



ERIC GARCETTI
MAYOR

September 30, 2016

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Pilar Buelna to the Cultural Heritage Commission for the term ending June 30, 2019. Ms. Buelna will fill the vacancy created by Elissa Scrafano, who has resigned.

I certify that in my opinion Ms. Buelna 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", with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Pilar Buelna
Commission: Cultural Heritage Commission
End of Term: 6/30/2019

Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 1 - East Los Angeles
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:** El Pueblo de Los Angeles Historical Monument Authority
- 6. Highest level of education completed:** Master of Social Work, San Diego State University
- 7. Occupation/profession:** Divisional Director of Social Services, Salvation Army of Southern California
- 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):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Barron, Richard E.	East LA	1	Caucasian	M	30-Jun-21
Irvine, Jeremy	Central	5	Caucasian	M	30-Jun-20
Kennard, Gail	Central	4	African American	F	30-Jun-18
Milofsky, Barry	East LA	13	Caucasian	M	30-Jun-17

PILAR.BUELNA

SKILLS PROFILE

Highly accomplished Senior Executive for the non-profit sector. A strong, results-driven leader dedicated to maximizing services with 100% commitment to consistent project delivery, excellence and fiscal responsibility. Successes include leading and training reports for increased responsibilities, accountability and performance. Strong community knowledge and involvement. Strong relationships in non-profit and government sectors.

EDUCATION

- San Diego State University, Master of Social Work, 1995
- California State University, Northridge, Bachelor of Arts in English, 1992
- California Board of Behavioral Sciences, Social Work License (LCSW), 2002

EMPLOYMENT HISTORY

Salvation Army Southern California, Long Beach, CA 2016 — current

Divisional Director of Social Services

- Oversee social services in five counties: Los Angeles, Orange, Ventura, Santa Barbara and San Luis Obispo
- Responsible for program planning and monitoring, personnel management, contract compliance, quality assurance, evaluation and budgets
- Interface with community collaboratives, and federal/state councils and committees to maintain visibility for the Army and stay abreast of current trends and needs in human services

Executive Director of Los Angeles Metro Social Services 2010 — 2016

- Oversee department that include nine sites, with over 400 staff and \$24 million budget
- Responsible for program planning and monitoring, personnel management, contract compliance, quality assurance and evaluation
- Interface with community collaboratives, and federal/state councils and committees to maintain visibility for the Army and stay abreast of current trends and needs in human services

Associate Executive Director of LA Metro Social Services 2007 — 2010

- Assisted Executive Director of Social Services in the monitoring of programs
- Provided direct supervision to LA County Childcare Director, Family Services Director, Project Coordinator and graduate interns
- Oversaw department's special projects including but not limited to Professional Training, Residential Client Camp, and Seasonal Assistance Program

California State University, Northridge, Northridge, CA

2006 — 2007

Adjunct Professor, Chicano Studies Department

- Developed and managed syllabus materials
- Coordinate coursework and curriculum with academic department chair
- Facilitated class instruction
- Evaluated student performance and final grades

Families In Schools (FIS), Los Angeles, CA

2004 — 2007

Director, Parent Information & Resource Center

- Guided and implemented US Department of Education Federal Grant
- Developed and implemented curriculum for middle and high school transitions to increase parental involvement and student academic achievement in Los Angeles Unified School District (LAUSD) lowest performing schools
- Planned and conducted professional development for teachers, parent educators, and school administrators on topics related to early literacy, parenting, adolescent psychosocial stressors and state accountability systems under the No Child Left Behind (NCLB) legislation

City of Hope National Medical Center, Duarte, CA

1996 — 2003

Medical Social Worker

- Provided direct services to bone marrow transplantation patients and their families, including crisis intervention, grief, bereavement and supportive counseling
- Worked closely with interdisciplinary team consisting of physicians, nurses, hospital staff and community advocates to optimize resources to families
- Assisted in the writing of departmental policies and document formation

**Department of Children and Family Services (DCFS),
Lancaster, CA**

1995 — 1996

Children's Social Worker

- Supervised foster children and prospective adoptive parents
- Provided home studies and adoption recommendation, individual case plan for each child, and court reports
- Collaborated closely with interdisciplinary team of teachers, therapists, foster family agencies, social workers, attorneys and policemen

ACTIVITIES

- Equitas Academy Charter School, *Founding Chair/Board Member*
- El Pueblo de Los Angeles Historic Monument Authority, *Vice President/Commissioner*
- Azusa Pacific University Department of Social Work, *Advisory Board Member*
- Sacred Heart High School Parent Leadership Board, *President*

Biography – PILAR BUELNA

Pilar has extensive experience in the non-profit sector and currently serves as Divisional Director of Social Services for The Salvation Army Southern California. There she provides leadership and direction to social services programs in planning and development, personnel management, contract compliance, budgeting, quality assurance and evaluation. Services under her purview include child care and youth centers, emergency housing for families, transitional housing for veterans, permanent housing for families living with AIDS, mental health, and drug and alcohol rehabilitation.

Prior to her work at The Salvation Army, Pilar worked in the education non-profit sector as the Director of the Parent Information & Resource Center at Families In Schools, with a focus on increasing student achievement through parental involvement. During her tenure there, she worked in partnership with Los Angeles Unified School District (LAUSD) to increase student enrollment in after-school tutoring at schools that did not academically meet Adequate Yearly Progress (AYP). She also led the development and implementation of *Transition to High School*, a program geared to inform parents about the education system and make them partners in the education of their children.

Her experience at Families In Schools made such an imprint, that Pilar continues to be actively involved in education advocacy and is a founding member of Equitas Academy Charter School, located in the Pico Union area where she was raised. Currently, she serves as Equitas' board secretary and is the immediate past founding board chair. Most recently, she joined the Sacred Heart High School Consultative Board and is president of the Parent Leadership Board. This is particularly significant to her because she is an alumna from Sacred Heart where her oldest daughter just graduated from and her other two attend. In September 2013, Los Angeles Mayor Eric Garcetti, appointed her to El Pueblo de Los Angeles Historic Monument Authority, where she is now vice president of the Commission. In January of 2014, she was asked to join the Azusa Pacific University Department of Social Work Advisory Board.

Pilar began her career as a children's social worker with the Department of Children and Family Services (DCFS) and at City of Hope National Medical Center as a medical social worker. She received a Masters in Social Work from San Diego State University, a Bachelor's in English Literature from California State University Northridge, and is a licensed psychotherapist in the state of California.

Pilar was raised in Los Angeles where she currently resides with her husband of twenty-four years, Gabriel, and her daughters, Gabriela, 17; Gema, 15; and Paulina, 14.



ERIC GARCETTI
MAYOR

September 30, 2016

Ms. Pilar Buelna

Dear Ms. Buelna:

I am pleased to inform you that I hereby appoint you to the Cultural Heritage Commission for the term ending June 30, 2019. 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 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 Nicole Enriquez at the Ethics Commission at (213) 978-1960.

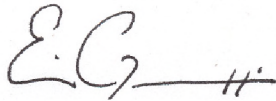
Ms. Pilar Buelna
September 30, 2016
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As part of the City Council confirmation process, you will need to meet with Gilbert Cedillo, your Councilmember, and Councilmember Jose Huizar, the Chair of the Planning and Land Use Management Committee, to answer 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 Planning and Land Use Management 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. Claudia Luna 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", with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Pilar Buelna
September 30, 2016

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: Legislative Coordinator, 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**

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 Gilbert Cedillo** (contact at (213) 473-7001).
- _____ **Councilmember Jose Huizar, Chair of the Council Committee considering your nomination** (contact at (213) 473-7014).

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