



ERIC GARCETTI
MAYOR

October 20, 2017

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Richelle Rae Huizar to the Commission on the Status of Women for the term ending June 30, 2022. Ms. Huizar will fill the vacancy created by Ceri Zamora, who has resigned.

I certify that in my opinion Ms. Huizar 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: Richelle Rae Huizar
Commission: Commission on the Status of Women
End of Term: 6/30/2022

Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 14 - East Los Angeles
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** J.D., University of California, Los Angeles
- 7. Occupation/profession:** Constultant, Vanderford and Ruiz
- 8. Experience(s) that qualifies person for appointment:** See attached biography
- 9. Purpose of this appointment:** Replacement
- 10. Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Term End Date
Bernard-Gibson, Erma J.	Central	10	African American	F	30-Jun-22
Zar, Maryam	West LA	11	Asian Pacific Islander	F	30-Jun-19
Filla, Jackie	West LA	11	Caucasian	F	30-Jun-22
Perlman, Nancy	West LA	11	Caucasian	F	30-Jun-22
Postigo, Jessica	Central	4	Latina	F	30-Jun-19
Hom, Alice	East LA	14	Asian Pacific Islander	F	30-Jun-19

RICHELLE RAE HUIZAR

Richelle Rae Huizar is a long-time advocate for children, youth and families. She has utilized her legal skills for more than 20 years to improve the lives of young people and the communities they live in.

Richelle currently works as a consultant for Vanderford and Ruiz, a mid-sized law firm in Pasadena, California. Previously, Richelle worked as the Development Director for Bishop Mora Salesian College Preparatory, a Catholic high school in the Boyle Heights community of Los Angeles.

Richelle also created and implemented children and family policy for the City of Los Angeles for more than ten years. She first served as a policy director, and then as Assistant Executive Director of the Los Angeles City Commission for Children, Youth and Their Families. Richelle was responsible for a team whose role was to use data and research to drive policy changes, develop innovative community solutions and build lasting partnerships across various government jurisdictions.

Prior to her position with the City of Los Angeles, Richelle had a private law practice focused on adoption, guardianship and family law matters.

Community service is important to Richelle. She serves on the Arts High Foundation Board of Directors, which supports the nationally recognized Los Angeles County High School for the Arts. She is a member of the Board of Directors for Puente Learning Center, an established learning institution that provides essential educational programs for children and adults in Boyle Heights. She is also a founding member of Los Compadres, a philanthropic group that supports Children's Hospital Los Angeles. Previously, she served as a board member on the St. Marianne School Foundation and the Los Angeles County Children's Planning Council.

Richelle has been awarded the Justice Cruz Reynoso Award by the Mexican American Bar Association, the Visionary Award by the National Latina Alliance, and the Inaugural Leadership Award by the Latina Public Service Academy.

She earned her B.A. from the University of California, San Diego and her Juris Doctorate from UCLA School of Law.

Richelle currently resides in the Boyle Heights neighborhood of Los Angeles with her husband José, son Simon Luis, and daughters Emilia Rae, Isabella Rose and Aviana Rose.



ERIC GARCETTI
MAYOR

October 20, 2017

Ms. Richelle Rae Huizar

Dear Ms. Huizar:

I am pleased to inform you that I hereby appoint you to the Commission on the Status of Women for the term ending June 30, 2022. 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.

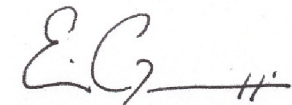
Ms. Richelle Rae Huizar
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As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Immigrant Affairs, Civil Rights, and Equity Committee, to answer 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 Immigrant Affairs, Civil Rights, and Equity 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. G. Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Richelle Rae Huizar
October 20, 2017

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 Jose Huizar**
- Councilmember Gilbert Cedillo, Chair of the Council Committee considering your nomination.**

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