Title: NCWP Board Administrative Assistant Item No. \_\_\_\_\_\_\_

Meeting date: Tuesday, June 14, 2022

Agendized by: Michele Cooley-Strickland

Contact person: Michele Cooley-Strickland

Committee Vote (if appropriate):

Does this item have a fiscal impact on the Neighborhood Council? \_X\_\_ Yes \_\_\_\_ No

Additional documents attached? \_\_\_ Yes \_\_X\_ No

**RECOMMENDATION**:

In order to alleviate the substantially increased administrative requirements on Neighborhood Councils imposed by the Los Angeles Department of Neighborhood Empowerment / Empower LA, it is recommended that the Neighborhood Council of Westchester/Playa hire a part-time administrative assistant to aid the NCWP Executive Committee — and principally the President — in completing tasks associated with the business of the NCWP. This motion allows for a budget not to exceed $250 per month.

**BACKGROUND**:

Over the past several years, new and more demanding administrative and technical duties have been required of Board members, all of whom are volunteers. The additional requirements associated with virtual meetings have compounded the challenge. The greatest burden falls on the Executive Committee and Committee Chairpersons, but none more so than Neighborhood Council Presidents. As the upcoming year will be an election year, Board demands will be at their highest. It is thereby recommended that an administrative assistant is hired to assist the NCWP President and Executive Committee in completing administrative and technical duties associated with their roles.

**DISCUSSION**:

This idea has been discussed informally with several members of the Executive Committee.

### FISCAL ANALYSIS:

This expense would be requested as a part of General Operating Budget for the 2022-2023 fiscal year in an amount not to exceed $250 per month.

**ATTACHMENTS**: None

### MOTION:

That the Neighborhood Council of Westchester/Playa support the proposal to hire a part-time administrative assistant to aid the NCWP Executive Committee — and principally the NCWP President — in completing tasks associated with the business of the NCWP in an amount not to exceed $250 per month.