



October 16, 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. Carola Sanchez to the Commission on Community and Family Services for the term ending June 30, 2026.

I certify that in my opinion Ms. Sanchez 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. Sanchez will fill the vacancy created by the departure of Jayanthi Daniel.

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: Carola Sanchez
Commission: Commission on Community and Family Services
End of Term: 6/30/2026

Appointee Information

1. **Race:** Latinx
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 5 - Central
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master of Public Administration, Option in Public Works, California State University of Long Beach
7. **Occupation/profession:** Senior Housing Analyst / Grant Administrator, California Department of Housing and Community Development - Division of Federal Financial Assistance
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
Cohen, Mara	Central	5	Caucasian	F	6/30/2024
Vasquez, Luis	South LA	8	Latinx	M	6/30/2024
Roldan, Elmer	South LA	9	Latinx	M	6/30/2026
Udeh, Chinedu	South LA	8	African American	F	6/30/2024
Dillon, Kelli	South LA	8	African American	F	6/30/2026
Vasquez, Lisa	South LA	10	African American	F	6/30/2024
Herndon, Loretta	Central	10	Latinx	F	6/30/2026
Aranguren, Teresita	East LA	14	Latinx, African American	F	6/30/2026
Rucker-Trapp, Rashad	South LA	8	African American	M	6/30/2026
Torres, Benjamin	East LA	13	Latinx	M	6/30/2024
Hernandez, Brenda	South LA	10	Latinx	F	6/30/2026
Strickland, Danielle	South LA	8	African American	F	6/30/2026
VACANT					6/30/2026
Wilson, Jesse	East LA	13	Caucasian	F	6/30/2026
Bochco, Dayna	West LA	11	Caucasian	F	6/30/2024

Carola Sanchez

SKILLS

- Public Policy
- Strategic Communication
- Program Evaluation
- Problem Solving
- Grant Management/ Writing
- Public Speaking

PROFESSIONAL EXPERIENCE

ICF

08/09/21- Present

Senior Housing Analyst/ Grant Administrator

- Grant Administrator for the California Department of Housing and Community Development- Division of Federal Financial Assistance. Community Development Block Grant, Coronavirus; funded by the U.S. Department of Housing and Urban Development (HUD) to prevent, prepare for, and respond to COVID-19.
- Manage, review, analyze, and evaluate 63 grant awards from different cities and counties to ensure compliance with the state requirements and local and federal regulations governing federally funding grant programs. This includes the preparation of grant acceptance documents to formulating processes or procedures for implementation, provide technical assistance, monitoring, and maintenance of files and databases necessary for preparing reports. Assisted with Homekey projects.

Los Angeles County Metropolitan Transportation Authority

05/20/19 – 08/06/21

Transportation Associate I

- Successfully provided administrative support for Office of the CEO and Board Relations, Policy, and Research. Prepared justification memorandums, processed check requests, and captured meeting notes for the Community Advisory Council. Generated the departments' monthly budget reports such as Variance, Scorecard, 5 Personal Company Purchase Cards, and the Year-End Electronic Expenses Accrual. Reviewed board reports, created board boxes, prepared and distributed CEO weekly agency updates and legislative alerts to an email distribution of 11,000 employees.
- Conducted research, provided data analysis, prepared required materials for the Women and Girls Governing Council which has 60 council members. Led and managed special events focused on empowerment, diversity, and inclusion. Assisted with program management on policy initiatives. Developed a Scope of Work and presented recommendations for an agency-wide Mentoring Program Software. Edited LA Metro's Understanding How Women Travel Study and revamped the department's Sponsorship and Corporate Membership Guidelines.
- Assisted the Office of Equity and Race and Aging and Disability Transportation Network with evaluating the effectiveness and efficiency of Metro's policies and programs focused on people with disabilities and aging adults. Developed an Equity Liaisons Working Group Charter, provided materials and logistic assistance for Equity Liaisons meetings, assisted with the development of equity assessment tools for rapid, long-term, and budget decision-making. Implemented the agency's first justice, equity, diversity, and inclusion book club and virtual event for 140 members. Researched equity and race trainings. Participated in a grant review panel that rewarded up to \$120,000 to selected Community Based Organizations for a Metro Adopt-A- Bike Program.

Alhambra Unified School District

03/13/17 - 05/24/19

Substitute Teacher

About 6 years of working in the educational field in different position titles with grades TK-12 for Long Beach, Los Angeles, and Alhambra Unified School Districts.

- Administered and scored student assessments for state exams, successfully managed, and instructed different curriculums, met state standards by accomplishing daily student's Individualized Educational Program goals.

EDUCATION

California State University of Long Beach	05/2020
Master of Science, Public Administration Option in Public Works	
Extracurricular Activities: MPA Association Engaging Local Government Leaders National League of Cities College of Health and Human Services Student Council Pi Alpha Alpha	

California State University of Los Angeles	12/2017
Bachelor of Arts, Urban Learning with a Multiple Subject Teaching Credential	
Honors: Summa Cum Laude 2017 Phi Kappa Phi Honor Society 2017 Dean's List 2016 Dean's List 2015	
Extracurricular Activities: Hermanas Unidas Hispanic Business Society Pre-Law Society	

Fullerton College	12/2014
Associate in Arts, Social Behavior and Self Development	
Honors: Dean's List 2014 President's Honor List 2011	
Extracurricular Activities: Psychology Club - Board Secretary	

CIVIC ENGAGEMENT

Volunteer - Imelda Padilla's LA City Council District 6 Campaign	06/2023
Went door to door campaigning in Lake Balboa and updated data tracker.	

Democratic National Convention	05/2023
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Latinas Lead CA - Young Professional Network Leadership Board	05/2023- Present
Director of Fundraising	
Committees: Membership, Political, Professional Development, and Event Planning.	

Reading to Kids at MacArthur Park Elementary	03/2023-Present
Volunteer and Third Grade Coordinator	

LA Metro's Language Review Panel	09/2020 – 08/2021
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Latinos In Transit	09/2020 – 07/2021
Social Media Strategist	

LA Metro's Emerging Professionals Association	06/2020 – 08/2021
Board of Directors	
<ul style="list-style-type: none"> Created inclusive professional networking events for Metro emerging and early-career employees. Developed social media plans, market and executed strategies to increase audience for content. Designed a mentorship program. 	

LA Metro and Los Angeles Homeless Services Authority – Homeless Count	01/2020
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Master of Public Administration Association, California State University of Long	05/2019 - 05/2020
President	
<ul style="list-style-type: none"> Official spokesperson of the organization and main point of contact with the graduate advisor and Associated Students, Inc (ASI). Accomplished professional events, created new social media outlets, designed the MPAA Monthly Newsletters that were sent to +300 contacts, and presented at MPA Orientations to new MPA students. 	

Leadership Long Beach Grant Committee	03/2019 - 06/2019
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City of Los Angeles, Mayor's Office of Immigrant Affairs, Volunteer Corps.	2018
<ul style="list-style-type: none"> Volunteered for the National Association of Latino Elected Officials Educational Fund (NALEO) and assisted permanent residents with filling out the N-400 application to become citizens. 	

PROFESSIONAL DEVELOPMENT AND MEMBERSHIPS

Latinas Lead California – Young Professional Network Membership	10/2019 – 03/2023
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Women's Transportation Seminar (WTS) Membership	04/2021- 03/2022
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NASA MUREP Educator Institute, Jet Propulsion Laboratory, Pasadena CA	06/2018
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KAREN BASS
MAYOR

October 16, 2023

Dear Ms. Sanchez:

I am pleased to inform you that I hereby appoint you to the Commission on Community and Family Services for the term ending June 30, 2026, 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 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.

As part of the appointment process, Katy Yaroslavsky, 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. Carola Sanchez
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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 the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Carola Sanchez
October 16, 2023

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.

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 Katy Yaroslavsky
- ☐ 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