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June 25, 2020

Mission Hills Neighborhood Council (MHNC)

**SENT VIA EMAIL**

**RE:** Placement into Exhaustive Efforts

Dear Mission Hills Neighborhood Council (MHNC),

As requested by the Mission Hills Neighborhood Council (MHNC) the Department of Neighborhood Empowerment (Department) has implemented the Loss of Quorum Policy on February 18, 2020, due to the Board not being able to meet their minimum quorum of seven (7) Board Members to hold regular Board meetings.

Moreover, due to the recent COVID-19 pandemic, the April 6, 2020, MHNC Board Meeting was cancelled. Neighborhood Council meetings resumed on May 1, 2020, however, due to the delay in retrieving or accepting the Zoom License, MHNC was delayed in being able to meet for the month of May 2020, leading to its cancellation.

The Plan of a Citywide System of Neighborhood Councils (Plan), Article III, Section 2(c)(iii)(1) states that a certified Neighborhood Council shall “[m]eet at least once per calendar quarter.” As of June 1, 2020, it has been five (5) months since MHNC has held a Board Meeting.

Per Article VI, Section 4 of the Plan, the Department may place a Neighborhood Council into Exhaustive Efforts (EE), to help MHNC fulfill the Neighborhood Council to meet at least once within a quarter. In order for the Department to assist MHNC in addressing the issue of a Loss of Quorum, the Department hereby places the MHNC in Exhaustive Efforts (EE) and prescribes the following summary Work Plan:

- The Department will temporarily manage and Chair the MHNC Regular Board Meetings until the period of EE ends,

- The Department will hold Executive Board Meetings and an election/appointment of New Executive Board Officers when quorum is met until the period of EE ends,
- Invite all Stakeholders who shows interest in joining the Board by returning a completed application and reviewing the submitted applications,
- The Department will work with MHNC to draft Bylaws amendments based on recommendations by the City Clerk's office for the 2021 elections,
- The Department will work with the MHNC Treasurer in generating and completing MERs, and the Administrative Packet for the 2020-2021 fiscal year, and
- The Department will go over training on Zoom Meeting usage, required training for newly appointed Board Members to vote on matters, review of the Code of Conduct, and general guidance on how to run Neighborhood Council meetings.

Attached is the full and detailed Work Plan for MHNC. During the period of Exhaustive Efforts (EE), the Department will temporarily reduce the MHNC Quorum to four (4) and will be responsible for working with the MHNC to set agendas, conduct any meetings and/or training. All funding will be frozen except for Outreach and Administrative expenses. Upon completion of the Work Plan MHNC will be released from EE.

For any questions, comments and/or concerns, please feel free to contact Freddy Cupen-Ames by emailing at [Freddy.Cupen-Ames@LACity.org](mailto:Freddy.Cupen-Ames@LACity.org). The Department appreciates your time and volunteer efforts in the community and looks forward to working with this Neighborhood Council as partners in making the MHNC a strong and effective voice for the neighborhood, the community, and City.

Thank you for your volunteer efforts and service to your community.

Sincerely,

*Freddy Cupen-Ames*

Freddy Cupen-Ames  
Neighborhood Empowerment Advocate  
Department of Neighborhood Empowerment

Cc: Raquel Beltrán, General Manager  
Semee Park, Director of Neighborhood Council Operations  
Elise Ruden, Deputy City Attorney  
Melvin Cañas, NC Funding Program Manager, Office of the City Clerk  
Paola Posada, Funding Representative, Office of the City Clerk