



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 Mr. Hoang Nguyen to the Civil and Human Rights Commission for the term ending June 30, 2024. Mr. Nguyen will fill the vacancy created by Azisa Hasan, whom I removed effective May 5, 2023 or at the time Mr. Hasan's successor is confirmed by the City Council.

I certify that in my opinion Mr. Nguyen is qualified for the work that will devolve upon him, 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: Hoang Nguyen
Commission: Civil and Human Rights Commission
End of Term: 6/30/2024

Appointee Information

1. **Race:** API
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 13 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., Political Science, International Relations, University of California, Los Angeles
7. **Occupation/profession:** Director of External Affairs, AAPI Equity Alliance, Co-Founder of Stop AAPI Hate
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):**

Hoang Nguyen

Relevant Experience

AAPI Equity Alliance, co-founder of Stop AAPI Hate

Director of External Affairs (2022 - present)

- Lead policy advocacy on key priorities for AAPI Equity at the LA city & county, state and federal levels.
- Engage with key government officials, legislative staff, policymakers and external partners to increase AAPI Equity visibility, presence and influence in advocacy.
- Serve as spokesperson for the organization on issues impacting AAPI communities.
- Conduct policy and legal research and analysis.
- Track and draft legislation, public testimony, letters to government officials, policy content for external communications, and other work products.

Office of Los Angeles County Supervisor Hilda Solis

Supervisor's Policy Deputy (2019 – 2022)

AAPI Liaison and Field Representative (2018 – 2019)

- Build and nurture relationships with over 100 elected officials, city, state, federal government agencies, school districts, non-profits, philanthropy, private sector, political organizations and other stakeholders.
- Develop extensive local and national press contacts.
- Create and execute high-level communication plans, including rapid response, political and policy messaging.
- Oversee and provide high-level direction to the Los Angeles County Office of Immigrant Affairs, Department of Aging, the Commission on Human Relations, and Commission on Native Americans.
- Establish the Los Angeles Justice Fund, a \$6.5 million annual budget providing legal aid to undocumented people facing deportation.
- Establish the LA vs. Hate Initiative, a \$3 million annual budget to combat the rise in hate incidents and crimes.
- Serve as the point of contact for the areas of Thaitown, Little Armenia, Chinatown, Historic Filipinotown, Little Tokyo, and for issues related to AAPI and LGBTQ affairs, redistricting, and Census.
- Manage the First District Community Grants program, which distributes \$500,000+ of funding annually.
- Manage operations at the Board of Supervisors meeting, including whipping votes, drafting urgent amendments on the floor, and acting as the liaison between the member and policy staff.
- Serve as the de facto City Manager for the area of unincorporated South San Gabriel.
- Plan and execute large-scale events, rallies, and mobilization efforts around key issues.
- Speak publicly and deliver formal presentations on behalf of the Supervisor at events and town halls.

Communications and Public Policy – The Raben Group

2017 – 2018

- Help identify, develop, and implement client's policy goals.
- Create and execute proactive strategic communications plans, narratives, and pitch stories.

Political Affairs and Outreach Staffer – The Borgen Project

2015 – 2017

- Develop communication strategies, campaign literature and organizing efforts, and meet with congressional legislative directors and staffers.
- Conduct extensive research, develop top-line talking points, and lead the political advocacy effort in the district through mobilization and outreach.

Education

University of California, Los Angeles

B.A. Political Science, International Relations | Honors: Class Commencement Speaker, Chancellor's Leadership Award, Distinguished Senior Award

Volunteer Activities

Asian Democrats of Los Angeles County - Executive Board Member

Solis for Supervisor 2022 Campaign – Fundraising, endorsement outreach, messaging, and policy.

No Going Back LA Committee Member – Advised on strategies and policies related to Digital Divide, Homelessness, and Racial Justice.

Biden-Harris 2020 Campaign – Served as point of contact for Supervisor Solis as a top national surrogate & drafted her 2020 DNC Convention speech.

California Young Democrats, Asian Pacific Islander Caucus – State Vice Chair

California Young Democrats, Asian Pacific Islander Caucus – Former State Political Director

California Democratic Party - Delegate

San Gabriel Valley Council of Government – Former Environmental Committee Member

Other political campaigns – Advised on fundraising, endorsement outreach, messaging, and policy.



KAREN BASS
MAYOR

March 21, 2023

Dear Mr. Nguyen:

I am pleased to inform you that I hereby appoint you to the Civil and Human Rights Commission for the term ending June 30, 2024, subject to confirmation by the City Council. 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.

Mr. Hoang Nguyen
March 21, 2023
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As part of the City Council confirmation process, meetings will be offered to Hugo Soto-Martinez, 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.

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

KAREN BASS
Mayor

KB:tga

Attachment I
Mr. Hoang Nguyen
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 Hugo Soto-Martinez

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