



ERIC GARCETTI
MAYOR

June 17, 2022

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Loretta Lopez Herndon to the Commission for Community and Family Services for the term ending June 30, 2026. Ms. Lopez Herndon's current term expires on June 30, 2022.

I certify that in my opinion Ms. Lopez Herndon 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:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Loretta Lopez Herndon
Commission: Commission for Community and Family Services
End of Term: 6/30/2026

Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 10 - Central
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** M.A., Philips Graduate Institute
- 7. Occupation/profession:** Licensed Marriage and Family Therapist
- 8. Experience(s) that qualifies person for appointment:** See attached resume/bio
- 9. Purpose of this appointment:** Reappointment
- 10. Current composition of the commission:**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Noonan, Jesse	East LA	4	Caucasian	F	30-Jun-24
Estrada, Ingrid	South LA	10	Latinx	F	30-Jun-24
Herrera-Robles, Amelia	North Valley	7	Latinx	F	30-Jun-22
Hawthorne, Jacquelynn	South LA	8	African American	F	30-Jun-24
Burrell, Robinne	Central	4	African American	F	30-Jun-24
Herndon, Loretta	Central	10	Latinx	F	30-Jun-22
Leviste, Mariedel	South Valley	3	African American	F	30-Jun-22
Marcus, Deborah	West LA	11	Caucasian	F	30-Jun-22
Maxey, Tara	East LA	1	Caucasian	F	30-Jun-22
Wilson, Jesse	East LA	13	Caucasian	M	30-Jun-22
Dillon, Kelli	South LA	8	African American	F	30-Jun-22
Torres, Benjamin	East LA	13	Latinx	M	30-Jun-24
Pleitez, Rebecca	Central	14	Latinx	F	30-Jun-22
Chang, Carmen	South Valley	2	API	F	30-Jun-24
Rucker-Trapp, Rashad	South LA	8	African American	M	30-Jun-22

Loretta Lopez Herndon, LMFT 83999

LICENSE
NUMBER:
#LMFT83999

California Board of Behavioral Sciences | Licensed Marriage and Family Therapist

VOLUNTEER
WORK

Court Appointed Special Advocate
CASA LA

10/2020 — Present

Court Appointed Special Advocate appointed by a judge to advocate for safety, permanency, physical health and development, mental health, and education for youth in foster care.

Duties include:

- Meeting assigned Youth Monthly and developing a professional relationship to better understand their needs and desires for safety, permanency, and well being.
- Monitor the case by visiting the child a minimum of once per month, or more often as necessary, but to observe whether the child's essential needs regarding safety, permanency, and well-being are met, and whether the judge's orders are being carried out.
- Interview and gather relevant information on all parties involved in the case, including the child.
- Determine if a treatment plan has been created for the child, and whether appropriate services are being provided to the child and family, including reasonable efforts.
- Communicate and coordinate all my intervention efforts with the child's county social worker, attorney, therapist, school, placement staff, foster parent, or other caregivers.
- Participate in any planning or treatment team meetings involving the child in order to keep informed of the child's permanency plan.
- Attend all Court hearings and prepare a written report to the Court on case issues and advocate for decisions to made, in support of the child's best interests.
- Maintain appropriate monthly electronic documentation of records, using CASA LA's case management system, to document monthly visits, interviews held, information gathered, outcomes of appointments, and other communication with parties, monthly case updates and court reports.
- Attend monthly coaching/supervisory sessions with my CASA Advocate Supervisor or Peer Coordinator to whom I am assigned. Maintain regular communication as needed via phone or email contact as needed regarding new developments, problems or concerns about the child or case plan.
- Report any incidents of child abuse or neglect to the CASA Advocate Supervisor or Peer Coordinator to whom I am assigned and appropriate authorities.
- Maintain active involvement in the case until formally relieved from the case by the Court.

City Commissioner -Commission on
Community and Family Services
City of Los Angeles

7/2020 — Present

Appointed by Mayor, Eric Garcetti, of Los Angeles, I serve on a board of 15 Commissioners for the interests of children, youth and their families, and on the administration of the Housing and Community Development Consolidated Plan, including the fulfillment of all legal requirements for public participation related to the Housing and Community Development Consolidated Plan. I am entrusted with making policy recommendations as an advocate for the Los Angeles community.

Antioch University

04/05/2021 — Present

ACTS Clinical Supervisor - Part Time Position

- Responsible for providing remote weekly group supervision to 8 students enrolled in the ACTS clinical program and complete an ACTS supervision form for each student/trainee on a weekly basis.
- Read, comment on, and approve the trainees' case notes in the electronic health record, AZZLY
- Provide support and training on diagnosing, client care, and clinical documentation.
- Available for emergency consultation.
- Responsible for completing an Antioch Evaluation form for each student/trainee at the end of each quarter.
- Responsible for adhering to BBS guidelines of providing supervision, including but not limited to knowing and understanding legal and ethical standards of care, monitor and sign MFT trainee weekly hours, ensure that the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the trainee, address an emergencies that may occur.

Delilu Achievement Homes

02/16/2021 — Present

Quality Assurance Manager

Responsible for ensuring Delilu Achievement Home, STRTP contractual requirements with DMH, DCFS/DPS. Responsible for training staff on how to adhere to client documentation standards consistent with excellent client care, and in compliance with contractual regulatory guidelines. Performs monthly, quarterly, and bi-annual audits. Reviews charts for compliance and accountability. Participates in development of agency training based on needs, and routinely tracks training, billing DMH, and mental health documentation for the agency, following the policies and procedures outlined by the Los Angeles County Department of Mental Health (DMH) for documentation. This position reports to the Executive Team.

Essential Duties And Responsibilities

- Mental Health Training Compliance in accordance with LA County DMH/MHPA guidelines: DMH Events Hub, Relias, and in person training; Recording: PSC, CANS etc.
- Training and Implementation/Development of STRTP/MHPA Mental Health and DCFS/DPS Documentation including but not limited to NSPs, progress notes, assessments, care plans, etc.
- Coordinate training for new staff, clinical and direct care staff, in order to ensure staff success in all job requirements
- DMH/Mental Health Documentation Assistance for Clinical and Direct Care Staff
- Complete monthly audits and prepare client files for DMH reviews and audits.
- Communicate with the Department of Mental Health (DMH) for purposes of client authorizations for specialty mental health (IHBS) and assurance of meeting program MHPA requirements
- Oversee DMH billing requirements and any billing related issues such as billing denials, authorizations, and reports.
- Coordinate and communicate with internal programs in the STRTP and external entities (i.e. DMH, DCFS/DPS) in order to manage resident home assignment and MHPA program enrollment

- Tracking Client/Resident Census (Client Demographic/Service Information)
- Designing and implementing Agency policies and protocols
- Participating in Medication Protocol and Compliance, along with supporting the Medication Support Team.
- Troubleshoot issues around contract compliance/reviews (CAPs) and partner with all levels of employees to identify solutions.
- Ensure agency compliance with policies and procedures, HIPAA, DMH, DCFS/DPS, DCFS Out of Home Care, etc. policies and documentation guidelines and other state/federal regulations related to quality assurance and management.
- Provide as a backup for Head of Service for Staff/Consults Crisis Support (In-Person/Via Email/Teleconference) when needed.

Wellnest Emotional Health &
Wellness, Formerly Los Angeles
Child Guidance Clinic

February 2017 — March 2020

Assistant Director Day Treatment Intensive-Early Intervention and Community
Wellness

Provide overall management and direction to the Early Intervention Day Treatment Intensive Program within the Early Intervention and Community Wellness Division. Reports to the Director of Early Intervention and Community Wellness Division. Responsible for the day to day operations for the Program including but not limited to: management of supervisor staff; development and control of program budgets; ensuring program activities comply with contracts; development and implementation of policies and procedures; active participation in obtaining funds and grants; coordinating or integrating the Program organization; representing and furthering the Program and the organization to the community; provides supervision to supervisor/manager in the respective division.

Duties include:

- Track program data and daily program duties to ensure compliance with DMH guidelines, program contracts and the Clinic's Standards of Effective Care. Manage program census in order to manage the number of clients enrolled to ensure the program is meeting the needs of the community and the program budget.
- Oversee outcome measures to ensure timely completion and submission as well as review quarterly outcome measure reports.
- Oversight of daily program duties including but not limited to: intakes, authorization for services, program census, incident reporting. Manage day to day operations of the Early Intervention Day Treatment Intensive program which includes hiring, scheduling, training, and evaluation to ensure quality service delivery and program compliance.
- Supervision, including reflective supervision to a multidisciplinary team consisting of Mental Health Rehabilitation Specialists, Milieu Aides, Clinical Therapists, and Interns to manage staff accountability, completion of job requirements, professional development and ensure quality services.
- Oversight of trainee's from graduate programs through the communication with graduate schools, supervision and training. Communicate with the Department of Mental Health (DMH) for purposes of client authorizations and assurance of meeting program requirements..
- Outreach to potential referral sources in order to maintain program census

expectations.

- Coordinate and communicate with internal programs (i.e. Access and Outpatient) and external entities in order to manage case assignment and program enrollment.

Wellnest Emotional Health &
Wellness, Formerly Los Angeles
Child Guidance Clinic

October 2013 — January 2017

QMET Associate

Work directly under the Director of Quality Management, Evaluation and Training to ensure quality control in the treatment of 3,000+ clients ages 0-100 (annually) receiving mental health services. Assist in safeguarding agency adherence to goals, state regulations, implementation of DMH policies and procedures and development of annual Quality Management Evaluation Plan.

- Oversee, manage and issue weekly billing reconciliation reports for the following programs: Integrated Service Management, Day Treatment Intensive Program, Life Learning Program for Transitional Age Youth (TAY) and Outpatient Services.
- Assist Billing Department in managing billing discrepancies within electronic health records (EHR).
- Manage employee information in EHR, including entering all new employees, updating user information and tracking staff credentials.
- Principal trainer for monthly new employee trainings for Clinical Therapists, Supervisors, and Psychiatrists in EHR Welligent and Department of Mental Health (DMH) Policies & Procedures.
- Develop, create and update training materials to ensure compliance with DMH policies and procedures, while keeping abreast of changes in DMH documentation, policies and procedures.
- Oversee documentation of Life Learning Program for Family Advocates, Employment Specialist and Consumer Partner through regular co-signing of notes and providing feedback.
- Complete and process medical records and SSA requests.
- Analyze program compliance through quarterly audits and reviews.
- Provide regular reports on compliance, billing, program status and staff to Director of QMET.

Los Angeles Child Guidance Clinic

April 2011 — October 2013

Clinical Therapist

- Provide child and family therapy with at-risk children and adolescents 0-18 in the office, home and community with a caseload of 23-25, with a minimum of 50% of clients requiring Trauma-Focused Cognitive Behavioral Therapy.
- Conduct thorough initial and annual assessments.
- Complete DMH documentation within the required deadlines.
- Coordinate clinical services with a multidisciplinary team made up of staff psychiatrists, family advocates, teachers, and social workers.
- Conduct case presentations to clinical supervisors.
- Comply with clinic's service delivery rate for billing 65% in a 40-hour work week.

St. Joseph Center

September 2005 — March 2011

Program Manager

- Oversee and manage program compliance for a DMH contracted, Social Security payee money management program for adults with severe mental illness.
- Conduct thorough initial intake assessments using the DMH Adult Initial Assessment.

- Provide individual therapy and rehabilitative services to a caseload of 8-10.
- Facilitate weekly meetings and case presentations with case managers and Program Director.
- Provide individual supervision to case managers to ensure client care and documentation compliance.
- Principal trainer for all employees on DMH policies and procedures, program compliance with Social Security Administrations payee rules and regulations, and documentation standards.
- Coordinate clinical and case management services with a multidisciplinary team involving the agency's Homeless Service Center and Senior Services case managers, Social Security, and other community-based programs on issues of clients' money management, housing, mental health, and access to vital resources.

Another Way

2003 — 2006

Trainee/Intern

- Provide individual, group and/or family therapy to adult and child clients affected by domestic violence.
- Manage incoming calls and oversee intakes for services as part of a paid position.
- Conduct initial intake interviews and enrollment.
- Provide progress reports to the applicable courts of law.
- Accomplishments include: creation of a parent-specific therapy group for individuals adhering to court orders overseen by Department of Children and Family Services.
- Meet weekly for group supervision.

Children's Homes of Southern California

2002 — 2005

Program Manager

Supervised the daily operation of five group homes, supervising a total of 50 staff serving male children and adolescents ages 8-18 years old residing six to a house.

- Ensure houses remain in compliance according to standards of Community Care Licensing and Department of Children and Family Services while ensuring consumers live in a safe and secure home environment.
- Advocate for consumers to obtain necessary community resources such as mental health, education, financial, and recreation by collaborating with county social workers, court representatives, psychiatrists and therapists.
- Provide quarterly progress reports to county social workers.
- Conduct intake interview for new consumers and their county social worker.
- Facilitate in service trainings for staff growth and development.
- Interview, hire, and train new employees. Assist with payroll as needed.
- Plan and supervise recreational outings for all five homes, including staff and consumers.
- Coordinate individualized case plans a multidisciplinary team involving house staff, clinic assigned therapists and psychiatrists, and county social workers to ensure proper care for challenging clients with severe mood and behavioral disorders;
- Coordinate transitional care and link clients with securing housing and other essential resources upon reaching age 18 and exiting the program.
- Work collaboratively with educators to assist with each consumer's academic achievement, including advocacy at Individualized Education Plan meetings.
- On call 24 hours to assist staff with crisis intervention.

Children's Homes of Southern California

1998 — 2002

House Manager

Supervise staff of 10, in a group home for six male children placed by the Department of Children and Family Services.

- Ensure compliance with Community Care State Licensing requirements.
- Supervise staff in the provision of quality environment and care of consumers.
- Work directly in providing a safe contained environment to prevent and/or reduce consumer high risk behaviors.
- Document daily behaviors.
- Coordinate individualized case plans with a multidisciplinary team involving house staff, therapists, county social workers and caregivers
- Supervise group recreational outings.
- On call 24 hours during the week to assist staff with crisis intervention.

EDUCATION

MA, Psychology/MFT Program

Phillips Graduate Institute | Encino, CA

BS, Political Science

University of Utah | Salt Lake City, UT

TRAININGS & CERTIFICATIONS

- Reflective Supervision and Practice (Zero to Three) (October 2019)
- Handle With Care Verbal, Basic Physical & Instructor Certification (Handle With Care Behavioral Management System) (August 2018, September 2019)
- Treating Risky & Compulsive Behaviors in Traumatized Adolescents (The Reiss-Davis Child Study Center) (April 2019)
- Promoting Social Emotional Development of Young Children (Training Series for Westside Regional Center) (April 2019)
- Bringing a Reflective Experience to Supervision (The Reiss-Davis Child Study Center, Vista Del Mar Child and Family Services) (2017)
- Child Abuse and Neglect/Safe Surrender/DCFS 101 training (Presented by the Los Angeles County Department of Children and Family Services - 3 hour training) (2015)
- Diagnosing Infants and Young Children Using DC:0-3R and the DSM (Early Intervention Training Institute; 12-hour training) (2015)
- Core Competency: Assessing Infants and Toddlers Using the ICARE Form (Early Intervention Training Institute; 6-hour training) (2015)
- DMH Documentation Training (2015)
- Typical and A-Typical Child Development for 0-5 (Early Intervention Training Institute; 6-hour training) (2015)
- Exploring and Understanding DSM 5 (Los Angeles Child Guidance Clinic; 6-hour training) (2013)
- Trauma Informed Care (Los Angeles Child Guidance Clinic; 8-hour training) (2011)
- MAP: Managing and Adapting Practices (PracticeWise; 40-hour training) (2013)
- Trauma-Focused Cognitive Behavioral Therapy (Certification, California Institute of Mental Health/Medical University of South Carolina) (2012)

REFERENCES

- Nick Maiorino (310) 418-4694 Executive Director Alcott Center

- Karrie Johnston-Feldman, LMFT (310) 283-3765 Assistant Director of Early Intervention Outpatient, Wellnest
- Amelia McConnell, LCSW (574) 229-6512
- Paula Rosenfeld, LMFT (310) 804-4448 (private practice)
- Michelle Villacorte, LMFT (818) 744-1210



ERIC GARCETTI
MAYOR

June 17, 2022

Dear Ms. Lopez Herndon:

I am pleased to inform you that I hereby reappoint you to the Commission for Community and Family Services for the term ending June 30, 2026. 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 contact my Commissions team by email at myr-commissions@lacity.org, to make arrangements for you.

To begin the reappointment process, please review, sign, and return the enclosed Remuneration Form and Undated Separation Letters **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open, and accountable City government possible.

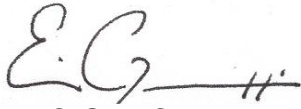
As part of the City Council confirmation process, meetings will be offered to Herb Wesson, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your reappointment will be considered by the Housing Committee. Sometime thereafter, you will be notified by the committee clerk when your reappointment 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.

Ms. Loretta Lopez Herndon
June 17, 2022
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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 "Eric Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:tga

Attachment I
Ms. Loretta Lopez Herndon
June 17, 2022

Nominee Check List

I. Within 7 days:

_____ Email the completed forms, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to: Commissions Team, Office of the Mayor, City Hall – Room 303, 200 N. Spring Street, Los Angeles, CA 90012.

- Remuneration Form
- Undated Separation Letters

II. The Mayor's Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.

_____ Your City Councilmember Herb Wesson

_____ Councilmember Gilbert Cedillo, Chair of the Council Committee considering your nomination