



**ERIC GARCETTI**  
**MAYOR**

August 15, 2022

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. Manuel Flores to the Commission for Community and Family Services for the term ending June 30, 2026. Mr. Flores will fill the vacancy created by Amelia Herrera-Robles, who has resigned.

I certify that in my opinion Mr. Flores is qualified for the work that will devolve upon him, 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:** Manuel Flores  
**Commission:** Commission for Community and Family Services  
**End of Term:** 6/30/2026

### Appointee Information

1. **Race/ethnicity:** Latinx
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 7 - North Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Executive Director, North Valley Caring Services
8. **Experience(s) that qualifies person for appointment:** See attached resume/bio
9. **Purpose of this appointment:** Appointment

### 10. Current composition of the commission (excluding appointee):

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
Vacant					30-Jun-26
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-26
Vacant					30-Jun-26
Marcus, Deborah	West LA	11	Caucasian	F	30-Jun-26
Vacant					30-Jun-26
Wilson, Jesse	East LA	13	Caucasian	M	30-Jun-26
Dillon, Kelli	South LA	8	African American	F	30-Jun-26
Torres, Benjamin	East LA	13	Latinx	M	30-Jun-24
Vacant					30-Jun-26
Chang, Carmen	South Valley	2	API	F	30-Jun-24
Rucker-Trapp, Rashad	South LA	8	African American	M	30-Jun-26

## **Manny Flores Jr.**

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### Work History

North Valley Caring Services, North Hills, CA                      April 2015 – Present

Executive Director 2020 to Present

Volunteer Coordinator 2015

Community Liaison 2016

- Program creation implementation
- Implementation of collective cooperative of social services
- Managing first responders during COVID stay at home order.

Door Hollywood Network, Hollywood, CA                      May 2014 - Current

#### *Board Member*

- Create and conduct DOOR events including fundraisers, promotional ventures and community projects.
- Share life experience testimonials concerning imprisonment, gang violence, racism, substance abuse, and over all criminal activity.
- Educate participants on the systemic problem of "homelessness," and the consequences of gentrification on people of color.
- Lead group discussions on various topics relating to sub-groups in Hollywood
- Host visiting groups and dignitaries.
- Present the Hollywood DOOR Program at community conferences and Educational Institutions.
- Supervise staff of associates and resident assistants.

SHARE! Self Help, Los Angeles, CA                      March, 2015 - July 2015

#### *Outreach/ Housing Specialist*

- Make initial contact with persons that are homeless.
- Secure housing for persons that are homeless.
- Facilitate initial homeowner - tenant agreements on behalf of SHARE! program participants.
- Establish and cultivate relationships with other agencies that house the homeless.
- Delegate responsibilities to volunteer staff.

California Department of Corrections and Rehabilitation – Blythe, CA

February 2011 - May, 2013

#### *Inmate Minister*

- Prepare and deliver sermons to Level IV inmate population
- Teach weekly bible studies to Ironwood State Prison inmate population
- Counsel inmate population on various issues including drugs, gangs, anger management, and Christian doctrine.
- Delegate responsibilities to Elders, Deacons, and Committee Heads
- Coordinate with Prison Warden, Facility Captain, Lieutenants, Sergeants, Correctional Officers, and Volunteers.
- Lead bilingual self-help and life-skills groups including anger management, conflict resolution, and self-determination.
- Facilitated arbitration and mediation amongst inmates and supervised disciplinary actions.
- Served as a bilingual translator (Spanish/English).

## Education

Associate of Arts: Sociology, Current (2009-Current)

Coastline Community college - Fullerton, CA

I only need to complete a Math course to get my A.A. (Expect to finish 2016)

Thornwell Presbyterian Seminary- San Diego CA ( Expect to finish 2016)

M.Div

The Urban Ministry Institute TUMI (Prison Fellowship/World Impact Seminary Program) 2014

References available upon request



**ERIC GARCETTI**  
MAYOR

August 15, 2022

Dear Mr. Flores:

I am pleased to inform you that I hereby appoint 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](mailto:myr-commissions@lacity.org), to make arrangements for you.

To begin the appointment 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. Further, Mayor's Office policy requires all potential commissioners to be fingerprinted as part of the background check. The Commissions Team will assist in connecting you with the Personnel Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your Commission, 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 at 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 by email at [nicole.enriquez@lacity.org](mailto:nicole.enriquez@lacity.org).

Mr. Manuel Flores  
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As part of the City Council confirmation process, meetings will be offered to Monica Rodriguez, your Councilmember, and Councilmember Gil 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 in the City Clerk's Office in Room 395 of City Hall.

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:tga

Attachment I  
Mr. Manuel Flores  
August 15, 2022

### Nominee Check List

**I. Within 7 days:**

\_\_\_\_\_ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

\_\_\_\_\_ Email the completed forms, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto: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. 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**

**III. 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 Monica Rodriguez

\_\_\_\_\_ Councilmember Gil Cedillo, Chair of the Council Committee considering your nomination