



ERIC GARCETTI
MAYOR

October 27, 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. Melanie Abe to the Affordable Housing Commission for the term ending June 30, 2018. Ms. Abe will fill the vacancy created by Mario Chavez, who has resigned.

I certify that in my opinion Ms. Abe 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, appearing to read 'E. Garcetti', is written over the printed name.

ERIC GARCETTI
Mayor

EG:dlg

Attachment



COMMISSION APPOINTMENT FORM

Name: Melanie Abe
Commission: Affordable Housing Commission
End of Term: 6/30/2018

Appointee Information

- 1. Race/ethnicity:** Asian Pacific Islander
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 3 - South Valley
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** B.A., Whittier College
- 7. Occupation/profession:** Executive Assistant, Child Development Institute
- 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
Chavez - RESIGNED, Mario	East	14	Latino	M	14-Aug-13	30-Jun-18
Epps, William Saxe	Central	9	African American	M	15-Aug-02	30-Jun-19
Jacinto, Joel	West LA	11	Asian Pacific Islander	M	28-Feb-14	30-Jun-19
Navarro, Pete	East	14	Latino	M	02-Dec-05	30-Jun-16
Pak, Ben	North Valley	12	Asian Pacific Islander	M	18-Apr-14	30-Jun-15
Sotelo, Dalila	Central	14	Latina	F	16-May-14	30-Jun-17
Sullivan, Bryan	South Valley	4	Caucasian	M	28-Feb-14	30-Jun-19

Melanie K. Abe

Education:

Whittier College, Whittier CA – 3.6 GPA

-2010 Ben G. Burnett Award Recipient for excellence and contributions to the Whittier College Department of Political Science

-2010 Senior Contribution award to the Global Cultural Studies Major

Bachelors of Arts Degree -May 2010

- **Majors:** Political Science and Global and Cross Cultural Studies/ **Minors:** Chinese, History

Danish Institute for Study Abroad, Copenhagen, Denmark: European Politics and Society, International Law

Experience:

Child Development Institute

June 2014- Present

-*Executive Assistant*

- Assisted Executive Director in various grant, sustainability, and outreach projects
- Coordinated meetings and appointments between community partners and Executive Director
- Coordinated Board of Director meetings and correspondence

United States House of Representatives, Representative Julia Brownley

August 2013-May 2014

-*Field Representative*

- Managed Member's healthcare portfolio and constituent casework for seniors and federal health policy
- Represented the Member at district events, government meetings, legislative forums and other government bodies at the local, state, and Federal level

United States House of Representatives, Representative Loretta Sanchez

February 2013-August 2013

-*Legislative Aide*

- Handled a diverse legislative portfolio of: Housing, Postal Reform/Issues, Animal Rights, Arts and Humanities, Arts Caucus, Census, Native American Issues, Travel and Tourism and Wildlife Conservation
- Assisted Legislative Director with Member's homeland security portfolio. Worked on issues of port security, border security, cyber security, immigration reform and departmental structure/reorganization
- Drafted Member's talking points, one minute speeches, House Homeland Committee research/remarks
- Took meetings with various organizations/individuals regarding relevant issue areas

United States House of Representatives, Representative Loretta Sanchez

July 2011- August 2013

-*Legislative Correspondent with Legislative Issues*

- Managed constituent mail portfolio using Symfodium SPRY
- Formulated constituent correspondence on various legislative topics and policy related to homeland security
- Generated weekly mail reports for the Member which included a comprehensive breakdown of outgoing/ingoing correspondence

United States House of Representatives, Representative Loretta Sanchez

February 2011-August 2013

-*Staff Assistant*

- Facilitated front office operations and assisted staff in various administrative tasks and appointments for the Member
- Served as intern coordinator
- Organized and planned constituent tours through my role as tour coordinator

United States House of Representatives, Subcommittee on Asia, the Pacific and the Global Environment

September 2010-December 2010

-*Foreign Affairs Asian Pacific American Institute for Congressional Studies Fellow*

- Worked under the direction of Representative Eni Faleomavaega in assisting him in his role as Ranking Member
- Assisted Committee staff in Congressional hearing preparation, research and data compilation
- Assisted in the archiving of Committee material and correspondence
- Gathered and compiled Committee testimony, transcripts and witness biographies

United States Department of State, VCI/CCI Bureau

Summer 2008

-*Intern*

- Assisted staff on various arms control issues including chemical and conventional weapons
- Researched and compiled statistical and analytical data on the Treaty on Open Skies
- Conducting a briefing of the 1999 Vienna Document

Activities and Leadership Experiences:

- U.S. Customs and Border Patrol Congressional Staffer Academy- Tucson, Arizona,- August 2012
- Pi Sigma Alpha Political Science National Honor Society- President- 2009-2010, 2009 Chapter Grant Recipient



ERIC GARCETTI
MAYOR

October 27, 2014

Ms. Melanie Abe

Dear Ms. Abe:

I am pleased to inform you that I hereby appoint you to the Affordable Housing Commission for the term ending June 30, 2018. 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.

As part of the City Council confirmation process, you will need to meet with Bob Blumenfield, 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. 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



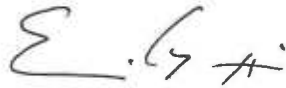
Ms. Melanie Abe
October 27, 2014
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in the City Clerk's Office in Room 395 of City Hall. Cary Gross will assist you during the confirmation process if you have questions.

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. Melanie Abe
October 27, 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. As soon as possible, the Mayor's Office will schedule a meeting with you and:

_____ **Your City Councilmember Bob Blumenfield** (contact at (213) 473-7003).
_____ **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.