



# Empowerment Congress Southwest Area Neighborhood Development Council



## **Executive Committee**

President  
VACANT

Vice-President  
VACANT

Secretary  
VACANT

Treasurer  
VACANT

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

## General Board & Community **Special Meeting Agenda**

Mark Ridley-Thomas  
Constituent Service Center  
8475 S. Vermont Ave. #207  
Los Angeles, CA 90044

Monday, July 24, 2023  
6:30pm - 8:00pm

## **Board Members**

Ra'Shon Chavis  
At-Large

Nia Mayers Franklin  
At-Large

Vanessa Bailey  
Business Representative

Vacant  
Faith Based Representative

Marcello Robinson  
Organization Representative

Dominica Robbins-Wilson  
Area 1 Residential  
Representative

Timothy Henry  
Area 2 Residential  
Representative

Valencia Y. Marlowe  
Area 3 Residential  
Representative

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.

**I. CALL TO ORDER AND BOARD ROLL CALL**

**II. GOVERNMENT REPORTS**

- a. Public Safety
- b. City Council Representative
- c. Government Departments/Agencies, including Department of Neighborhood Empowerment

**III. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed \_\_\_\_ minute(s).

**IV. NEIGHBORHOOD COUNCIL BOARD MEMBER OATH OF OFFICE**

**V. NEW BUSINESS**

a. Selection of Officers

In accord with the Empowerment Congress Southwest Area Neighborhood Development Council Bylaws, Article VI, Section 3 & 4: Selection of Officers and Terms reads,

“Officer positions shall be filled by majority vote of the Board members present at the first official Board meeting following their election or selection in Board election years. Section 4: Officer Terms - The Officers shall serve two (2) year terms and serve at the pleasure of the Board. They may stand for reelection every two (2) years.”

- **President**

- Shall preside over all regular and special meetings of the ECSWANDC and the Executive Committee;
- Shall appoint committees with the approval of a majority of the Board;
- Shall represent the ECSWANDC before other agencies and organizations as directed by or coordinated with the Board.

- **Vice-President**

- Shall perform the duties of the President in the absence of the President;
- Shall serve as an ex-officio member of committees and any other duties as directed by the President;
- Shall preside over the Neighborhood Committee;
- Shall act as Chief Liaison with other Neighborhood Councils;
- Shall maintain oversight of Standing and Ad-Hoc Committees

- **Secretary**

- Shall keep minutes of all Board meetings and Executive Committee meetings.
- Shall prepare, physically post, and distribute the agenda prior to each ECSWANDC Board meeting to the Board members, ncsupport@lacity.org, and the webmaster following all Brown Act laws and DONE rules.

- Responsible for producing accurate minutes of Board and Executive Committee meetings submitting a draft to the board no later than seven (7) days after the meeting at which they were taken.
- Shall submit minutes that the Board approves to the webmaster for posting to the website no later than seven (7) days after the meeting at which the minutes are approved but not more than forty-five (45) days after the meeting at which the minutes were taken;
- Ensures copies of the agenda and minutes being considered for adoption by the Board are available to stakeholders at each General Board meeting;
- Perform all duties regarding the official correspondence of the ECSWANDC;
- Maintain, update, and file all official ECSWANDC documents;
- **Treasurer**
  - Shall maintain the records of the ECSWANDC's finances and books of accounts and perform other duties in accordance with the ECSWANDC's Financial Plan and the policies and procedures of the Department;
  - The Treasurer shall make a report to the Board on the ECSWANDC finances at every regular meeting of the Board including Neighborhood Purpose Grant submissions and budget adjustment recommendations;
  - Chairs the Budget & Finance Committee; • Oversees the finances of the ECSWANDC to assure total compliance with all Department of Neighborhood Empowerment and City of Los Angeles requirements;
  - Monthly Expenditure Reports being presented at a monthly meeting must be distributed to the Board no later than seven (7) days prior to the monthly meeting in which it will be presented;
  - Creates Board Action Certification forms in response to a Board decision and submits them to the City of Los Angeles Funding Assistant assigned to the ECSWANDC within seven (7) days after the meeting in which the decision was made;
  - Ensures invoices/bills received are presented at the following monthly Board meeting and upon approval are paid within (7) days after the meeting in which the approval was made;
  - Ensures payment of invoices/bills received by entities listed as an Operational Expense in the budget are paid within (7) days of receipt.

- b. Discussion and possible motion to appoint the ECSWANDC Financial Officers. Financial Officers must complete the in-person NC Funding Program Training at least once every 2 years. [RSVP for training here.](#)
- 2nd Signer
  - Alternate Signer
  - Bank Cardholder
  - 2nd Bank Card Holder
- c. Discussion and possible motion to approve the [ECSWANDC 2023 - 2024 Fiscal Year Administrative Packet.](#)
- d. Discussion and possible motion to approve a date for the ECSWANDC Board Retreat to be held on a Saturday in August 2023.
- e. Announcement of vacant seats to be filled at the next Regular Board Meeting of August 21, 2023. Interested stakeholders must complete and submit their [application](#) to the Board President and Secretary August 13, 2023.
- f. Board Member Announcements and Future Agenda Items Request.

## **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, 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](mailto:NCsupport@lacity.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
- <http://www.southwestnc.org/>
- 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](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)

### **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 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).

### **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 [www.southwestnc.org/](http://www.southwestnc.org/)