



KAREN BASS
MAYOR

August 12, 2024

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Rosa Russell to the Board of Human Relations Commissioners for the term ending June 30, 2028. Ms. Russell's current term expired on June 30, 2024.

I certify that in my opinion Ms. Russell 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.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass".

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Rosa Russell
Commission: Board of Human Relations Commissioners
End of Term: 6/30/2028

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 in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Retired
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission:**

| Commissioner | APC | CD | Race | Gender | Term End |
|-------------------------|--------------|----|------------------|--------|-----------|
| Roman-Taylorson, Maria | Central | 1 | Latinx | F | 6/30/2024 |
| De La Cruz, Enrique | Central | 5 | API | M | 6/30/2024 |
| Arreola, Pierre | North Valley | 7 | Latinx | M | 6/30/2024 |
| Reed, Michele | South LA | 8 | African American | F | 6/30/2026 |
| Cho, Candice | Central | 10 | API | F | 6/30/2024 |
| Grant, Melissa | West LA | 11 | Caucasian | F | 6/30/2026 |
| McKinley, Brittany | West LA | 11 | African American | F | 6/30/2026 |
| Morgan Green, Courtney | South LA | 10 | African American | F | 6/30/2028 |
| Russell, Rosa | South LA | 10 | African American | F | 6/30/2024 |
| Solis-Montero, Angelica | East LA | 14 | Latinx | F | 6/30/2027 |
| Wirtschafter, Brooke | South Valley | 3 | Caucasian | F | 6/30/2025 |

ROSA M. RUSSELL

SKILLS

- Microsoft Word and Excel, Internet
- Customer Service Trainer
- Public Relations/Outreach facilitator
- Subject Matter Expert in all platforms of Government Relations

PROFESSIONAL EXPERIENCE

Project Coordinator Assistant October 2003 to May 2010
Tom Bradley Youth and Family Source Center
Community Development Department, City of Los Angeles

- Managed of the daily center operations
- Assisted on Budget Analysis Reviews
- Participated in Database Management Oversight
- Served as Outreach Facilitator– schools, churches and other Community-based organizations
- Acted as Community Liaison for non-profit agencies

Senior Citizens Deputy June 1987 to June 2003
Councilman Nate Holden, 10th Council District
Los Angeles City Council

- Served as Liaison between the Council District's Senior Citizen Residents and the Council Office
- Coordinated services to the Senior Citizen constituents of the 10th District
- Collaborated with the Bureau of Street Maintenance and Bureau of Sewer Maintenance under the Public Board of Works Department involving dispensing information to the constituents regarding their concerns of tree trimming, pot holes, recycling program, and sewer lining from their home to the street.
- Acted as Ombudsman for Senior Citizen services in the City, County, State and Federal agencies
- Served as a designated Advocate for Senior/Section 8 Housing in the 10th District

Community Service Representative September 1978 to June 1987
Councilman David Cunningham, 10th Council District

Los Angeles City Council:

- Interfaced with Community-based organizations
- Acted as Liaison between City departments and Community-based organizations
- Managed organizational responses to constituent complaints, concerns and inquiries, also provide follow up and resolution

VOLUNTEER & COMMUNITY SERVICE AWARDS

Received the "SHero" Award from Senator Curren Price –May 8, 2012

The Volunteer of Year Award from the California State Democratic Party –April, 2013

President Tenth District Women's Steering Committee – Jan., 1998 to Jan., 2008

Board of Directors Center of Health Care Rights for seniors - Sept., 2000 to present

Elected member of the Los Angeles County Democratic Central Committee – July, 2000 to present.

Executive Board of Trustee for the New Frontier Democratic Club – March, 2008 to present.

Executive Board Member Mid City Chamber of Commerce – June, 1996 to 2008

President for the Advisory Council Retired Volunteer Program for Seniors - 2008 to 2011.



KAREN BASS
MAYOR

August 12, 2024

Dear Ms. Russell:

I am pleased to inform you that I am reappointing you to the Board of Human Relations Commissioners for the term ending June 30, 2028, subject to confirmation by the City Council.

To begin the reappointment 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.

As part of the reappointment process, Heather Hutt, your Councilmember, and Councilmember Hugo Soto-Martinez, the Chair of the Civil Rights, Equity, Immigration, Aging, and Disability Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

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 via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at nicole.enriquez@lacity.org.

Additionally, you will be required to attend public meetings at City Hall where your reappointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your reappointment will be considered by the Civil Rights, Equity, Immigration, Aging, and Disability Committee. Sometime thereafter, you will be notified of the date when your reappointment will be presented to the full City Council. Immediately following the meeting, you will again 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. Rosa Russell
August 12, 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 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. Rosa Russell
August 12, 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)

II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):

- ☐ 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. Be sure to take no more than 21 days to file, per City law.

- 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 Hugo Soto-Martinez, Chair of the Council Committee considering your nomination

IV. Public Meetings at City Hall:

- ☐ Civil Rights, Equity, Immigration, Aging, and Disability Committee Hearing
- ☐ Full Council Hearing