



February 16, 2024

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Carolyn Hernandez to the Climate Emergency Mobilization Commission for the term ending June 30, 2024.

I certify that in my opinion Ms. Hernandez is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Ms. Hernandez will fill the vacancy created by the departure of Oscar Monge.

Sincerely,

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Carolyn Hernandez
Commission: Climate Emergency Mobilization Commission
End of Term: 6/30/2024

Appointee Information

1. **Race:** Latinx
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 8 - South LA
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Bachelor of Science in Environmental Studies, Minor in Race and Resistance Studies, San Francisco State University
7. **Occupation/profession:** Project Coordinator III, Community Coalition
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Race	Gender	Term End
VACANT					6/30/2026
Ortega, Rudy	North Valley	7	Native American	M	6/30/2025
VACANT					6/30/2024
Badejo, Jacquelyn	South LA	9	African American	F	6/30/2026
Martinez, Michael	East LA	1	Latinx	M	6/30/2025
VACANT					6/30/2024
Mejia, Monica	West LA	11	Latinx	F	6/30/2026
Martinez, Luis					6/30/2025
Young, Michael	South Valley	4	API	M	6/30/2024
Ciardullo, Julia (Julie)	Central	4	Caucasian	F	6/30/2026
Ferguson, Daniel	South LA	10	African American	M	6/30/2025
Medoff, Lindsay	East LA	1	Caucasian	F	6/30/2024
Starr, Emily	West LA	11	Caucasian	F	6/30/2026
Ramirez, David	North Valley	7	Latinx	M	6/30/2025
Nichols, Sara	West LA	11	Caucasian	F	6/30/2024
Jacobs, Laurie	Harbor	15	Caucasian	F	6/30/2026
Romero, Kristal	South Valley	4	Latinx	F	6/30/2025

Carolyn Hernandez

Education

San Francisco State University

Bachelor of Science in Environmental Studies

Minor in Race and Resistance Studies

Experience

Project Coordinator III

COMMUNITY COALITION

Los Angeles, CA

November 2022 - Present

- Provide project coordination to major areas of work and initiative of the organization with some support from their supervisor
- Collects, organizes, and distributes information/data about a project or effort within the organization
- Leads the logistical processes of the organization and involved the staff to move an effort forward; presents and facilitates spaces with staff to establish alignment and clarity around an effort
- Engages and communicates with stakeholders around key efforts of the organization with a high level of independence and sophistication
- Represents the organization in external spaces in support of programs and initiatives
- Directly supports the community-facing work of the organization

Program Coordinator

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

Los Angeles, CA

May 2021 - May 2022

- Provide health administrative support to the Program Manager with program execution by developing a smooth consultation process, collecting data on site and maintaining data files, to ensure clinic's success.
- Collaborate with external organizations to enter data and personal files onto computer software Homeless Management Information System (HMIS).
- Utilize engagement and service strategies such as trauma-informed care and harm reduction to engage with people experiencing homelessness regarding benefits surrounding COVID-19 vaccines.
- Support Covid Response Data Team by submitting daily reports of organized data surveys collected in the field for COVID-19 vaccines, flu vaccine, testing, and harm reduction.
- Responsible for data collection in the field utilizing data collection platform Akido.

- Manage weekly schedules for programmatic staff in Service Planning Area 3 and 8 such as Long Beach, Redondo Beach, Pomona, Pasadena, and El Monte through scheduling software Deputy.
- Recorded daily meeting notes and facilitated Service Planning Area 8 meetings.

Environmental Consultant

RF AGRICULTURE

Inglewood, CA

October 2020-May 2021

- Consulted with a client-focused approach to all client inquiries via phone, email, and in person by recommending appropriate products and actions.
- Independently maintained client's database of reports, services needed, and product consumption.
- Identified potential products and equipment for clients to improve effectiveness of growing systems.
- Managed all online sales orders, inputted orders via phone, and walk-in orders.
- Assisted the Accounting Department invoicing all bills of lading, delivery forms, and will calls.

Spa Coordinator

CORALTREE HOSPITALITY

San Francisco, CA

January 2019-March 2020

- Built long-term, value based, lasting relationships with customers by giving excellent customer service in person and via phone
- Assisted in monitoring profits, sales' loss, and made necessary budget adjustments.
- Managed intake forms, waivers/licenses, payments transactions, personnel scheduling, and generated track invoices.

East Oakland Community Organizer

COMMUNITIES FOR A BETTER ENVIRONMENT

Richmond, CA

February 2018-June 2018

- Colead Refinery Pollution Campaign, Housing Inequality Campaign, and Police Violence Campaign
- Reported to campaign manager with administrative advocacy support to ensure campaigns' and program's success.
- Provided management of community organizers for multiple campaigns; monitored canvassing work by community members.
- Organized and managed educational workshops for community members and community-based organizations throughout the Bay Area.
- Responsible for organizing a group of canvassers to conduct educational outreach and recruitment to mobilize community members to attend the Richmond People's Assembly
- Conducted daily community surveys and reported with Environmental Justice Committee to assess community priorities.
- Managed tabling at the People's Assembly Job Fair and provided daily public policy education.
- Performed data analysis and management from the collected community surveys.

Development and Research Analyst

STANDEARTH

San Francisco, CA

June 2016-August 2016

- Managed the creation and implementation of grants program to support organization in developing project-based solutions to the climate crisis.
- Reviewed project proposals and organized process of grant recipients.
- Monitored and inputted Greenhouse Gas emission data into Excel reports.
- Utilized my writing skills to summarize the impacts of GhGs emissions through grant proposals which enabled the achievement of grant funding.

- Nurtured relationships with external foundations, through emails and calls to maintain their support on funding for Reduction of Greenhouse Gas Emissions due to Overseas Shipping Campaign.
- Mentored interns interested in environmental justice.

Sustainability Coordinator

GOODWILL HEADQUARTERS

San Francisco, CA

October 2015-June 2016

- Raised employee waste diversion from 0% to 75% at headquarters.
- Conducted community outreach and led weekly textile waste presentations to a number of San Francisco community groups.
- Worked with San Francisco Department of Environment and Youth Leadership Institute to collaborate with SF's goal of being a Zero Waste City by 2020.
- Worked on educational infographics and brochures that were utilized several times to community organizations, including the Youth Commission at SF City Hall.



KAREN BASS
MAYOR

February 16, 2024

Dear Ms. Hernandez:

I am pleased to inform you that I hereby appoint you to the Climate Emergency Mobilization Commission for the term ending June 30, 2024, subject to confirmation by the City Council.

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

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 Personnel's 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.

As part of the appointment process, Marqueece Harris-Dawson, your Councilmember, and Councilmember Katy Yaroslavsky, the Chair of the Energy and Environment Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Energy and Environment Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at myr-commissions@lacity.org.

Ms. Carolyn Hernandez
February 16, 2024
Page 2

Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at myr-commissions@lacity.org.

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 fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Carolyn Hernandez
February 16, 2024

Nominee Check List

I. Within 7 days:

- ☐ Email the below completed documents, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to:

Office of the Mayor
Attn: Thomas Arechiga
200 N. Spring Street, Room 303
Los Angeles, CA 90012

- Remuneration Form
- Undated Separation Letters (2)

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

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 Marqueece Harris-Dawson
- ☐ Councilmember Katy Yaroslavsky, Chair of the Council Committee considering your nomination

IV. Public Meetings at City Hall:

- ☐ Energy and Environment Committee Hearing
- ☐ Full Council Hearing