



KAREN BASS
MAYOR

January 31, 2025

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Helenann Hirsch to the Commission on Civil Rights for the term ending June 30, 2029.

I certify that in my opinion Ms. Hirsch 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. Hirsch will fill the vacancy created by the departure of Mary Lee.

Sincerely,

KAREN BASS
Mayor

KB:lap

Attachment

COMMISSION APPOINTMENT FORM

Name: Helenann Hirsch
Commission: Commission on Civil Rights
End of Term: 6/30/2029

Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 11 - West LA
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., University of California, Davis, School of Law
7. **Occupation/profession:** Retired
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
Helena Marissa Montes	East LA	14	Latinx	F	6/30/2028
Hoang Nguyen	Central	13	API	M	6/30/2029
Lacy Wright	Central	13	API	F	6/30/2029
VACANT					6/30/2029
Abigail Zelenski	East LA	13	API	F	6/30/2028
Diane Robertson	South LA	10	African American	F	6/30/2027
Kandee	Harbor	15	African American	F	6/30/2027

HELENANN HIRSCH

EMPLOYMENT / PUBLIC SERVICE

Panelist, Los Angeles City Attorney Neighborhood Justice Project, Los Angeles, CA 1/20 – present. Serve as citizen panelist for restorative justice diversion program for persons accused of misdemeanors. Work with individuals to identify genesis of crime, consequences of activity and determine appropriate restorative obligations.

Member, Board Directors, VoteRiders, Los Angeles, CA 3/21 – present. First as member of Board of Trustees and then as Member of the Board of Directors, provide professional expertise to non-profit combating voter suppression by educating voters and assisting citizens to secure the identification they need to vote.

Member, Board of Directors, Russel Kantor Foundation, Los Angeles, CA 8/18 – 11/23. Assessed eligibility and distributed funds to participants for vocational, scholarship and job skills training.

Member and Chair, Board of Directors, Los Angeles Conservation Corp, Los Angeles, CA 1/03 – 4/19. As Board Chair planned, presided over and facilitated Board meetings. Worked with CEO to develop and manage relationship with funders, partners and other stakeholders. As Board Member oversaw the creation of LACC's Legal Service Program. Other activities included approving annual budget, audit reports and material business decisions of organization.

Attorney, California Women's Law Center, Los Angeles, CA, 1/08 – 6/11. Trained lawyers and non-lawyers on variety of legal issues including California's Paid Family Leave Act and other employment laws, the civil rights of pregnant and parenting teens and the state and federal legislative process.

Staff Member, White House Office of Presidential Personnel, Washington D.C., 11/96 – 5/97. Responsible for search and placement of senior level presidential appointments for the Clinton Administration, including in the Department of Education and the Corporation for National Service.

Director of External Affairs, Federal Labor Relations Authority, Washington D.C. 10/94 – 10/96. Political appointee responsible for Congressional relations and public affairs for government agency that investigated, prosecuted and adjudicated labor-management disputes for the federal government. Also served as liaison to the White House and assisted in agency management.

Attorney, Manatt Phelps, Los Angeles, CA 10/90 – 4/94. Litigation and transaction practice with emphasis in state and federal employment law. Litigation practice covered pre-trial to trial. Transaction practice included negotiating and drafting employment contracts, drafting personnel policies, and day-to-day client advice on myriad of employment topics.

Judicial Clerk, Judge Procter Hug, Jr., 9th Circuit Court of Appeals, Reno, NV 9/89 – 9/90. Researched and wrote bench memorandums; assisted in drafting judicial opinions.

Additional Public Service:

Member, Credentials Committee, Democratic National Convention, 7/92

Counsel, Christopher Commission of the Los Angeles Police Department, 4/91 - 9/91

EDUCATION

University of California, Davis, School of Law; Juris Doctor, 1989

American Jurisprudence Awards in Contracts and Torts

University of California, Santa Barbara; Bachelor of Arts, 1983; Major: Political Science



January 31, 2025

Dear Ms. Hirsch:

I am pleased to inform you that I hereby appoint you to the Commission on Civil Rights for the term ending June 30, 2029, 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.

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 e-Disclosure 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 Samantha Rodriguez at the City Ethics Commission by email at samantha.rodriguez@lacity.org.

As part of the appointment process, Traci Park, 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.

Ms. Helenann Hirsch
January 31, 2025
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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 Civil Rights, Equity, Immigration, Aging, and Disability 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.

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 last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:lap

Attachment I
Ms. Helenann Hirsch
January 31, 2025

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: Luz Portillo
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.

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 Traci Park
- ☐ 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