



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. Simona Grace to the Commission on the Status of Women for the term ending June 30, 2024. Ms. Grace will fill the vacancy created by Marla Messing, whom I removed effective May 5, 2023 or at the time Ms. Messing's successor is confirmed by the City Council.

I certify that in my opinion Ms. Grace 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: Simona Grace
Commission: Commission on the Status of Women
End of Term: 6/30/2024

Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - South Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., Comparative Literature, University of California, Los Angeles
7. **Occupation/profession:** Founder & Executive Director, Moms in Office / Self-employed Political Consultant
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):**

SIMONA GRACE

SUMMARY

Highly-motivated leader and political strategist with desire to take on new challenges. Polished in transferring ideas into actionable plans and developing campaign and fundraising strategies. Offers entrepreneurial, forward-thinking mindset and demonstrated track record of achievement.

EXPERIENCE

Political Consultant, 01/2021 - Current **Self-employed - Los Angeles, CA**

- Advise local, state, and federal political candidates and organizations on strategic planning, fundraising, and messaging.
- Recruit and cultivate relationships with clients, elected officials and advocacy groups nationwide.
- Devise successful campaign strategies based on policy research and voter database analysis.
- Deliver political subject matter expertise to governments and elected officials.

Founder & Executive Director, 11/2018 - Current **Moms in Office - Los Angeles, CA**

- Devised organizational vision, mission, and foundational structure to launch political action committee.
- Establish fundraising goals and strategies, conduct endorsement interviews, coach candidates, and advise campaigns.
- Build and foster relationships with candidates, campaign teams, elected officials, progressive leaders, and organizations.
- Represent Moms in Office at public events, fundraisers, media interviews and facilitate trainings to encourage more women to run.

Higher Education Sales Executive, 07/2016 - 11/2022 **Pearson North America - Los Angeles, CA**

- Managed a multi-million-dollar territory in California, maximized market share by working with clients and cultivating relationships.
 - Executed company initiatives, maintained, and developed relationships with stakeholders and internal partners.
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EDUCATION AND TRAINING

Public Leadership, 12/2022 **Harvard Kennedy School**

Bachelor of Arts, Comparative Literature, 06/2013 **University of California - Los Angeles, CA** *summa cum laude*



CONTACT



SKILLS

- Strategic Planning
- Fundraising
- Relationship Building
- Policy Development
- Messaging and Digital Communication



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Grace:

I am pleased to inform you that I hereby appoint you to the Commission on the Status of Women for the term ending June 30, 2024. 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. Simona Grace
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As part of the City Council confirmation process, meetings will be offered to Nithya Raman, your Councilmember, and Councilmember Hugo Soto-Martinez, the Chair of the Civil Rights, Equity, Immigration, Aging, and Disability 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 Civil Rights, Equity, Immigration, Aging, and Disability 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 that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Simona Grace
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 Nithya Raman

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