



**ERIC GARCETTI**  
**MAYOR**

July 29, 2016

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Rosa Russell to the Human Relations Commission for the term ending June 30, 2020. Ms. Russell's current term expired on June 30, 2016.

I certify that in my opinion Ms. Russell is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Rosa Russell  
**Commission:** Human Relations Commission  
**End of Term:** 6/30/2020

### Appointee Information

1. **Race/ethnicity:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 10 - South Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Human Relations Commission
6. **Highest level of education completed:** Southwest Junior College, Los Angeles City College, West Los Angeles City College
7. **Occupation/profession:** Retired
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission:**

Commissioner	APC	CD	Ethnicity	Gender	Appt. Date	Term End
Campos, Daniel	North Valley	7	Latino	M	06-Jun-14	30-Jun-18
Dela Cruz-Viesca, Melany	South Valley	4	Asian Pacific Islander	F	29-Oct-08	30-Jun-16
Herr, James	East LA	13	Asian Pacific Islander	M	03-Mar-14	30-Jun-16
Khalsa, Nirinjan S.	West	5	Other	M	06-Aug-04	30-Jun-16
Morgan-Greene, Courtney	South Los Angeles	10	African American	F	06-Jun-14	30-Jun-16
Rivera-Salgado, Gaspar	West LA	5	Latino	M	06-Jun-14	30-Jun-16
Rothman, Mark	Central	10	Caucasian	M	06-Jun-14	30-Jun-18
Boorstin, Leni I.	South Valley	2	Caucasian	F	27-Jul-98	30-Jun-18
Tovar, Irene	North Valley	7	Latina	F	06-Jun-14	30-Jun-18

# **ROSA M. RUSSELL**

## **SKILLS**

- Computer Literate – Microsoft Word and Excel, Internet
- Customer Service
- Public Relations/Outreach
- Government Relations

## **EDUCATION**

Graduated from David Starr High School

Attended – Southwest Jr. College, Los Angeles City College, and West L.A. City College.

## **PROFESSIONAL EXPERIENCE**

Project Coordinator Assistant

October 2003 to May 2010

Tom Bradley Youth and Family Source Center

Community Development Department, City of Los Angeles

- Management of the daily center operations
- Budget Analysis
- Database Management
- Outreach – schools, churches and other Community-based organizations
- Community Liaison for non-profit agencies

Senior Citizens Deputy

June 1987 to June 2003

Councilman Nate Holden, 10<sup>th</sup> Council District

Los Angeles City Council

- Liaison between the Council District's Senior Citizen Residents and the Council Office
- Coordinate services to the Senior Citizen constituents of the 10<sup>th</sup> District
- Collaborated with the Bureau of Street Maintenance and Bureau of Sewer Maintenance under the Public Board of Works Department involving dispensing information to the constituents regarding their concerns of tree trimming, pot holes, recycling program, and sewer lining from their home to the street.
- Ombudsman for Senior Citizen services in the City, County, State and Federal agencies
- Advocate for Senior/Section 8 Housing in the 10<sup>th</sup> District

Community Service Representative September 1978 to June 1987

Councilman David Cunningham, 10<sup>th</sup> Council District

Los Angeles City Council:

- Interface with Community-based organizations
- Liaison between City departments and Community-based organizations
- Management of constituent complaints, concerns and inquiries, also provide follow up and resolution

### **VOLUNTEER & COMMUNITY SERVICE AWARDS**

Received the "SHero" Award from Senator Curren Price –May 8, 2012

The Volunteer of Year Award from the California State Democratic Party –April, 2013

President Tenth District Women's Steering Committee – Jan., 1998 to Jan., 2008

Board of Directors Center of Health Care Rights for seniors - Sept., 2000 to present

Elected member of the Los Angeles County Democratic Central Committee – July, 2000 to present.

Executive Board of Trustee for the New Frontier Democratic Club – March, 2008 to present.

Executive Board Member Mid City Chamber of Commerce – June, 1996 to 2008

President for the Advisory Council Retired Volunteer Program for Seniors - 2008 to 2011.

Chair of the 54<sup>th</sup> Assembly District Democratic Club -2012 to present

Served as Convenor for the Los Angeles County Democratic Party -2015

President of the Los Angeles Human Relations Commissioner – 2015 to present



**ERIC GARCETTI**  
**MAYOR**

July 29, 2016

Ms. Rosa Russell

Dear Ms. Russell:

I am pleased to inform you that I hereby reappoint you to the Human Relations Commission for the term ending June 30, 2020. 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 Claudia Luna in my Office at (213) 978-0621 to make arrangements for you.

To begin the reappointment 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.

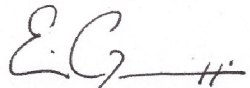
As part of the City Council confirmation process, you will need to meet with Herb J. Wesson, Jr., your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your reappointment will be considered by the Housing Committee. Sometime thereafter, you will be notified by the committee clerk when your reappointment 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. Claudia Luna will assist you during the confirmation process if you have questions.

Ms. Rosa Russell  
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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", with a horizontal line extending to the right and a small mark at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Rosa Russell  
July 29, 2016

### Nominee Check List

#### I. Within seven days:

Mail, fax or email the following forms to: Claudia Luna, Office of the Mayor, Office of Intergovernmental Relations, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: Claudia.Luna@lacity.org.

\_\_\_\_\_ **Remuneration Form**

\_\_\_\_\_ **Undated Separation Forms**

\_\_\_\_\_ **Background Check Release**

\_\_\_\_\_ **Commissioner Information Sheet/Voluntary Statistics**

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

\_\_\_\_\_ **Your City Councilmember Herb J. Wesson, Jr.** (contact at (213) 473-7010).

\_\_\_\_\_ **Councilmember Gilbert Cedillo, Chair of the Council Committee considering your nomination** (contact at (213) 473-7001).

Staff in the Mayor's Office of Intergovernmental Relations will assist you with these arrangements.