



# 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 Regular Meeting Agenda

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

Monday, October 16, 2023  
6:00pm - 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.

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)

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

II. Department update on the [Exhaustive Efforts \(EE \) Status and Work Plan](#) for the Empowerment Congress Southwest Area Neighborhood Development Council (ECSWANDC).

**III. GOVERNMENT REPORTS**

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

IV. **GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. Each speaker will be allowed 2 minute(s).

**V. NEW BUSINESS**

- a. Discussion and possible motion to approve the [application](#) of Daniel Fuller for appointment to the ECSWANDC Social Media Coordinator seat for the remaining term which ends on June 30, 2025.
- b. Discussion and possible motion to approve the [application](#) of Tracey Davis for appointment to the ECSWANDC Youth Representative seat for the remaining term which ends on June 30, 2025.
- c. Discussion and possible motion to approve the [application](#) of Tunisia Johnson for appointment to the ECSWANDC At-Large Area Representative seat for the remaining term which ends on June 30, 2025.
- d. Selection of Officers - Motion to fill ECSWANDC Executive Officer positions in accord with the Empowerment Congress Southwest Area Neighborhood Development Council EE Work Plan and 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.

- **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.

e. 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

f. Discussion and possible motion to approve the Request to use LAPD Contract with Absolute Security to provide after-hours security of ECSWANDC board & committee meetings. The security cost per meeting not to exceed \$200.00 which is approximately the four hour minimum.

g. Discussion and possible motion to approve the [ECSWANDC 2023 - 2024 Fiscal Year Administrative Packet.](#)

h. Discussion and possible motion to approve a date for the ECSWANDC Board Retreat to be held on a Saturday in October or November 2023.

i. Update and discussion regarding board member absences in accordance with ECSWANDC Bylaws, Article V, Section 7: Absences - Any Board Member who misses three (3) regularly scheduled consecutive ECSWANDC

Board meetings during any (12) month period may automatically be removed from the Board. Board Members who miss five (5) in total during any twelve (12) month period, without extenuating circumstances as deemed by the board, shall be deemed a failure to consistently attend and may be removed from the Board...

- j. Discussion and update on the ECSWANDC Bylaw Amendment Application dated April 6, 2018 related to establishing the five (5) Residential Area Seats and Internal Boundaries.
- k. Announcement of vacant seats to be filled at the next Regular Board Meeting of November 20, 2023. Interested stakeholders must complete and submit their [application](#) to the Board President by November 13, 2023.
- l. Board Member Announcements and Future Agenda Items Request.

## **ADJOURNMENT**

### **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/)