

ERIC GARCETTI
MAYOR

March 3, 2014

Honorable Members of the City Council
c/o City Clerk
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Mr. James Herr to the Human Relations Commission for the term ending June 30, 2016. Mr. Herr will fill the vacancy created by Rudy Espinoza, who has resigned.

I certify that in my opinion Mr. Herr is qualified for the work that will devolve upon him, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink that reads 'E. Garcetti'.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: James Herr
Commission: Human Relations Commission
End of Term: 6/30/2016

Appointee Information

1. **Race/ethnicity:** Asian Pacific Islander
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 13 - East Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** M.B.A. from Loyola Marymount University
7. **Occupation/profession:** Program Officer, California Community Foundation
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

| Name | APC | CD | Ethnicity | Gender | Appt date | Term ends |
|--------------------------|--------------|----|------------------------|--------|-----------|-----------|
| Agrama, Jehan F. | Central | 4 | Other | F | 17-Jul-06 | 30-Jun-14 |
| Boorstin, Leni I. | South Valley | 2 | Caucasian | F | 27-Jul-98 | 30-Jun-14 |
| Cruz Takash, Paule | West LA | 11 | Latina | F | 22-Feb-06 | 30-Jun-14 |
| Dela Cruz-Viesca, Melany | South Valley | 4 | Asian/Pacific Islander | F | 29-Oct-08 | 30-Jun-16 |
| Delahoussaye, Yasmin | North Valley | 12 | African American | F | 22-Dec-06 | 30-Jun-16 |
| Espinoza-RESIGNED, Rudy | East LA | 14 | Latino | M | 22-Jun-12 | 30-Jun-16 |
| Fernandez, Evelina | Central | 14 | Latina | F | 11-Aug-06 | 30-Jun-16 |
| Furumoto, Li'i Isoko | North Valley | 7 | Other | F | 16-Dec-11 | 30-Jun-12 |
| Haggins, Kristen M | Central | 5 | African American | F | 25-Sep-12 | 30-Jun-16 |
| Khalsa, Nirinjan S. | West LA | 5 | Other | M | 06-Aug-04 | 30-Jun-16 |
| Rohman, Keith | East LA | 14 | Caucasian | M | 01-Jul-06 | 30-Jun-14 |

James E. Herr

SUMMARY OF QUALIFICATIONS:

Seasoned philanthropy and corporate community relations professional with twelve years of progressive experience in: strategic grantmaking processes, employee volunteer programs and other employee-based development programs, community outreach/public relations, fundraising and non-profit development, corporate outreach to diverse communities, external communications, employee communications, development and management of leadership development, budgeting and reporting, program development and management, public speaking and speech writing, press relations and talent relations

EXPERIENCE:

California Community Foundation, Los Angeles, CA – 5/2013 – present

Program Officer

- Serve as the lead program officer for the Arts Portfolio responsibility includes: Core Operating for small to mid-sized, community-based arts organizations; CCF Fellowship for Visual Artists; and Building Equity in the Arts capitalization and finance consulting for arts non-profits. Program officer for the transition Aged Youth portfolio focusing on supportive programs for youth aging out of foster care or probation systems. Program team member for Preparing Achievers for Tomorrow focusing on sports, recreation and music programs for youth in South Los Angeles.

The Boeing Company, CA and AZ – 4/2008 – 5/2013

Sr. Manager Global Corporate Citizenship—Western Region

- Serve as the lead regional executive for Global Corporate Citizenship issues in California and Arizona, covering over 30,000 employees.
- Manage a team of Community Investors who look for opportunities to create strong vibrant communities by developing important external relationships as well as engaging employees in volunteer programs.
- Manage weekly, monthly and quarterly internal communications and reports for senior management and employees as well as ad hoc communications around issues and events impacting employees.
- Work with Government Relations to advise on issues public policy issues related to the Company's charitable investments and to help educate elected officials on the strategies.
- Develop region-wide and site-specific internal and external communications strategies to leverage community investments; build support from local communities and stakeholders, and encourage employee support for community activities.
- Represent company regionally and nationally on company issues related to public policy in STEM and Arts Education, the Environment and Employee Volunteerism.
- Manage a \$6 million charitable and sponsorship budget for the department.
- Developed new and innovative processes for community-needs analysis, strategic investment planning and grantmaking bringing together internal and external stakeholders.
- Doubled the amount of dollars invested in the environmental sector through a variety of outreach methods including a detailed RFP process engaging both internal and external stakeholders in the selection process.
- Lead local GCC integration with Government Relations and Communications
- Advise the Boeing Employee Community Fund (ECF) to help engage employees in support of the Fund as well as to assist ECF with fundraising, investment strategies and leveraging opportunities.

James E. Herr

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Film Independent, Los Angeles, CA – 11/2007 – 4/2008

Director of Diversity

- Responsible for creating the Center for Diverse Filmmaking at Film Independent—a research, employment services and talent development center—to help increase diversity in the film and television industries
- Conduct fundraising activities to fund the Center and provide grants to emerging artists
- Work with government agencies, public officials and the private entertainment sector to help advocate for increased awareness of the need for programs that develop unique and diverse voices
- Speak on panels pertaining to diversity and arts development
- Represent the organization at local and national functions such as film festivals and conventions
- Provide guidance and support for Film Independent’s own internal diversity initiatives
- Organize special events—job fairs/recruiting events, screenings, artist receptions, etc.

Sony Pictures Entertainment, Culver City, CA -- 12/1997 – 9/2007

Manager, Corporate Social Responsibility

- Managed corporate philanthropy and community outreach, employee matching gift program, employee volunteer program, a cultural outreach program to employees and the community and diversity initiatives.
- Reviewed grant requests and make site visits to community organizations to assess needs and possible opportunities for SPE support
- Developed and managed strategic relationships with community organizations and diversity development organizations and programs.
- Pursued opportunities for corporate partnerships with organizations and special events
- Represented the company on various community boards and public functions
- Published two monthly employee newsletters
- Developed and manage large-scale events for the company including Sony Global Volunteer Day and SPE’s children’s holiday outreach
- Developed a program of mentoring opportunities for employees called “Passing the Torch,” partnering with local and national organizations
- Served as a liaison to culturally diverse communities throughout Los Angeles
- Created a program of monthly cultural events for employees including on-lot gallery exhibitions, screenings, speaker series and ticketed opportunities to attend events
- Managed internal and external communications surrounding corporate philanthropic outreach including: board briefings, CSR reports, senior executive briefings, press releases, press inquiries and internal employee communications
- Supported public relations efforts with respect to charitable outreach surrounding national and international releases of motion pictures titles
- Represented the company at business and state/local government functions
- Previously worked in corporate development office—motion picture finance; corporate accounts payable

Seventh Market Place/Citicorp Plaza Los Angeles, CA -- 10/1996 - 7/1997

Marketing Manager

- Managed tenant relations program for downtown business office along with 40-unit retail complex
- Coordinated public relations with downtown business district and press releases for downtown news outlets
- Coordinated promotional campaigns for retail complex

EDUCATION:

Loyola Marymount University, Los Angeles, CA (2002)

Master's of Business Administration with an emphasis in Marketing Management

Temple University, Philadelphia, PA (1993)

Master's of Liberal Arts

Temple University, Philadelphia, PA (1989)

Bachelor of Arts in Economics with a minor in Political Science
Studies in General Science/Physics Education

Additional Development Opportunities

- Boeing Senior Management Leadership Program
- LEAN+ Training
- Southern California Leadership Network—Leadership Southern California (2006)
- GCS Korean Leadership Exchange (2007)
- National Urban Fellows/University of Kansas—America's Leaders of Change Fellowship (2011)

AWARDS:

2011 Los Angeles Area Chamber of Commerce Volunteer of the Year

“Partner of the Year Award”—Big Brothers Big Sisters of Greater Los Angeles

“Corporate Partner of the Year Award”—Exceptional Children's Foundation

“Outstanding Volunteer Organization”—Association of Fundraising Professionals

“Service Above Self”—Stuart Ketchum Downtown YMCA

MEDIA:

“50 for Fifty” Blog highlighting volunteer opportunities in Los Angeles.

AFFILIATIONS:

Current or Ongoing

Liberty Hill Foundation—Board of Directors, Finance Committee, Fundraising Committee

Southern California Leadership Network—Board of Directors, Vice Chair

Boardmember Los Angeles Unified School District Bond Oversight Committee

Co-chair of the Los Angeles Chamber of Commerce Education and Workforce Development Committee

CaliforniaVolunteers Business Partner Council

Visual Communications—Board of Directors (on leave)

AFFILIATIONS:

Previous

East West Players: Board of Directors

Film Independent: Advisory Board Project: Involve Diversity Initiative

Visual Communications: Programmer—VC Filmfest/Los Angeles Asia Pacific Film Festival

Los Angeles Corporate Volunteer Council: Core Committee Member

Habitat for Humanity Jimmy Carter Work Project—Los Angeles 2007 Committee

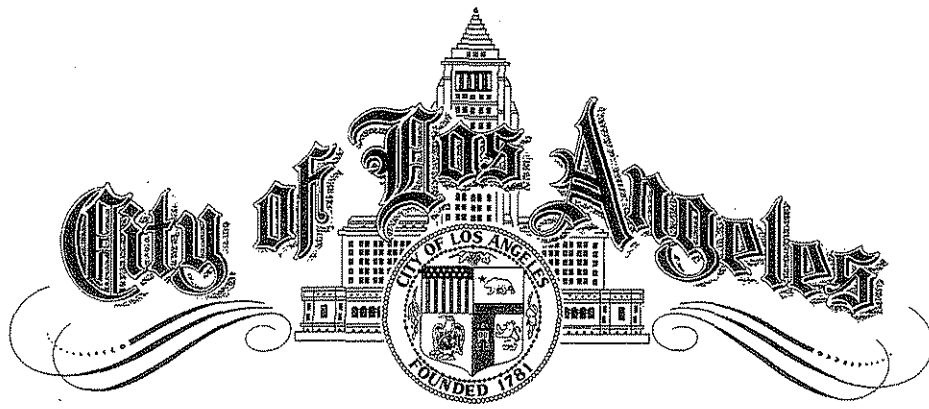
Big Brothers Big Sisters of Greater Los Angeles and the Inland Empire: Big Brother

Habitat for Humanity Los Angeles: Board of Directors

Para Los Niños: Co-Chair of the Los Amigos Council

Entertainment Industry Foundation Grant Allocations Committee and Industry Volunteer Council

Liberty Hill Foundation—Fund for a New Los Angeles Grant Review Committee



ERIC GARCETTI
MAYOR

March 3, 2014

Mr. James Herr

Dear Mr. Herr:

I am pleased to inform you that I hereby appoint you to the Human Relations Commission for the term ending June 30, 2016. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require visiting City Hall. If you require parking during these procedures, please call Justin Gonzalez in my Office at (213) 922-9788 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open and accountable City government possible. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. The division phone number is (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Shannon Prior at the Ethics Commission at (213) 978-1960.

Mr. James Herr
March 3, 2014
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As part of the City Council confirmation process, you will need to meet with Mitch O'Farrell, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Housing Committee. Some time thereafter, you will be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office in Room 395 of City Hall. Cary Gross with the Mayor's staff will assist you during the confirmation process if you have questions.

Commissioners must be residents of the City of Los Angeles. If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Garcetti". The signature is stylized with a large initial "E" and a long horizontal stroke.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Mr. James Herr
March 3, 2014

Nominee Check List

I. **Within three days:**

_____ **Get fingerprinted to complete a background check.**
No appointment is necessary. Bring the Mayor's letter to:
Background Unit of Employment Services Division, Personnel
Department Building, 700 East Temple Street, Room 235, Los Angeles,
California 90012. Phone: (213) 473-9343.

II. **Within seven days:**

Mail, fax or email the following forms to: Cary Gross, Office of the Mayor, Office
of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or fax:
213-978-9719 or email: cary.gross@lacity.org.

_____ **Remuneration Form**
_____ **Undated Separation Forms**
_____ **Background Check Release**
_____ **Information Sheet/Voluntary Statistics**

III. **Within 21 days:**

File the following forms with the City Ethics Commission. *If you are required to
file, you will receive these forms in the mail from that office.*

_____ **Statement of Economic Interest ("Form 700")**
*IMPORTANT: The City Council will not consider your nomination until
your completed form is reviewed by the Ethics Commission.*
_____ **CEC Form 60**

IV. **As soon as possible, the Mayor's Office will schedule a meeting with you and:**

_____ **Your City Councilmember Mitch O'Farrell** (contact at 213-473-7013).
_____ **Councilmember Gilbert Cedillo, Chair of the Council Committee**
considering your nomination (contact at 213-473-7001).

Staff in the Mayor's Office of External Affairs will assist you with these
arrangements.