 2) Program Workshop – Neighborhood Purpose Grants (NPGs)
 - a. Thursday, February 4th – 2pm
 - b. Thursday, February 18th – 6pm

For Financial Officers who are not able to attend the scheduled required Training, please contact your Funding Rep ([click here](#)) to coordinate a one-on-one training session, if possible.

NC Direct Support Operations

Please remember to check for [new Zoom updates by visiting the “Download Center”](#). As of January 11, 2021 version 5.4.9 there have been several new features added such as: enhanced reactions, raise hands for hosts/co-hosts, and better virtual background capabilities. With these new updates, please also re-check your settings as they may have inadvertently been changed. Be sure to ensure “chat” is turned off for your webinar NC meetings. A new Zoom update is announced for February 1, 2021. For more [information about the updates, visit Zoom.us](#)

We're also sharing two refresher handouts related to the [California Public Records Act \(CPRA\)](#) and [Conflict of Interest](#). Our Deputy City Attorneys at the Neighborhood Council Advice Division (NCAD) are working hard to

support our board members and ask that board members reach out to NCAD, with as much notice as possible, prior to any vote to seek conflict advice. If advice cannot be sought before the vote, and if you feel there is a conflict, out of an abundance of caution, you may want to recuse yourself from the vote and/or postpone the matter until conflict advice can be sought.

Finally, in regards to the CPRA, please remember to reach out to your Neighborhood Empowerment Advocate and seek guidance before you respond.

NC Outreach and Elections

Elections, elections, that is all there is for us until June. There has been tremendous momentum building in all regions around the 2021 Neighborhood Council elections.

We're combining the most successful outreach and marketing efforts and tools from past elections with strategies especially developed to address the challenges of doing election outreach during the pandemic.

Below are some resources and guides to tools that will help you with your elections outreach as well as your overall NC outreach strategies. Please share these resources with your board and committee members, by forwarding this email.

Election support by EmpowerLA

Here is the list of support strategies and tools the Department is providing to each NC during the 2021 NC Elections:

<http://tiny.cc/2021NCElectionResources>

Please note: due to Vote By Mail, voters this year must request a ballot online or by mailing a paper form to the City Clerk to get a ballot mailed to them. **The ballot request deadline is one week before the actual Election Day.** However, mail-in ballots postmarked by Election Day are not due until 3 days after your Election Day date, as shown above.

There will also be drop boxes available for returning ballots without using the USPS. Your City Clerk elections representative can work with your NC to find the best location for your drop box within your boundaries.

Here is City Clerk's detailed list of all key dates for your election

<http://tiny.cc/NCRegionalTimelines>

VOTE-BY-MAIL FAQ

City Clerk answers questions on why Vote-By-Mail is being used for NC elections Citywide, and how it will work in the 2021 NC Elections:

<http://tiny.cc/FAQforVBM>

CANDIDATE INFO SESSIONS:

We have a few more candidate Info Sessions coming up. They are all the same and can be joined by anyone regardless of the region. The link to RSVP and see new session dates as they are added is

<http://NCEvents.eventbrite.com>.

We're looking forward to working with you on your upcoming election! Please don't hesitate to let us know if you have any questions.

NC Policy and Governmental Relations

Thank you to the Board of Neighborhood Commissioners for wonderful meetings on Tuesday, January 5, 2021. Over 60 Neighborhood Council board members and stakeholders participated in these robust meetings.

Please join us at the upcoming Board of Neighborhood Commissioners meeting on Tuesday, February 2 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.

Appointment of Regional Grievance Panelist (non-election related)

The Department of Neighborhood Empowerment is requesting that Neighborhood Councils take board action to recommend one board member to serve as a panelist to sit on a Regional Grievance Panel. We are requesting the board action take place in time to provide the Department with the contact information for your recommended panelists by Friday, February 5, 2021.

The Administrative Code permits the Department, in its sole discretion, to reject or remove any panelist recommended for appointment by the Neighborhood Council and request the Neighborhood Council to appoint a replacement panelist. The Department may also develop mandatory training required, and consultation with the Office of the City Attorney before a panelist serves on the Regional Grievance Panel.

Regional Grievance Panels will comprise the City's seven regional planning areas, composed of the South Area, Central Area, Harbor Area, West Area, East Area, North Valley and South Valley Area. Each Neighborhood Council may appoint one member whose term will commence once the Neighborhood Council notifies the Department of the appointment and will remain valid until the Neighborhood Council names a replacement.

The Department will schedule any Regional Grievance Panel Hearing in the event that a Grievance is forwarded to a Regional Grievance Panel. The Department will utilize the list of names that are provided by NC's to randomly select three panelists from the Neighborhood Council's region to serve on the Regional Grievance Panel. A Regional Grievance Panel will hear the Grievance within 21 days after the Department selects the panel and schedules the hearing. If the Regional Grievance Panel does not reach a determination on the Grievance within 21 days, the Department will disband the Panel and create another Regional Grievance Panel. Within seven calendar days after the hearing, the Regional Grievance Panel will issue to the Department a written determination in writing regarding whether the Grievance is sustained or rejected. If sustained, the Regional Grievance panel determination should include a recommended remedy.

The City Council approved in May 2015 [grievance ordinance can be viewed on the Department's website](#).

Office of Community Engagement/Innovation:

Data Liaison 201 & Data Literacy Program

Thank you to all the participants of the Intro session of the Data Liaison 201 learning path. If you attended the session, don't hesitate to complete the satisfaction survey [here](#). If you attended and are interested into becoming data liaison, don't hesitate to reach out to your neighborhood council in order to be appointed and to let us know at data@empowerla.org. The invitation to the second session will be sent directly to the data liaisons.

If you want to know more information about the 2 different learning paths, don't hesitate to visit the [data](#) page of our website.

If you are interested in the content shared during this intro session, please visit the dedicated [Data Liaison website](#). If you want to explore the LA GeoHub, don't forget to [create an account](#). The LA GeoHub account will give you access to hundreds of datasets including the [Know Your Community Portal](#) and especially the [Demographic Explorer](#).

City Clerk Administration:

CANDIDATE FILING

The candidate filing period for Neighborhood Councils (NC) in Regions 1-4, 9, and 10 are currently open to those who wish to run for a board seat.

Candidate Filing Periods Closing

The regions whose candidate filing periods **close** this month are:

- Region 1 - Tuesday, February 2, 2021
- Region 2 - Tuesday, February 9, 2021
- Region 3 - Tuesday, February 16, 2021
- Region 4 - Tuesday, February 23, 2021

Applications must be submitted **by 5:00 p.m.** on deadline days.

Candidate Filing Periods Opening

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

- Region 11 - Saturday, February 6, 2021
- Region 12 - Saturday, February 13, 2021

Candidate Filing Applications

Candidates can submit an application using the online [2021 NC Candidate Filing Portal](#) located on our website or complete a [Candidate Paper Application](#).

Candidate Lists and Resources

To view candidate information for those that filed an application, see the [2021 NC List of Candidates](#). For other useful candidate resources, view the [Candidate Filing page](#) on our website.

List of Certified Candidates

The official List of Certified Candidates for each region will be sent to NC Boards and posted to our website after the close of all candidate filing deadlines (60 days prior to Election Day). Candidate contact lists will also be provided to NC boards to notify candidates of any training, outreach, or candidate forum opportunities.

VOTE-BY-MAIL (VBM) VOTING

The VBM application period for Neighborhood Councils in Regions 5 and 6 are currently open to those who wish to file an application to receive a NC ballot.

VBM Application Periods Opening

The VBM application period for the following regions **opens** this month:

- Region 7 - Friday, February 5, 2021
- Region 8 - Friday, February 12, 2021
- Region 1 - Friday, February 19, 2021
- Region 2 - Friday, February 26, 2021

How to Receive a NC Ballot

Beginning 60 days prior to Election Day, stakeholders can submit a VBM Application using the new Vote-By-Mail Portal to request a NC ballot. Applications are reviewed to ensure stakeholders meet the NCs' voter requirements, and once approved, ballots are mailed to the voters. Voted ballots can be returned by mail using the postage-paid envelope provided or dropped in a ballot drop box by Election Day. The deadline to submit a VBM application is seven (7) days prior to Election Day. NC ballots must be postmarked by Election Day and received no later than three (3) days thereafter.

VBM Applications

Stakeholders can submit an online application using the [2021 NC Vote-By-Mail Application Portal](#) on our website. Those without internet access can submit a [VBM Paper Application](#) beginning 90 days prior to Election Day.

VBM Information and Resources

For [VBM FAQs](#), [instructions on how to complete a paper application](#), or additional information about VBM voting, visit the [Vote-By-Mail Application page](#) on our website.

AUTHORIZED SERVICE PROVIDERS

The Office of the City Clerk is seeking community organizations to be service providers for the unhoused, monolingual speakers, youth, seniors, the disabled, and individuals without access to digital technology to participate in the 2021 All Vote-By-Mail Neighborhood Council Elections. If you know of an organization that provides services to the community or may be interested in participating in the program, please share our [Service Provider Program](#) flyer with them.

List of Service Providers

For a list of locations where stakeholders can pick up VBM applications in your area, see the [List of Service Providers](#) on our website. Staff continue to recruit locations for Regions whose Election Days are later in the season.

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.

If you have questions or need assistance, please contact our office at (213) 978-0444 or email us at clerk.election@lacity.org.

Account Balances, Community Impact Statements, Agendas, and Grievances

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

As of 2/4/2021, you have filed 24 Community Impact Statements, and 5 agendas have been posted for your Neighborhood Council for the current month.

As of 2/4/2021, 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
Elizabeth	Isralowitz	Community Organization Representative	12/2/2021	11/30/2021	11/30/2021
Kisuk	Jun	Business Representatives	3/25/2021	5/25/2021	7/8/2021
Joshua	Twisselman	Alternate	3/11/2021	9/14/2022	6/25/2021
James	Kim	Community Organization Representative	6/24/2021	9/30/2020	8/12/2021
Matt	Agnello	At-Large Representative	5/26/2021	6/30/2022	6/30/2022
Andy	Galan	Sub-District 4 Resident Representative	3/6/2022	5/18/2021	2/9/2022
Patricia	Kim	Community Organization Representative	9/14/2022	12/20/2020	9/14/2022
Steve	Bae	Community Organization Representative	8/6/2022	5/21/2021	8/6/2022
Helen	Kim	Community Organization Representative	2/10/2021	2/10/2021	2/10/2021
Vanessa	Lim	Community Organization Representative	1/29/2023	1/19/2023	1/19/2023
Adriane	Hoff	At-Large Representative	5/2/2021	1/12/2023	4/30/2021
Angie	Brown	At-Large Representative	4/26/2021	1/12/2023	4/26/2021
Jeffrey	Park	Business Representative	5/27/2021	4/24/2021	4/25/2021
Ann-Sofi	Holst	Sub-District 1 Resident Representative	4/27/2021	5/1/2021	4/24/2021

First Name	Last Name	Board Seat	Ethics Expiration	Funding Expiration	Code of Conduct Expiration
Mohamed	Shahidul Islam	Sub-District 2 Resident Representative	5/7/2022	4/14/2022	4/14/2022
Kristina	Wong	Sub-District 5 Resident Representative	4/26/2021	4/26/2021	4/26/2021
Brandon	Byon	Young-Adult Representative	5/31/2021	5/28/2021	5/28/2021
Sam	Shin	Business Representatives	1/25/2022	9/10/2021	9/9/2021
Jonathan	Mendez	Sub-District 5 Resident Representative	12/9/2021	12/7/2021	12/7/2021
Jose	Garcia	Business Representatives	12/9/2021	12/3/2021	12/3/2021
Abril	Dozal	Community Organization Representative	4/26/2022	4/23/2022	4/23/2022
Audrey	Jang	Alternate	8/10/2022	8/9/2022	8/9/2022
Lynn	Stransky	Business Representative	8/16/2022	8/15/2022	8/15/2022
Jamie	Penn	Sub-District 3 Resident Representative	8/5/2022	8/5/2022	8/5/2022
Vacant Seat	Vacant Seat	Alternate			
Vacant Seat	Vacant Seat	Business Representative			
Arun	Ravendhran	At-Large Representative		2/2/2023	2/2/2023
Anthony	Lai	Alternate			1/25/2023
Vacant Seat	Vacant Seat	Business Representative			
Katelyn	Scanlan	Sub-District 4 Resident Representative	11/9/2022	11/9/2022	11/9/2022
Hunter	Bolton	Alternate	1/26/2023	1/22/2023	1/22/2023

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:

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](#)

Monday, February 1

7:00pm

Neighborhood Council Budget Advocates Meeting

Tuesday, February 2

6:00pm

Board of Neighborhood Commissioners Meeting

7:00pm

Alliance of River Communities (ARC)

Wednesday, February 3

6:30pm

Harbor Alliance of Neighborhood Council Meeting

Thursday, February 4

7:00pm

Budget Tribunes Alliance General Meeting

Saturday, February 6

8:45am

Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting

10:00am

Los Angeles Neighborhood Council Coalition Meeting

1:30pm

Congress of Neighborhoods Planning Committee Meeting

Monday, February 8

5:00pm

Harbor Election Outreach Session

7:00pm

West Area Election Outreach Session

Tuesday, February 9

6:00pm

Candidate Info Session: 2020/21 Neighborhood Council Elections (on Zoom)

Thursday, February 11

6:30pm

Valley Alliance of Neighborhood Councils Meeting

Saturday, February 13

10:00am

PlanCheckNC Meeting

Sunday, February 14

6:30pm

Neighborhood Council Sustainability Alliance (NCSA) Meeting

Monday, February 15

Holiday - Neighborhood Empowerment Offices Closed

1:00pm

Board of Neighborhood Commissioners Regular Meeting

6:00pm

Westside Regional Alliance of Councils Monthly Meeting

Thursday, February 18

6:30pm

South Los Angeles Alliance of Neighborhood Councils Meeting

Saturday, February 20

10:00am

Neighborhood Council Budget Advocates Meeting

Saturday, February 27

9:00am

Candidate Info Session: 2020/21 Neighborhood Council Elections (on Zoom)

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!