

ERIC GARCETTI
MAYOR

June 6, 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. Courtney Morgan-Greene to the Human Relations Commission for the term ending June 30, 2016. Ms. Morgan-Greene will fill the vacancy created by Kristen Haggins, whom will be removed effective July 31, 2014 or at the time Ms. Haggins' successor is confirmed by the City Council.

I certify that in my opinion Ms. Morgan-Greene 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: Courtney Morgan-Greene
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:** J.D., Loyola Law School
7. **Occupation/profession:** Immigration Attorney, Humberto R. Gray Law Corporation
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	Terms end
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 – EXPIRED TERM	North Valley	7	Other	F	16-Dec-11	30-Jun-12
Haggins, Kristen - REMOVED	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

Courtney A. Morgan

BAR ADMISSION

California, December 2006

EDUCATION

LOYOLA LAW SCHOOL, LOS ANGELES

Juris Doctor, May 2006

Advocacy: Trial Advocacy (Spring 2005)

Juvenile Center for Law and Policy Clinic (2005-2006)

Activities: Black Law Student Association, Secretary/ Academic Chair (2004-2005)

Young Lawyers (Spring 2004), Young Lawyers Co-Coordinator (Spring 2006)

Honors: Dean's Service Award

University of California, Berkeley

Bachelor of Arts, Political Science, Spring 2000

PROFESSIONAL EXPERIENCE

HUMBERTO R. GRAY, A PROFESSIONAL LAW CORPORATION - Los Angeles, CA

Immigration Attorney

September 2006 – Present

- Represent clients in employment and family visa petitions and administrative interviews (Legal Permanent Residency, Naturalization, Asylum) before the Department of Homeland Security
- Represent clients in removal proceedings before the Department of Justice
- Prepare and file Labor Certifications and Labor Condition Applications with the Department of Labor
- Serve as managing attorney, develop and implement case management system, implement immigration law database
- KPFFK Radio Interview: LGBT Immigration (February 6, 2012)

LOS ANGELES COUNTY PUBLIC DEFENDER - Los Angeles, CA

Summer Law Clerk/ Senior Law Clerk

Summer 2005 / Summer 2006

- Interviewed and prepared juvenile clients for arraignments
- Conducted legal research of criminal law and criminal procedure
- Drafted motions, investigation requests and legal memoranda

NAACP LEGAL DEFENSE FUND - Los Angeles, CA

Spring Extern

January 2005 – April 2005

- Conducted legal research on various civil rights issues and drafted memoranda of findings
- Represented NAACP LDF at various community workshops and symposia
- Developed and implemented plaintiff outreach program in a class action settlement

L.A. GAY & LESBIAN CENTER - Los Angeles, CA

Summer Intern

June 2004 – August 2004

- Completed client intake and interviewed clients regarding various legal issues
- Conducted legal research on gay marriage, gay adoption, and gay youth in the foster care system
- Drafted memoranda and legal guides for the L.A. Gay & Lesbian Center and the Alliance for Children's Rights
- Prepared documents such as name changes and temporary restraining orders

THE HABEAS CORPUS RESOURCE CENTER - San Francisco, CA

Litigation Support Assistant

June 2001 – July 2003

- Investigated post-conviction capital habeas appeals
- Researched location of witnesses utilizing various government and public databases, web sites and field investigation
- Interviewed clients on California's Death Row and professional and lay witnesses nationwide
- Drafted, edited and oversaw execution of declarations of interviewed witnesses
- Collected, reviewed and summarized documents including medical records and court files
- Conducted presentations for attorneys regarding document collection and witness interviews

PROFESSIONAL ASSOCIATIONS:

Loyola Law School, Black Alumni Chapter, Co-Founder, Co-Chair (2012-Present)

Women Lawyers Association of Los Angeles, Member (2011-Present)

Beverly Hills Bar Association, Member, (2006-Present)

Black Women Lawyers Association of Los Angeles, Member (2006 – Present)

John M. Langston Bar Association, Member (2006 – Present)

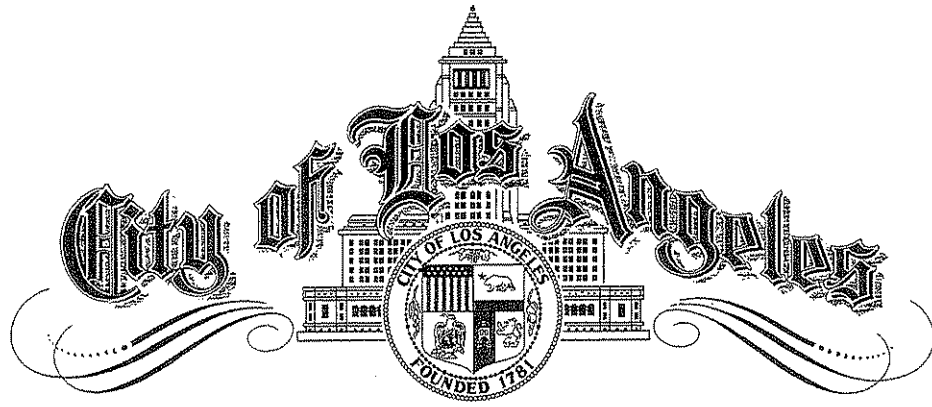
Los Angeles County Bar Association, Member (2006-Present)

SKILLS:

Investigation, LEXIS/NEXIS, Westlaw, WordPerfect, Microsoft Word, Excel, LawLogix, and Power Point

INTERESTS:

Travel, film, music, history, art, food, event planning and literature.



ERIC GARCETTI
MAYOR

June 6, 2014

Ms. Courtney Morgan-Greene

Dear Ms. Morgan-Greene:

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 Cary Gross in my Office at (213) 978-061 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. Courtney Morgan-Greene
June 6, 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 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 stylized flourish at the end.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Courtney Morgan-Greene
June 6, 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**
_____ **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.