

Attachment "D.i."

Robin Greenberg

From: Octaviano Rios <octaviano.rios@lacity.org> on behalf of Octaviano Rios
Sent: Thursday, May 27, 2021 5:16 PM
To: Octaviano Rios
Subject: BABCNC - Post Meeting Notes

Hello BABCNC,

We hope you are doing great. Below are a few updates and reminders that I wasn't able to share last night. Have a great holiday weekend.

Some Council Files of Interest for BABCNC and or it's Committees-

1. CF **21-0600** - Mayor Proposed 2021-22 Budget / Special Meeting / Budget and Finance Committee
2. CF **21-0223** - Youth Development Department / Youth Development Task Force
3. CF **21-0407** - Neighborhood Council / Standardize Election Rules / Stakeholder Participation

Seating of the BABCNC - Starting July 1st, the new board members shall assume their duties and responsibilities. This year it was optional for the new board members to assume their duties and responsibilities at the next regular board meeting after the certification of the election results OR starting July 1st. The latter happens with board approval, while the prior requires no action by the board.

Conflicts of Interest among BABCNC board members - The inquiry came up about how often a board member should contact the City Attorney's Office with suspected conflicts of interest. To clarify, anytime a matter may be on an NC agenda or makes it onto an NC meeting agenda, the board member with the suspected conflict of interest should contact the City Attorney's NC Advice Division everytime, even if the same organization has received funding from the NC repeatedly in previous years. As a resource, which will be shared with the rest of the board as well, please visit your February 2021 NC Profile that may help clarify this and other legal issues. The relevant section is cut/pasted below. Your currently assigned legal adviser is Mr. Steve Houchin, Deputy City Attorney and can be reached at steve.houchin@lacity.org.

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.

Funding Deadlines - The funding deadlines are listed below for your convenience, and if you have any questions or concerns related to these please don't hesitate to reach out to your Funding Representative Shawna Dungo and or myself. Please note that the deadline for event requests has passed.

- **May 20th, 2021** - Final date to submit an event request for approval using the current Fiscal year funds
- **June 1st, 2021** - Final date to submit a check payment request through the NC Funding system portal (including Neighborhood Purpose Grants)
- **June 20th, 2021** - Final date to make purchases with the NC bank card

NC Funding Resources - For all NC funding documents and information about how an NPG is processed please check out this webpage: <https://clerk.lacity.org/clerk-services/nc-funding>

BABCNC Election Important Dates - : https://clerk.lacity.org/sites/g/files/wph1491/files/2021-04/Region_11_Election_Timeline.pdf. Please note the final two important dates:

- Challenge Filing Period Deadline - **June 9**
- Official Results Due/Certification Deadline - **June 23**
- BABCNC June Board Meeting - **June 23**
- New board assumes its duties and responsibilities - **July 1st (may be seated at your July board meeting)**

Onboarding of Newly Elected and Continuing Board Members- New and improved onboarding sessions are being held for all incoming board members. We highly recommend you attend the live virtual sessions, but if you can't make it the recordings will be made available in the future. For more information and to rsvp to the next session please click here: <https://www.eventbrite.com/e/neighborhood-council-core-institute-module-1-tickets-154042494247> . Next session of the first module is June 21.

BABCNC Meeting Locations - The issue of holding meetings outside of your boundaries came up last night and wanted to clarify that all board meetings are required to be held within your NC boundaries, but please work with the City Attorney's Office if there are compelling reasons why the board is forced to consider a location outside of its boundaries. And just for future reference, the storage of inventory, such as in an office or a storage unit, may be located outside of your NC boundaries, but consider who will have access to it and assist in keeping it orderly and help prevent the missing of items.

NC Funding Program Training sessions and Workshops for the month of June - Please RSVP at our website [HERE](#). The NC Funding Program training sessions are open to all Board members as well as stakeholders. These are the required training for board members serving as Financial Officers (Treasurer, 2nd Signer, Bank Cardholder, Alternate Signer). Other Board members may also complete the training online at this [website](#). If you have any questions, please feel free to contact the City Clerk's Office at 213-978-1058.

- NC Funding Fiscal Year Administrative Packet/Annual Budget Form Workshop (forms available on City Clerk's website)
 - Thursday, June 3rd, 2021, 2pm - 3:30pm
 - Thursday, June 17th, 2021, 6pm - 7:30pm
- NC Funding Program & System Portal Training
 - Tuesday, June 8th, 2021, 2pm - 4pm
 - Tuesday, June 22nd, 2021, 6pm - 8pm

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How To Renew Your Trainings

Thank you for completing your trainings and keeping track of your expiration dates! When it is time to renew your trainings, please use this guide to help you through the process of retaking your trainings..

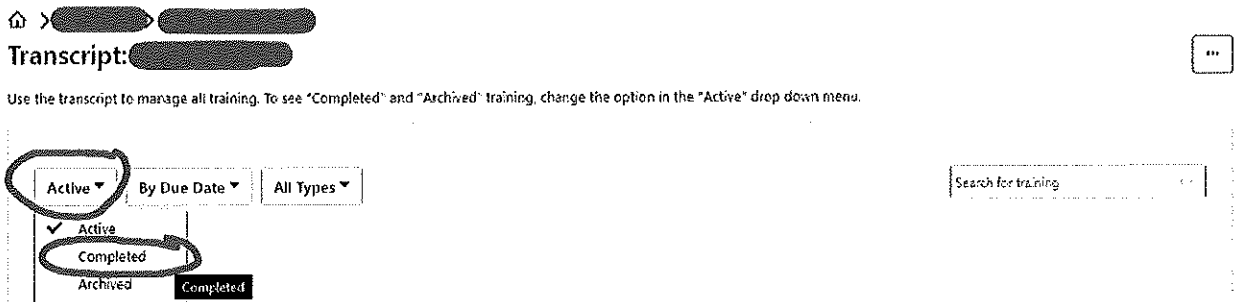
- Log into <https://lacity.csod.com/> with your login credentials
 - You can find your login credentials in your email by searching your inbox for the subject line **“Welcome to the neighborhood council system”** from empowerla@lacity.org
 - If you cannot find or do not know your login credentials, please contact communications@empowerla.org for login help
- You will be brought to your Home screen

The screenshot shows the City of Los Angeles training portal. At the top, there is a header with the City of Los Angeles logo and a search bar. Below the header, there are navigation links for Home, Learning, and Help Pages. The main content area features a large image of the Los Angeles skyline and palm trees. To the right of the image, there is a welcome message: "Welcome Neighborhood Council Leaders! This is the new portal for completing your three required trainings; Code of Conduct, Ethics, and Funding. For the first time ever, you will be able to track the status of all your trainings here. Please Launch each training below and complete them. Important Ethics Training Notice: Ethics has three sections, please make sure you complete each section to receive full credit. If you complete Section 1 and pass the quiz successfully but Section 2 does not unlock, please contact communications@empowerla.org. This web portal is still under construction, so please bear with us as we work out the kinks." Below the image and text, there are four circular icons representing different functions: "YOUR ACCOUNT INFORMATION", "TRANSCRIPT", "BROWSE FOR TRAINING", and "HELP". At the bottom, there are two sections: "Required Training" which shows "No Training Available" and "Notifications" which shows "View transcript (0 approved training selection(s)) (Registered for 0 training selection(s))". There is also a "SYSTEM NOTICES" section with "ACCESSIBILITY OPTIONS" and "OTHER ISSUES" sub-sections.

- Hover over the “Learning” tab and click on “View Your Transcript”



- Click on “Active” in the upper left, and select “Completed” in the drop-down



- - This will display all of your completed trainings. You can also access your Completion Page, where you can access your certificate as well.

- Click on the **TITLE** of the training you would like to complete.

- The following pictures will be an example of renewing the Code of Conduct training, but the procedure is the same for all trainings:
- You will be brought to the Training's page. Here, you can click on **“Request”** or **“Register”**

- You will get another notification that explains that if you click **Request** you will retake the training and receive a new certificate. Please click **Request**



You have already completed this training.

Click Request below to retake the training and receive a new completion date. Close this window and select Launch from the drop down menu if you would like to review the completed training content (if available) without a new registration.



- Your trainings will now show up on your **Home Screen**. Hover over **Home** in the upper left corner and then click on **Welcome**

City of Los Angeles

Home Learning Help Pages

Welcome

Universal Profile

ONLINE CLASS

Code of Conduct for Neighborhood Council Board Members

Last Updated: 09/26/2019 Duration: 8 minutes ★★★★★, 202

Details

This is the required Code of Conduct training for Neighborhood Council Board Members.

Show More

CODE OF CONDUCT
Code of Conduct for
Neighborhood Council Board
Members

Request

Training has been successfully registered to your Liansipid.

Launch

Rating and Reviews

- You will see your trainings in the “Required Training” section. Please click on “Launch” and/or “Open Curriculum” to begin your training!

City of Los Angeles

Home Learning Help Pages

Welcome Neighborhood Council Leaders!

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Please Launch each training below and complete them.

Important Ethics Training Notice:

Ethics has three sections, please make sure you complete each section to receive full credit. If you complete Section 1 and pass the quiz successfully but Section 2 does not unlock, please contact communications@empowerla.org.

The new portal is still under construction, so please bear with us as we work out the kinks.

YOUR ACCOUNT INFORMATION TRANSCRIPT BROWSE FOR TRAINING HELP

Required Training	Due Date	Access
Funding Training for Neighborhood Council Board Members	None	LAUNCH
Code of Conduct for Neighborhood Council Board Members	None	LAUNCH
Ethics and Open Government Training	None	Open Curriculum

Notifications

View transcript (if approved training is selected) (Required for Learning verification)

IMPORTANT INFORMATION: To ensure that your trainings are completed successfully, please be sure to complete all of your training on a desktop computer using the Google Chrome browser, and please click on the “X” button in the training controls to close out of the training. DO NOT simply exit the tab or the browser window. After clicking the “X” button, you will be brought to a Completion Page that shows your completion information as well as your training certificate. **You DO NOT need to send your certificates to us.** Thank you!