



KAREN BASS
MAYOR

March 21, 2023

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Lisa Vasquez to the Commission for Community and Family Services for the term ending June 30, 2024. Ms. Vasquez will fill the vacancy created by Robinne Burrell, whom I removed effective May 5, 2023 or at the time Ms. Burrell's successor is confirmed by the City Council.

I certify that in my opinion Ms. Vasquez 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 black ink that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Lisa Vasquez
Commission: Commission for Community and Family Services
End of Term: 6/30/2024

Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 10 - South LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master of Business Administration, University of the Southwest
7. **Occupation/profession:** Sr. Manager IT Business Operations, Kaiser Permanente
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):**

Lisa Vasquez
MBA, ACUE, PMP, CSM

Professional Summary

More than 15 years' experience leading and delivering major innovations and initiatives in healthcare, education, entertainment, and financial services, for fortune 100 companies.

Experience

Kaiser Permanente (Southern California Permanente Group) 2018 - Present

Sr. Manager IT Business Operations

- Lead and develop the Program Management Office (PMO) and Mobility Teams
- Implementation of standard methods and processes supporting successful delivery of projects and initiatives
- Develop strong resources supporting project coordination, analysis, consulting, and project management
- Vendor management

California State University Los Angeles – College of Professional and Global Education 2019 - Present

Associate Professor

- Project Management and Custom Programs

Molina Health Care

Sr. Program Manager – Consultant

- Enterprise Information Management Continuous Improvement
- Big Data Initiatives Consulting and Guidance of Self-Directed Agile Teams
- Multi-State Health Plan Report Migration and SSRS 2016 and Conversion to Self Service Power BI

UCLA Extension - Department of Engineering and Technology 2014 - 2018

Instructor

- Project Management - Custom Programs - International
- Program and Portfolio Management
- Fundamentals of Project Management
- Risk Management for Project Management

City of Hope

Sr. Program Manager – Consultant

2017 - 2018

- Responsible Program Management of Information Security Initiatives

St Joseph's Heritage Healthcare

2015 - 2017

Sr. Program Manager - Consultant

Management and Implementations Include:

- ICD10 Remediation Occupational Health - Systoc Occupational Medicine Electronic Medical Record System implementation
- Multi-Site Clinical Office Automation Pilot - Device Self Check-In automation for select family practice locations for patient privacy form acknowledgements, demographic updates, insurance validation co pay collection and integration electronic medical record and billing systems integration
- Multi-Site Urgent Care Automation - Automation of southern California region urgent cares implementing ClockwiseMD office check-in, on-line urgent care reservations and web, email and text patient wait notifications across multiple healthcare domains and reporting
- Cozeva Implementation Supporting - Quality Performance and Value Based system implementation supporting –IHA, P4P, Reporting and Scheduling, Active Directory integration

Children's Hospital, Los Angeles

Sr. IT Project Manager

2012 – 2017

- Consulting and management of ambulatory, acute, administrative, and financial, HR, driven projects at every cost level including EMR and ERP integration with Cerner, McKesson, and PeopleSoft
- Vendor, budget, and contract management
- Responsible for top of the house projects and programs including financial and revenue cycle business transformation initiatives including system evaluation and enhancement of McKesson and Cerner systems

UCLA Medical Group
Sr. Consultant

2009 – 2011

Initiatives

- Management of a multi-million-dollar managed care system implementation project, supporting the conversion of 52,000 member lives
- Management of an approximately 18+ member internal project team + vendor management

Fox Entertainment Group, CA
Project Director, IT

2007 – 2009

Management of Corporate IT News Corporation (News Corp) Projects

- Project management support of a global IT Professional Development training initiative for all News Corp companies worldwide. Responsibilities include working closely with News Corp cross company core team representatives to define requirements, scope, construct and finalize a Request for Proposal (RFP) for selection of a News Corp global training partner. The global training program objective was to provide employee professional development and certification opportunities worldwide in the following training disciplines:
- Project management and certification in alignment with the APM framework for the UK and PMI framework for all other US and Non-US countries, Business Analysis, Business Skills, Scrum Master Certification and ITIL Foundation 3 Certification training.
- Project management support of an HR eRecruitment system initiative for News Corp US based companies and their international divisions.
- Managed the project initiation, including scope, charter, funding approval and kick-off, of a worldwide Secure Socket Layer/Virtual Private Network (SSL/VPN) deployment, supporting Fox companies.

Education

University of the Southwest, Hobbs, NM
Degree: Master of Business Administration - MBA
California State University, Los Angeles, CA
Degree: Bachelor of Science, Business Administration /Finance

Certifications

Project Management Certifications:
Project Management Institute PMP, Certification # 424972
ESI International
Program Management Certification
Defense Acquisition University (DAU)
Certification in Acquisitions Management
Certified Scrum Master (CSM)
Scrum Alliance Certificate ID: 000425556
Association of College and University
Educators (ACUE)
ACUE Credential in Effective Teaching
Practices
National Council for Behavioral Health
Certified in Adult Mental Health First
Aid

Bilingual

English and Spanish



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Vasquez:

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, 2024, subject to confirmation by the City Council. 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 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.

Ms. Lisa Vasquez
March 21, 2023
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As part of the City Council confirmation process, meetings will be offered to Heather Hutt, your Councilmember, and Councilmember Curren Price, the Chair of the Economic and Community Development 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 Economic and Community Development 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.

Per the City Charter, 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 that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Lisa Vasquez
March 21, 2023

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 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 Heather Hutt

_____ Councilmember Curren Price, Chair of the Council Committee considering your nomination