



ERIC GARCETTI
MAYOR

May 16, 2014

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Rosa Russell to the Human Relations Commission for the term ending June 30, 2016. Ms. Russell will fill the vacancy created by Li'i Isoko Furumoto, whose term has expired.

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,

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Rosa Russell
Commission: Human Relations Commission
End of Term: 6/30/2016

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:**
6. **Highest level of education completed:** Southwest Junior College, Los Angeles City College, West Los Angeles City College
7. **Occupation/profession:**
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	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
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
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
Rohman, Keith	East	14	Caucasian	M	01-Jul-06	30-Jun-14

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, 10th 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 10th District
- Collaborated with the Bureau of Street Maintenance and Bureau of Sewer Maintenance under the Public Board of Works Department involving dispending 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 10th District

Community Service Representative September 1978 to June 1987
Councilman David Cunningham, 10th 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.



ERIC GARCETTI
MAYOR

May 16, 2014

Ms. Rosa Russell

Dear Ms. Russell:

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.

Ms. Rosa Russell
May 16, 2014
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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 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 "Eric Garcetti". The signature is stylized and cursive.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Rosa Russell
May 16, 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 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 External Affairs will assist you with these arrangements.