



## CITY OF LOS ANGELES CALIFORNIA

### GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

### BOARD MEMBERS

**PRESIDENT**  
Oscar Jimenez

**VICE PRESIDENT**  
Keren Waters

Brian Allen  
Alfredo Castillo  
Chris Coyle  
Graham Czach  
Sid Gold  
Thomas Hartfield  
Rahim Kazi

Ralph Kroy  
Nathan Lee  
Jason Lester  
Robert Moore  
Danitza Pantoja  
Alvin Waters



**GHNNC Board Meeting**  
Tuesday, April 5, 2022 – 6:30 PM  
Zoom Meeting Online  
<https://zoom.us/j/98538834487>  
By Telephone Dial (669) 900-6833 or Toll  
Free # are (833) 548-0282 or (877) 853-5257  
Enter Webinar ID: 985 3883 4487 and Press #

Mailing Address:  
16911 San Fernando Mission Blvd  
PMB 137  
Granada Hills, CA 91344-4250  
Telephone (818) 923-5592

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IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION. TO ACCESS DOCUMENTS RELEVANT TO THIS MEETING GO TO GHNNC.ORG AND CLICK ON THE LINK IN THE MEETING ANNOUNCEMENT.

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#### **All agenda items are subject to discussion and possible Board action**

- A. Call to Order, Roll Call, Pledge of Allegiance
- B. Comments from DONE representative
- C. Comments from CD 12, LAPD Senior Lead Officers, Elected Official Reps, Government Agencies (Limited to three minutes)
- D. Public Comment on agenda and non-agenda items (Limited to two minutes).
- E. President
  1. Any items that come before your committee should be researched by the committee chair in advance of meeting. If an item is not relevant to your committee please forward asap to the pertinent committee.
- F. Executive Committee
  1. Motion to approve the following Board Meeting minutes
    - a. GHNNC March 1, 2022 Board Meeting (See Attached)
  2. Discussion and motion to approve up to \$400 for 2 Zoom license. The cost per license is \$200. Effective May 1, 2022 DONE will no longer fund this license.
- G. Treasurer Report
  1. Discussion and Motion to approve the February & March 2022 MERs
  2. CAG (Community Advisory Group)
  3. Budget Advocate Report

- H. Planning and Land Use Committee Report
- I. Emergency Preparedness Committee Report
- J. Citywide Issues Committee Report
  - 1. Discussion and proposed action that GHNNC oppose implementation of the proposed Los Angeles Work Place Equity Policy.
  - 2. Discussion and proposed action that GHNNC opposes the proposed Code Of Conduct and be amended by the deletion of the words to affirm and accept in Item 2 to read to have read and further
  - 3. Discussion and proposed action in Item 3: to amend to sign the Code of Conduct affirmation. as follows to have read the Code of Conduct and further
  - 4. Discussion and proposed action to Item #4 amend through addition that a formal appeals process for appeal be developed
  - 5. Discussion and proposed action to delete Item 6 and replace as follows If a Board Member or Committee Member is alleged to have violated significantly Commission's Code of Conduct, the allegation will be submitted to the concerned Board for investigation. When an non-adverse decision is made, a minority report from members of the involved council may be submitted to DONE for reevaluation
  - 6. Discussion and proposed action regarding Item 6b: amend the department shall be the sole to the DONE decision will be evaluated and approved by the Arts, Parks, Health, Education and Neighborhoods Committee before taking effect.
- K. Outreach and Publicity Committee Report
  - 1. Discussion and Motion to approve NPG for \$3,500 for EHR (Environmental Health Review) for community outreach materials. The Outreach is for the purposes of obtaining clinical health evaluations from victims of the October 23, 2015 Aliso Canyon Gas Leak. Results of the evaluations obtained will be provided to support the permanent closure of Aliso Canyon.
  - 2. The GHNNC Earth Day Free DocuShred Event is Saturday April 23, 2022 from 9:00am-12:00pm. All GHNNC board members are requested join this great community event and support the Outreach and Publicity Committee.
  - 3. The New Speaker Series
  - 4. Community updates
- L. Public Safety Committee Report
- M. West Valley Neighborhood Alliance on Homelessness Representative Report
- N. Small Business Representative Report
- O. Faith-Based Representative Report
- P. Student Representative Report
- Q. Board Member Announcements
- R. Adjournment

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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 our scheduled meeting or at our website [www.ghnnc.org](http://www.ghnnc.org). In addition, if you would like a copy of any record related to an item on the agenda, please contact the Council at 818 923-5592.

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, assisted 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).

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RECONSIDERATION AND GRIEVANCE

#### **AB 361 Updates -**

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#### A. Call to Order, Roll Call, Pledge of Allegiance

Roster						
Board Member	Present	Absent	Board Member	Present	Absent	
Alfredo Castillo	X		Nathan Lee	X		
Alvin Waters Jr.	X		Oscar Jimenez	X		
Brian Allen	X		Rahim Kazi	X		
Chris Coyle	X		Ralph Kroy	X		
			Robert Moore	X		
Danitza Pantoja	X		Sid Gold	X		
Graham Czach	X		Thomas Hartfield		X	
Jason Lester	X					
Keren Waters	X		Stakeholders			

#### B. Comments from CD 12, LAPD Senior Lead Officers, Elected Official Reps, Government Agencies (Limited to three minutes) (Comments made by Tessa Charnofsky and Vallecia and Diana Oganessian (ASM Valladares office, Jessica Guzman; field rep assemblywoman Diaz and Tara Vahdani(BD3)

- C. Public Comment on agenda and non-agenda items (Limited to two minutes). **(7:32pm comments made)(Clements for controller, John Horn-GHSNC)**
- D. President **(COMMENTS MADE)**
  - 1. Committee Motions for Board action
  - 2. Guidelines on how NCs are to host candidates running for an office
  - 3. Discussion and Motion to approve a CIS supporting the council file (21-1465) if amended, to include reinstatement of ordinance 8502, to allow the towing of recreational vehicles, as mentioned on 2/23/2022 at City Council (See Attached).**(Discussion made: Votes: unanimous 14 votes)**
- E. Executive Committee
  - 1. Motion to approve the following Board Meeting minutes
    - a. GHNNC February 1, 2022 Board Meeting (See Attached) **(Sid Gold votes to approve, Rahim Kazi 2nds Votes: Unanimously passes: 14 Votes)**
- F. Treasurer Report
  - 1. Discussion and Motion to approve the January 2022 MER **(Report made by Brian Allen: Discussion made: Votes: Yes: Motion Passes unanimously)**
  - 2. There is no February 2022 MER report as it will be issued post the March 1, 2022 meeting.
  - 3. CAG (Community Advisory Group) **(Report and update made by Brian Allen)**
  - 4. Budget Advocate Report **(report made by Brian Allen Meeting in June)**
- G. Planning and Land Use Committee Report **(Update made by Danitza Pantoja)**
- H. Emergency Preparedness Committee Report
- I. Citywide Issues Committee Report **(Report and Update made by Sid Gold)**
  - 1. Discussion and moved that GHNNC oppose mandatory training for members of NC Planning and Land Use Management Committees and Further moved that each neighborhood council develop its own qualifications to become a member of PLUM Committee**(Discussion made: Votes: Yes: 14...passes Unanimously)**
  - 2. Discussion and motion that GHNNC opposes the draft proposal prepared by Board of Neighborhood Commissioners (BONC) and Further moved that the BONC support to return to previous policy of attestation by Board members and Further moved that each Neighborhood council develop its own approved method of managing Code of Conduct violations committed by its Board, Committee and/ or stakeholders.(See Attached)**(Discussion made: Votes: Motion was made to take this to committee by Brian and 2<sup>nd</sup> by Keren Waters( Votes: Unanimously 14 votes Motion Moves to committee Oscar and Sid will work on such endeavor Possibly the 3<sup>rd</sup> Wednesday)**
  - 3. Discussion and motion that GHNNC contact Council Member John Lee and advise him to initiate a Council File that Los Angeles City Council rescind its actions regarding Whiteman Airport and to propose instead that Whiteman Airport shall remain open for its activities. CF-2021-21-0002-S13 (11-24-2020) **(Discussion made: Votes: Yes: 14 Unanimous motion passes)**
  - 4. Discussion and motion that GHNNC communicate to the City Ethics Commission and City Attorney to open an audit to assess that the attendance at the National Football League Championship and Super Bowl games of any of the following: Los Angeles officials: City Council Members. City Mayor, City Controller, City Attorney, City Department Heads and City Appointed Commissioners, was in compliance with the Brown Act.**(Discussion made: motion to move motion back to committee by Robert Moore 2<sup>nd</sup> by Brian Allen( Votes: Yes:10 No: 3 Abstain: 1 Motion passes to move back to committee)**
- J. Outreach and Publicity Committee Report **(report made by Keren Waters:**
  - 1. Please mark your calendars for our Earth Day shred event Saturday, 4/23/2022 at St. Euphrasia parking lot.
- K. Public Safety Committee Report
  - 1. Discussion and Motion for DOT to install No Parking signs between 2am - 6am for large vehicles over 7' high and 22' long on the north and south side of Rinaldi Ave. from Aliso Canyon to Zelzah Ave.**(report made by Nathan Lee: Discussion made; Votes: YES: 14 Unanimously passes.)**
  - 2. Discussion and Motion for DOT to install No Parking signs between 2am - 6am for large vehicles over 7' high and 22' long on the north and south side of Rinaldi Ave. from Aliso Canyon to 405 freeway. **(Discussion made: Votes: Motion passes unanimously)**
  - 3. Discussion and Motion requesting increased LAPD police enforcement of right-turn only signage in third lane of northbound Balboa Blvd at Woodley Ave., where three lanes merges into two lanes (See Attached) **(Discussion made: Votes: YES: Unanimously Passes.)**
  - 4. Discussion and Motion for DOT to install no left turn sign onto Balboa Blvd. from Sesnon Blvd. Sesnon Blvd. needs to be marked as no left turns from between 4-7 p.m. (See Attached) **(Discussion made: Votes: YES: Unanimously motion passes 14 votes)**
- L. West Valley Neighborhood Alliance on Homelessness Representative Report **(Report and updates made by Graham Czach)**
- M. Small Business Representative Report **(Nothing to report per Brian Allen)**
- N. Faith-Based Representative Report **(Report made by Ralph Kroy, Ralph Thanked Keren for helping out with the Tongan relief efforts with Lees office.)**
- O. Student Representative Report **(Nothing to report)**
- P. Board Member Announcements **(announcements made)**
- Q. Adjournment **(Meeting adjourned)**

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**DRAFT**

**CITY OF LOS ANGELES  
WORKPLACE EQUITY POLICY**

**Draft Date: October 2, 2020**  
Effective XX/XX/2020



# DRAFT

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## INTRODUCTION

### **Statement of Values:**

The City of Los Angeles is steadfast in its mission to maintain a professional, equitable, and inclusive workplace to cultivate an environment where diverse employees and applicants experience equity of opportunity for personal and organizational success.

The City recognizes that a workforce of individuals with diverse personal backgrounds, ideas, talents, and experiences facilitates an opportunity for each individual to make a unique contribution to the workplace and to provide superior and equitable service to all of the communities of Los Angeles.

The City is committed to protecting the right of employees and applicants for employment to be free from unlawful, inequitable, and unprofessional treatment in the workplace.

### **Purpose:**

The City of Los Angeles (City) Workplace Equity Policy (Policy) is established to preserve the dignity and professionalism of the workplace and to encourage equity within the diverse City workforce. This Policy consolidates existing City policies and documents outlining expectations of behavior and standards of conduct pertaining to an equitable and civil workplace. This Policy also outlines key procedures for reporting and addressing prohibited conduct.

### **Policy:**

All City employees and other specified individuals covered by this Policy are expected to act and communicate with others in a manner that is appropriate for an equitable and inclusive working environment.

All City employees and other specified individuals covered by this Policy are responsible for understanding and conducting themselves in accordance with this Policy, as well as all applicable local, State, and federal laws.

# DRAFT

## SCOPE OF COVERAGE

### 2.1 Who Is Required to Comply with This Policy

All City employees and certain other individuals covered by this Policy are responsible for understanding and abiding by this Policy.

#### 2.1.1 Definition of “Employee” under This Policy

For the purposes of this Policy, “employee” includes any individuals occupying positions in the classified civil service, paid interns, contract employees (persons providing services pursuant to a contract in the workplace), and employees exempted from civil service under the provisions of the City Charter (including, but not limited to, elected and paid appointed officials).

#### 2.1.2 Definition of “Supervisor” under This Policy

For the purposes of the Policy, “supervisors” include any employee, regardless of job description or title, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, or discipline other employees, or having the responsibility to direct them, or to adjudicate their grievances, or effectively to recommend these actions, if exercising this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

#### 2.1.3 Other Individuals Covered by This Policy

Unpaid interns, fellows, and volunteers (e.g., Neighborhood Council board members, and unpaid commissioners) are protected from Harassment, Sexual Harassment, Hazing, Bullying, and Inequitable Conduct, as defined in this Policy.

Job applicants are protected from Discrimination, Harassment (including sexual), and Retaliation with regard to their application for employment with the City.

### 2.2 When and Where This Policy Applies

This Policy prohibits discrimination, harassment, retaliation, bullying, hazing, and other inappropriate conduct in the workplace, during working hours, and/or at work-related events. The City also reserves the right to take appropriate corrective action against potential Policy violations occurring in an environment or under circumstances with a nexus to the workplace. These environments or circumstances may include, *but are not limited to*:

- at work-related conferences
- at City sponsored volunteer activities, meetings or events
- at council, committee and commission meetings or events
- in “the field”
- before or after working hours (including during breaks)
- online (whether or not during working hours)
- at “off-duty” events when interacting with other City employees, contractors, and/or volunteers (including social events such as “happy hours,” retirement parties, holiday

# DRAFT

celebrations, etc.)

This Policy also prohibits employees from using any technology, communication system, or equipment, regardless of whether City-issued, personal, or otherwise, whether used online or offline, to deliver, display, store, forward, publish, circulate, or solicit material in violation of this Policy. The technology, communication systems, or equipment referenced in this subsection may include, *but are not limited to*, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, or other communication devices.

## **2.3 Consequences for Violation of This Policy**

All individuals covered by this Policy individuals covered by this Policy are responsible for understanding and conducting themselves in accordance with this Policy and its related Workplace Equity Complaint Procedures. Failure to do so will result in prompt and appropriate responsive administrative action which may include, but is not limited to, counseling, education and training, oral or written warnings, written reprimands, suspension, demotion, discharge, or removal (e.g. Policies of the Personnel Department, Section 33.2).

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## EQUITABLE WORKPLACE

### 3.1 Equitable Workplace Standards

City Policy prohibits harassment or discrimination on the basis of any Protected Category, or sexual harassment, retaliation, and other inappropriate conduct based on a Protected Category or protected activity. These activities interfere with the City's goals of maintaining a diverse, equitable, inclusive, and productive workplace.

Protected Categories under this Policy include:

- Acquired Immune Deficiency Syndrome (AIDS) or the Human Immunodeficiency Virus (HIV) Status
- Age (40 and over)
- Ancestry
- Color
- Disability - Mental or Physical
- Domestic Violence Victim Status
- Ethnicity
- Gender, Gender Expression and/or Gender Identity
- Genetic Information (including family medical history)
- Marital Status
- Medical Condition (cancer and genetic characteristics)
- Military and Veteran Status
- National Origin (including but not limited to language use restrictions)
- Race (including natural hair texture and/or protective hairstyles)
- Religious Creed (including but not limited to religious dress and grooming practices)
- Sex (including but not limited to pregnancy, childbirth, breastfeeding, and related medical conditions)
- Sexual Orientation
- Any Protected Category under local, state (California), or federal law

This Policy also includes protections for individuals perceived as being a member of one of the Protected Categories and individuals associated with members of the Protected Categories.

The City prohibits conduct in violation of this Policy and will respond promptly and effectively to reports of potential Policy violations. This response includes action to stop, prevent, correct, and where appropriate, to discipline any individual who engages in any conduct that violates this Policy.

The definitions of conduct prohibited by this Policy may be different than those used in legal proceedings in courts of law. Consequently, no legal conclusions can or should be drawn from decisions associated with this Policy and its related administrative procedures.

# DRAFT

## **3.2 Conduct Prohibited Under This Policy**

### **3.2.1 Discrimination**

For the purposes of this Policy, discrimination is the unequal treatment of one or more employees or applicants in any aspect of hiring or employment because of the employee(s') actual or perceived Protected Category(ies).

Discrimination may include, *but is not limited to*, one or more instances of the following:

- granting or withholding promotional opportunities due to an employee's race, disability, sexual orientation, etc.
- recommending or instituting discipline against one or more employees because of their religion, national origin, age, etc.
- declining to hire an applicant because of their sex, marital status, veteran status, etc.
- requiring different work appearance, dress, and grooming standards based on sex, gender/gender identity, gender expression, religious beliefs, etc..
- making employment decisions about individuals related to their natural hair texture or wearing protective styles such as braids, locs, twists, and knots

### **3.2.2 Harassment**

For the purposes of this Policy, harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more employees or applicants (by any individual, including both City employees and third parties) because of their actual or perceived Protected Categories.

Harassment can include, *but is not limited to*, one or more instances of the following:

- posting, sending, forwarding, soliciting, or displaying in the workplace any offensive materials, documents, or images that are or could reasonably be perceived as racist, sexist, ableist, ageist, or as targeting any protected group
- using epithets, slurs, or degrading words or names related to a Protected Category
- making jokes related to a Protected Category
- making comments or gestures about a person's physical appearance which have a racial, gender-related, disability-related, religious, age-related, or ethnic connotation
- making derogatory comments about religious differences and practices
- offensive or unwelcome conduct or comments targeted at one or more employees because of their Protected Category, even if the content is not about their Protected Category

### **3.2.3 Sexual Harassment**

For the purposes of this Policy, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (by any individual, including both City employees and third parties) which meets any one of the following criteria:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or others; or

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- such conduct could reasonably interfere with the performance of work or create an offensive, intimidating, or abusive working environment.

Sexual harassment may include, *but is not limited to*, one or more instances of the following:

- unwelcome romantic or sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, comments, questions, notes, emails, voicemails, or gifts directed toward another employee (including those initiated between employees engaged in a current or former romantic relationship)
- making sex-, gender-, or sexual orientation-related comments, slurs, jokes, remarks, or epithets
- leering, sexual, obscene, or vulgar gestures
- displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters
- impeding or blocking movement, unwelcome touching, or assaulting others
- reprisals or threats after a rejection of sexual advances
- treating an employee(s) favorably because of sexual or romantic conduct

## 3.2.4 Bystander Harassment

For the purposes of this Policy, bystander harassment occurs when an employee witnesses an incident of unwelcome and offensive, threatening, or abusive conduct, even if the individual engaging in the conduct is unaware of this “bystander” employee’s presence. When an individual (whether a City employee or third party) engages in harassing behavior, they assume the risk that a “bystander employee” may witness the behavior. The City considers bystander harassment as being the same as direct harassment of an employee.

Bystander harassment can include, *but is not limited to*, the following conduct:

- making jokes or comments related to a Protected Category (such as one or more disparaging comments about individuals of a different sex), which are overheard by another employee
- sending an email containing offensive materials to a trusted colleague, which is inadvertently forwarded to or witnessed by another employee
- engaging in one or more acts of physical contact in the workplace that is/are sexual in nature and is/are witnessed by another employee

## 3.2.5 Retaliation

For the purposes of this Policy, retaliation is any adverse employment action or conduct taken against one or more employees or applicants because the employee(s) or applicant(s) engaged in any activity protected under this Policy.

“Protected activities” under this Policy may include, *but are not limited to*:

- reporting or assisting in reporting suspected violations of this Policy
- cooperating in investigations or proceedings arising out of any alleged violation of this Policy
- requesting or receiving a reasonable accommodation for a medical condition or disability, such as medical leave

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- reasonably and in good faith indicating opposition, or taking actions to oppose, discrimination or harassment
- any other kind of opposition to inequitable conduct in the workplace, whether formal or informal

Examples of adverse employment actions or conduct may include, *but are not limited to*:

- conduct or behavior that could reasonably interfere with an individual or individuals' terms and conditions of employment
- conduct or behavior that has the effect of creating an intimidating, hostile, offensive, or abusive working environment for the individual or others
- non-selection for training, promotion, or other coveted position
- discipline, reprimands, loss of pay, transfer, demotion, reassignment, or termination

## 3.2.6 Inequitable Conduct

By way of this subsection, it is the City's intent to identify, address, and prevent misconduct at the lowest possible level.

Inequitable Conduct is any inappropriate conduct based on a Protected Category or protected activity. Inequitable Conduct includes any instance of unwelcome conduct directed at one or more employees or applicants, that is committed by any City employee, because of the employee(s)' or applicant(s) actual or perceived Protected Category(ies) or protected activity(ies). Similarly unwelcome conduct that is sexual in nature may also violate this Policy.

Inequitable Conduct may be similar in nature to conduct defined as discrimination, harassment, sexual harassment, and retaliation under this Policy, although to be considered Inequitable Conduct, it will be lesser in severity.

Inequitable Conduct may include, *but is not limited to*, one or more instances of the following, depending on the context in which it occurs:

- Microaggressions (indirect, subtle or unintentional verbal or behavioral conduct that communicates hostile, derogatory, or negative attitudes toward protected categories)
- Stray remarks
- Hostilities in vocal tone and body language
- Sexual innuendo



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## CIVIL WORKPLACE

### 4.1 Civil Workplace Standards

Certain behaviors, including hazing, abusive conduct, bullying, and other types of discourteous and unprofessional conduct interfere with the City's goals of fostering a civil, safe, professional, and productive work environment. The City prohibits such conduct and will respond promptly and effectively to reports of potential Policy violations. This includes action to stop, prevent, correct, and when appropriate, discipline any conduct that violates this Policy.

### 4.2 Prohibited Conduct

#### 4.2.1 Hazing

Hazing is any action taken, or situation created, that is meant to (or in some cases may unintentionally) cause embarrassment, degradation, discomfort, or ridicule, and that may cause emotional and/or physical harm to an individual or individuals. Hazing typically occurs as a rite of passage or involves peer pressure. Actions may be considered hazing, regardless of individual(s) willingness to participate in such activities.

Hazing consists of a broad range of potentially harmful behaviors or activities that show disregard for another person's dignity or well-being. Hazing often involves engaging in illegal, harmful, demeaning, or dangerous acts that are not consistent with City policy and the performance of job-related activities. Even when these behaviors do not appear overtly harmful (i.e., where the participants appear to engage in them willingly), they may constitute hazing if they might cause humiliation or be perceived as demeaning or degrading. The determination of whether any particular conduct constitutes hazing will depend on the circumstances and context in which that activity occurs. Hazing activities or behaviors do not have to be related to any Protected Category to violate this Policy.

For the purposes of this Policy, hazing may include *but is not limited to*:

- unnecessary physical and/or psychological shocks
- forced, unnecessary exertions
- engaging in pranks or horseplay
- requiring employees to engage in stunts or buffoonery
- degrading or humiliating games and activities
- the inappropriate application of substances to the body of another (including forced eating or drinking)

#### 4.2.2 Abusive Conduct / Bullying

For the purposes of this Policy:

**Abusive Conduct** is verbal, physical, electronic, or other behavior *by a supervisor, directed at one or more subordinates* that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate business interest of the workplace.

**Bullying** is verbal, physical, electronic, or other behavior *directed at one or more employees within a peer group* that demeans, intimidates, or humiliates or could

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reasonably be considered hostile, offensive, and unrelated to a legitimate business interest of the workplace.

Abusive conduct and bullying consist of a broad range of behaviors, which may be subtle or overt. In most circumstances, abusive conduct or bullying consists of repeated or multiple incidents, over a period of time. The determination of whether a particular act constitutes abusive conduct or bullying will depend on the circumstances and context in which that act occurs.

Abusive Conduct and/or Bullying can take the form of:

- inappropriately directing profanity or shouting at another person
- criticizing a person, their opinions, or actions persistently, with malice, or without a legitimate business reason
- belittling a person's opinions persistently, especially in the presence of others
- deliberately sabotaging or impeding a person's work
- tampering with a person's work equipment or personal belongings without legitimate reason
- spreading malicious rumors, gossip, or innuendo
- sending via email or text, posting, or sharing online, objectively negative, harmful, false, or derogatory content about someone else, including the sharing of personal or private information about someone else and thereby causing embarrassment or humiliation
- excluding or isolating someone consistently
- intruding on a person's privacy by spying or unreasonably pestering

A single incident of bullying may constitute a violation of this Policy where it interferes with the performance of work, or creates a working environment unfavorable to productive work.

Conduct that reflects a supervisor engaging in reasonable and appropriate behavior to monitor, direct, evaluate, or hold an employee accountable to their duties is *not* prohibited by this subsection.

**Note:** Employees who make threats or engage in confrontational behavior, possess and/or use weapons (without authorization) on City property or on the job, or engage in actions on the job or on City property intended to destroy property or to inflict bodily injury represent a potential Workplace Violence threat. Such behavior must be brought to the attention of a supervisor and/or the employing department's Workplace Violence Coordinator, and/or to the City's Threat Assessment Team. Refer to the City's Workplace Violence Policy for guidance in handling these matters.

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## REPORTING POTENTIAL POLICY VIOLATIONS

Any City employee (as defined in section 2.1.1 of this Policy) who believes they have been subjected to or learns of conduct that potentially violates this Policy has the right to, and is encouraged to, without interference, report the potential violation of the Policy to any of the following:

- online at MyVoiceLA.org
- to a City supervisor (as defined in section 2.1.2 of this Policy)
- to a departmental Workplace Equity Officer, Sexual Harassment Counselor, LGBTQ+ Counselor, Disability Specialist, or Human Resources (HR) representative
- to the Personnel Department - Office of Workplace Equity

Employees may also report to any external non-discrimination enforcement agency, such as the California Department of Fair Employment and Housing ([www.dfeh.ca.gov](http://www.dfeh.ca.gov)) or the federal Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)).

Any City employee has the right to report any potential violation(s) of this Policy – even if they were not the primary ‘target’ of the potential violation(s) – if they witnessed the potential violation(s) or have reason to believe that a potential violation has occurred.

City employees are not required to confront the person alleged to have violated the Policy before filing a report on the potential violation of the Policy.

### **5.1 Right to Report Anonymously**

Any City employee may report potential Policy violations anonymously *unless* the employee is a supervisor reporting an incident as part of their supervisory duties. A reporting party’s anonymity will be protected to the greatest extent possible; in some cases investigations of anonymous reports may result in investigative staff, or other involved parties, becoming aware of the identity of the reporting party.

### **5.2 Right to Report Irrespective of Incident Date**

Under this Policy, incidents may be reported regardless of how much time has passed since the incident and will be investigated to the greatest extent possible. Supervisors reporting as part of their job duties should report in a timely manner, as discussed below.

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## DUTIES AND OBLIGATIONS UNDER THIS POLICY

### 6.1 Supervisor Duty to Report Potential Policy Violations

All City supervisors have a **duty** to report potential violations of the Workplace Equity Policy through **MyVoiceLA.org**. Supervisors are responsible for knowing how to report according to the City's Workplace Equity Complaint Procedures. When submitting a report through MyVoiceLA.org on behalf of another employee, supervisors must:

- include approximate date(s) and description(s) of the potential Workplace Equity Policy violation(s)
- identify key involved parties and witnesses
- detail any responsive action taken by the supervisor
- include their own contact information

#### 6.1.1 Timeframe for Supervisor Reporting

Supervisors must report any potential Policy violation **as soon as practically possible** (usually within 48 hours of being notified of the potential Policy violation).

#### 6.1.2 Scope of Supervisor Duty to Report

Supervisors must report **any and all potential Policy violations** they become aware of. Supervisors shall not discourage or refuse to accept reports of violations of this Policy for any reason, nor may supervisors decline to report as required by this Policy – even when the reporting party requests that no action be taken, or where the supervisor does not personally regard the report as reasonable, timely, significant, or true. Supervisors are also required to fulfill their reporting duties regardless of whether any of the parties involved are direct subordinates of the supervisor or in the supervisor's chain of command.

Failure by any supervisor to carry out these duties may be cause for discipline. For this reason, it is recommended that any supervisor who is unsure whether a Policy violation has occurred report the incident through the City's Workplace Equity Complaint Procedures.

### 6.2 Supervisor Duty to Prevent and Stop Violations

All City supervisors have a **duty** to maintain an equitable workplace (free from harassment, discrimination, retaliation etc.). To fulfill this duty, supervisors must take appropriate action to prevent and stop any harassment, discrimination, retaliation, and inequitable conduct in the workplace. Supervisors should consult with their management and/or human resources staff to ensure compliance with this Policy.

Supervisors may also seek advice from the Office of Workplace Equity on reporting and/or addressing potential Policy violations.

### 6.3 Employee Duty to Cooperate in Equity Investigations

All City employees have a duty to cooperate with Equity Investigations. Failure to cooperate in an Equity Investigation may result in disciplinary action.

# CITY OF LOS ANGELES CALIFORNIA

## BOARD OF NEIGHBORHOOD COMMISSIONERS

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President

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Vice President

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**ERIC GARCETTI**  
MAYOR

NEIGHBORHOOD COUNCILS  
**EMPOWER LA**  
Department of  
NEIGHBORHOOD EMPOWERMENT

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**RAQUEL BELTRÁN**  
GENERAL MANAGER

[www.EmpowerLA.org](http://www.EmpowerLA.org)

**July 19, 2021**

**TO:** President Eli Lipmen, Members of the Board of Neighborhood Commissioners

**FROM:** Raquel Beltrán, General Manager

**SUBJECT:** Proposed Amendments to the Code of Conduct Policy

### **BACKGROUND:**

Over the years, the Board of Neighborhood Commissioners became aware of a rise in relationship and board dynamic challenges involving Neighborhood Council board members and stakeholders. Particularly alarming were challenges reaching acute levels of concern. Increasingly, board member and stakeholder public testimony at Commission meetings, requested action be taken to provide Neighborhood Councils with policies and implementing rules that would make it possible resolve these challenges. In 2018-2019, the Board of Neighborhood Commissioners initiated a process to review policies related to board conduct, engagement, and leadership development. The policies selected were adopted or revised between 2016 – 2019. They included the Leadership Orientation (2020-01), Censure (2020-03), Removal (2020-04), and the Code of Conduct (2014-2(2)) policies.

Through a town hall engagement review process, the Commission started with the Censure and Removal policies. These two policies were revised in March and April 2020 respectively. A new Leadership Orientation Policy was adopted in February 2020.

On March 3, 2020, the Board of Neighborhood Commissioners adopted a motion calling for amendments to the Commission's Code of Conduct Policy. The action was deemed necessary to provide additional language and updates to the Commission's Code of Conduct Policy. Two members of the Commission were appointed to an Ad Hoc Committee to work with the Department to prepare draft amendments to the Policy. They include Commissioners Len Shaffer and Quyen Vo-Ramirez.

### **SUMMARY:**

In partnership with the Commission's Ad Hoc Committee, the Department led a Neighborhood Council Code of Conduct Work Group of City Department leaders with neighborhood council experience. They set out to review current policy, implementing procedures and processes, and current and anticipated City policies. The Work Group members included representatives of the Personnel Department's Division, the City Attorney's Labor Relations and Neighborhood Council

Advice Divisions, and EmpowerLA's Leadership Team. Additionally, the Work Group included representatives of the City of Los Angeles Civil, Human Rights, and Equity Department (LA Civil Rights). EmpowerLA is grateful to these seasoned professionals for their dedication to this project.

The Work Group began meeting in October 2020 on an accelerated schedule. They met twice a month to review the Code of Conduct Policy's history, the [City of Los Angeles Draft Workplace Equity Policy](#), and the numerous authorities representing the regulatory framework of the Neighborhood Council System. The Work Group presents these proposed amendments as reasonable considerations necessary to address the escalating incidents of acts that do not comport with the City of Los Angeles's expectations for representatives of City employees, advisory bodies, commissions, and volunteers. The draft amendments advance the mission, desired characteristics, and foundational mandates of the Neighborhood Council System.

**FISCAL IMPACT:** Staff time required to oversee and manage the administration of the Code of Conduct and related proceedings.

**REQUESTED ACTION:**

The Ad Hoc Committee and Department of Neighborhood Empowerment respectfully request the Commission:

1. Approve the attached DRAFT amendments to the Code of Conduct Policy adopted in 2018 solely to circulate to the Neighborhood Council System for education, discussion, and comment.
2. Approve the Department's Neighborhood Council and City Department review schedule:
  - a. Include the DRAFT Code of Conduct Policy Amendments on the Commission's agenda once per month until the conclusion of the review schedule.
  - b. Maintain a report on comments and community impact statements filed on the DRAFT Code of Conduct Policy Amendments on the Commission's webpage.
  - c. Administer a minimum of four workshops (two weekday evenings and two weekends) to introduce the DRAFT Code of Conduct Policy Amendments and to respond to questions. Weekday workshops will be held on a Monday - Thursday evening when Neighborhood Councils are not having regular board meetings.
  - d. After the review period, the Department will summarize the most commonly asked questions and comments.
  - e. At the conclusion of the review period, the Department will prepare a summary of the most commonly asked questions and comments.
3. At the end of the review period, the Department's report will include recommended amendments to regulatory authorities that guide administration of the Neighborhood Council System, including but not limited to the Los Angeles Administrative Code (which incorporates portions of the Plan for a Citywide System of Neighborhood Councils) and Commission Policy(ies).
4. As a courtesy, once revisions to the Code of Conduct Policy have been approved, the Department will return to the Commission and present the procedure the Department will follow to implement the new Code of Conduct Policy. The presentation shall include how the Department proposes to:
  - a. Support Neighborhood Councils with the application of the policy to Committee Members,
  - b. Assist Neighborhood Councils with roster management, including that of Committee Members in compliance with the policy,

- c. Clarify the steps Neighborhood Council will be expected to take to address Code of Conduct issues,
  - d. Provide resources to assist Neighborhood Councils in their efforts to manage board dynamic challenges to avoid the necessity to suspend or remove Board and or Committee Members,
  - e. Manage Neighborhood Council rosters and compliance notification.
5. Once revisions to the Code of Conduct have been approved and the implementing procedures developed, the Department will hold workshops for Neighborhood Council Board and stakeholder Committee members to review expectations.

**PUBLIC COMMENT:** Community Impact Statements and letters filed are available on the Commission's EmpowerLA webpage.

**CONCLUSION:**

The proposed amendments to the Board of Neighborhood Commissioners Code of Conduct Policy are consistent with the envisioned desired characteristics of the Neighborhood Council System and values expressed in current Mayoral Executive Directives. These amendments provide clear guidelines of expected behavior in the Neighborhood Council System.

The recommendations include a well-defined process to involve Neighborhood Councils and their stakeholders in a notice of proposed rule-making comment period. By advancing a transparent and inclusive process, the Ad Hoc Committee and Department believes Neighborhood Councils will be more likely to integrate the final version of the Code of Conduct Policy into the Neighborhood Council System's meeting and decision-making culture.

Respectfully,



---

**Raquel Beltran, General Manager**  
**Department of Neighborhood Empowerment**

**NEIGHBORHOOD COUNCIL BOARD MEMBER  
CODE OF CONDUCT POLICY  
2021-1**

WHEREAS, on June 19, 2020, Mayor Eric Garcetti issued Executive Directive No. 27 calling for efforts to ensure fairness, diversity, equal opportunity, and transparency in City government;

WHEREAS, the Board of Neighborhood Commissioners (the Commission) adopted a Code of Conduct Policy in 2016 and an amended Code of Conduct Policy in 2018, to govern the conduct of Neighborhood Council members;

WHEREAS, the Workplace Equity Policy protects volunteers, including Neighborhood Council board members from harassment, sexual harassment, hazing, bullying, and inequitable conduct, as defined in the Workplace Equity Policy, thus superseding and/or expanding the type of conduct encompassed by the Commission's current Code of Conduct policy;

WHEREAS, the Commission has long recognized that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good social responsibility, increases Stakeholder attendance and supports community engagement;

WHEREAS, the Commission recognizes that improper conduct may occur within the Neighborhood Council System, the Commission expects Board Members and Committee Members (including stakeholders serving on committees) to conduct themselves in a manner in keeping with the Commission's Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

WHEREAS, Section 902 (b) of Article IX of the City Charter provides that the Commission "shall be responsible for policy setting and policy oversight and the promulgation of rules and regulations but not be responsible for day to-day management;

NOW, THEREFORE, BE IT RESOLVED that the Commission amends the Code of Conduct policy to implement and administer the [City of Los Angeles Draft Workplace Equity Policy](#).

NOW, THEREFORE, IT IS FURTHER RESOLVED that the Commission amends the Code of Conduct POLICY NUMBER: 2014 2(2) to say:

**POLICY NUMBER: 2021-(1)**

1. Neighborhood Council Board Members and Committee Members are required to affirm acceptance of this policy (Exhibit "A") in the manner established by the Department. Neighborhood Council Board Members and Committee Members shall reaffirm acceptance of this policy every two years. This policy and the City's Workplace Equity Policy apply regardless of whether or not a Board Member or Committee Member has affirmed acceptance.
2. The Neighborhood Council shall have the responsibility for informing stakeholder and board Committee Members of their obligation to affirm and accept this policy as a condition of committee service. Maintaining a record of their completion shall be the responsibility of the Neighborhood Council.

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER



3. Newly elected, selected, appointed or re-elected Neighborhood Council Board Members and Committee Members shall have a grace period of 30 days from the date the board member begins assuming their duties and responsibilities to comply with this policy as indicated in Item #1. Neighborhood Council Boards shall be responsible for informing appointed board and committee members of their responsibility to sign the Code of Conduct affirmation. Board Members and Committee Members should consult the applicable funding guidelines to determine their eligibility to vote on funding matters.
4. In such circumstances where a Neighborhood Council Board Member or Committee Member fails or refuses to comply with item #1, the Department shall proceed to suspend the Board Member or Committee Member from their Neighborhood Council. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council or Committee.
  - a. The Department shall notify the Board Member (or Committee Member) of their suspension by sending a letter to their last known email address and/or physical mailing address.
  - b. The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member (or Committee Member).
5. If within 30 days of being suspended the Neighborhood Council Board Member or Committee Member does not comply with the provisions of item #1 above, they shall be removed as a Neighborhood Council Board Member or Committee Member by the following procedures:
  - a. The Department will notify the individual of their removal by sending a letter to their last known email address and/or mailing address.
  - b. The Department will also notify the Board by email and/or First-Class U.S. mail regarding the removal of the Board Member or Committee Member and that the Board Member or Committee Member's seat or position shall be considered vacant.
  - c. Any Board Member [or Committee Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole and final decision maker.
6. If a Board Member or Committee Member is alleged to have violated either the City's Workplace Equity Policy or the Commission's Code of Conduct, the Department, with written approval from the General Manager, may immediately suspend the Board Member or Committee Member for a period of up to 90 days. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council Board or Committee and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council Board or Committee.

The Department will notify the Board Member or Committee Member of their suspension by sending a letter to their last known email address and/or mailing

- a. The Department will also notify the Board by email and/or First Class U.S. mail regarding the suspension of the Board Member and that the Board Member's position shall not be deemed vacant during the suspension period.

- b. The Department shall be the sole decision-maker with respect to a suspension. The Board Member or Committee Member may not appeal the suspension decision.
  - c. The Neighborhood Council shall retain its authority to remove Committee Members for failure to affirm this policy or for failure to adhere to its provisions.
- 7. The Department may petition the Commission to remove the Board Member for a violation of the Workplace Equity Policy or this Policy pursuant to the process for Declaring a Board Vacancy in Los Angeles Administrative Code 22.810.1(e)(3).

**ATTACHMENT A**

1. Neighborhood Council Board Members and Committee Members shall conduct themselves in a professional and civil manner.
2. This Policy and the City's Workplace Equity Policy apply at all times and locations referenced within Section 2.2 of the City's Workplace Equity Policy, including at all Neighborhood Council meetings, events, activities, online and at social events when interacting with City employees, contractors, and Neighborhood Council Board Members, Committee Members and volunteers.
3. Neighborhood Council Board Members and Committee Members shall promote and, if necessary, enforce a safe and equitable environment. If other Board Members or Committee Members become disruptive or violate the Code of Conduct or the City's Workplace Equity Policy, Neighborhood Council Board and Committee Members have agreed to abide by, Board Members and Committee Members should demand that the offending Board Member or Committee Member conduct themselves in a respectful and orderly manner. In the absence of the board taking action to do so, employees of the Department may intercede to do so.
4. By signing this document, I affirm that I have received, read, and understand the Code of Conduct. I acknowledge that I have been informed of the expectation to abide by the Code of Conduct at the time of my appointment or election to the Board. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct, I may be subjected to suspension and/or removal from my Neighborhood Council Board.

I also understand that if I am found to have violated the signed Code of Conduct, I may be subject to censure and/or removal by my Neighborhood Council board and suspension and/or removal by action of the Department.

---

**SIGNED**

---

**DATE**

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Granada Hills North NC

**SECTION I - APPLICANT INFORMATION**

1a) Environmental Health Research 87-1494754 California 7-1-2021  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 12821 Woodley Ave. Granada Hills Ca. 91344  
*Organization Mailing Address* *City* *State* *Zip Code*

1c) \_\_\_\_\_  
*Business Address (if different)* *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Andrew Krowne 818-383-3673 andrew@ehrusa.org  
*Name* *Phone* *Email*

2) **Type of Organization- Please select one:**

☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions)  
 Attach Signed letter on School Letterhead Attach IRS Determination Letter

3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable)* *City* *State* *Zip Code*

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**

Informational Support to individuals who have been hurt by local environmental conditions. EHR was established due to a need to address impact to human and pet health from the Southern California Gas Company's, Aliso Canyon Gas Storage Field Well Blowout. Due to the lack of attention paid to the worst disaster of its kind in US history, EHR is picking up the effort and pursuing a patient-centric clinical health study of the Community of the San Fernando Valley. The goal is to determine the level of impact to the health of the community and provide that information to the residents in support of their ability to better manage their own health.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

With funds received from your NC, EHR will establish various outreach activities. Such activities may include informational Flyers, Surveys, and Meetings. All activities will be used to inform the community of the environmental dangers and status existing in the community from the Aliso Canyon Gas Blowout. Evaluation of information acquired from this outreach will be not only be provided to the public but used to help guide a long term health study aimed at identifying any specific health concerns the community may be subjected to in the future, from the Aliso Canyon Gas Well Blowout Disaster. EHR fully believes that the best use of their time and funds is in the protection of society from environmental conditions. Therefore, we hope you will feel that there is no better use, of a portion of your funds, than to provide your community with knowledge that may help them deal with and protect their future health concerns, given they currently have or should they incur future health issues Caused by this disaster.



**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Community Outreach through Flyers, Surveys, and meetings	\$ 3,500.00	\$ 3,500.00
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes If Yes, please describe:

<b>Source of Funding</b>	<b>Amount</b>	<b>Total Projected Cost</b>
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3,500.00

10a) Start date: 05/01/22 10b) Date Funds Required: 05/01/22 10c) Expected Completion Date: 06/30/22  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☐ No ☒ Yes If Yes, please describe below:

<b>Name of NC Board Member</b>	<b>Relationship to Applicant</b>
Brian Allen	

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☒ Yes ☐ No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Andrew Krowne  
PRINT Name

President  
Title

Signature

3/29/22  
Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Craig Galanti  
PRINT Name

VP - Secretary  
Title

Signature

3.29.22  
Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

ENVIRONMENTAL HEALTH RESEARCH INC  
12821 WOODLEY AVE  
GRANADA HILLS, CA 91344

Date:  
10/21/2021  
Employer ID number:  
87-1494754  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
June 30  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
June 05, 2021  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053621004051

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements