



ERIC GARCETTI  
MAYOR

October 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. Melba Culpepper to the Board of Recreation and Parks Commissioners for the term ending June 30, 2016. Ms. Culpepper will fill the vacancy created by Kafi Blumenfield, who has resigned.

I certify that in my opinion Ms. Culpepper 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 blue ink that reads "E. Garcetti".

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Melba Culpepper  
**Commission:** Board of Recreation and Parks Commissioners  
**End of Term:** 6/30/2016

### Appointee Information

1. **Race/ethnicity:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., California State University, San Francisco
7. **Occupation/profession:** Chief Professional Officer, Boys and Girls Club of Hollywood
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 end
Alvarez, Lynn	South Valley	5	Latina	F	17-Feb-11	30-Jun-17
Blumenfield, Kafi - RESIGNED	South Valley	3	African American	F	02-Dec-13	30-Jun-16
Patsouras, Sylvia	South Valley	3	Latina	F	14-Aug-13	30-Jun-18
Sanford, Misty	East LA	1	Latina	F	02-Dec-13	30-Jun-19
Zuniga, Iris	North Valley	7	Latina	F	02-Dec-13	30-Jun-15

## **MELBA CULPEPPER**

For nearly 20 years, Melba Culpepper has worked with non-profit organizations, helping them to grow and serve the needs of their constituents.

In January 2007, Culpepper was appointed the Executive Director of the Boys and Girls Club of Hollywood, serving 1400 students each year. Culpepper oversees the daily operations of the organization, spearheads fundraising and resource development, and acts as the liaison to government and community agencies. She manages the \$1.2 million annual budget while simultaneously implementing strategic initiatives, including a \$6M facilities expansion project to be completed in the fall of 2015.

Under Culpepper's leadership, the organization has gained local and national recognition for the catalytic role it has undertaken on behalf of the community and its students. During her tenure, Culpepper has introduced new development strategies, governing policies, and leadership initiatives.

Skilled at influencing, inspiring, motivating, and adept at planning, organizing, directing, and evaluating, Culpepper brings experience, knowledge and expertise to her role as Executive Director. Her leadership is demonstrated in her ability to identify and assess the potential of others, originate new approaches, determine goals, and ultimately lead others as they work to fulfill an organization's mission and vision. She was named the 2013 US House of Representatives 28<sup>th</sup> Congressional District Woman of the Year and the City of Los Angeles 2008 Pioneer Woman of the Year.

Prior to joining the Boys and Girls Club of Hollywood, Culpepper was a Director for Stanford Home for Children in Sacramento, where she managed an annual budget of \$1.4 million and was responsible for the development of new programs for children with mental illnesses. Prior to that, she was the Associate Executive Director of the Central YMCA of San Francisco where she managed programming for 3500 members and a budget of \$3 million.

Culpepper has dedicated her entire career to non-profit management, most of which was spent at Ocean Park Community Center as the Associate Director. There, she was responsible for developing numerous programs that continue to provide vital services to various communities in Santa Monica.

Culpepper received a B.A. in Psychology from California State University, San Francisco.



ERIC GARCETTI  
MAYOR

October 16, 2014

Ms. Melba Culpepper

Dear Ms. Culpepper:

I am pleased to inform you that I hereby appoint you to the Board of Recreation and Parks Commissioners 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 Cary Gross in my Office at (213) 978-0621 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.


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As part of the City Council confirmation process, you will need to meet with Tom LaBonge, your Councilmember, and Councilmember Mitch O'Farrell, the Chair of the Arts, Parks, Health, Aging and River 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 Arts, Parks, Health, Aging and River Committee. Sometime 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 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 and written in a cursive-like font.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Melba Culpepper  
October 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 email: cary.gross@lacity.org.

- Remuneration Form**
- Undated Separation Forms**
- Background Check Release**
- Commissioner 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 via email 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 Tom LaBonge** (contact at (213) 473-7004).
- Councilmember Mitch O'Farrell, Chair of the Council Committee considering your nomination** (contact at (213) 473-7013).

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