



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. Melissa Grant to the Human Relations Commission for the term ending June 30, 2026. Ms. Grant will fill the vacancy created by Herpsima Khatchadorian, whom I removed effective May 5, 2023 or at the time Ms. Khatchadorian's successor is confirmed by the City Council.

I certify that in my opinion Ms. Grant 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: Melissa Grant
Commission: Human Relations Commission
End of Term: 6/30/2026

Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 11 - West LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., Southerwestern University School of Law, PLEAS Program
7. **Occupation/profession:** Partner, Capstone Law APC
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):**

MELISSA GRANT

ACHIEVEMENTS AND SPECIAL SKILLS:

- Eclectic and extensive professional experience in law, public relations, Congressional staff work, government relations, and grassroots political organizing.
- Highly regarded class action plaintiff's lawyer and trial lawyer, specializing in wage and hour and consumer protection cases.
- Developed and implemented innovative public relations campaigns, special projects and events in motion picture and television industries, and managed media relations.
- Experienced congressional aide and speechwriter.
- Experienced in government relations and legislative analysis for private industry.
- Managed budget of approximately \$25 million and managed staffs of 15 persons.
- Adept at seeing the "big picture" while getting the detail work done to accomplish goal.

LEGAL EXPERIENCE:

Partner, Capstone Law APC, Los Angeles (2012-present)

- Lead class certification and lead trial attorney for statewide wage and hour and consumer protection cases against national retailers, mortgage servicers, automobile manufacturers, among others. Represented the plaintiff in *Davidson v. Seterus, Inc.*, 21 Cal. App. 5th 283 (2018), which, in a case of first impression, found that the Defendant, a mortgage servicer, was a debt collector under the Rosenthal Fair Debt Collection Practices Act. The case led to enactment of legislation that expressly includes "mortgage debt" within the Rosenthal Act's definition of "consumer credit" and amends the Rosenthal Act to expressly apply to debt collection activities involving residential mortgage loans.

Solo Practitioner, Pacific Palisades (2009-2011)

- Represented plaintiffs in a variety of civil actions.

Staff Attorney – Enforcement Division, US Securities and Exchange Commission, Los Angeles (2008–2009)

- Investigated potential and ongoing violations of securities law and recommended Commission's actions.
- Either negotiated settlements of enforcement actions or litigated them.
- Worked closely with the FBI and the US Attorney's Office and coordinated investigations and enforcement actions with multiple states' criminal and administrative law enforcement agencies.

Senior Associate - Quinn Emanuel Urquhart Oliver & Hedges, LLP, Los Angeles (2006–2008)

- Represented Fortune 500 companies such as Mattel, Inc., Nokia, FremantleMedia North America, Inc., Oversee.net, among others, in trademark, copyright, patent, complex commercial, unfair competition, cybersquatting, misappropriation of trade secrets, and antitrust litigation.
- Member lead litigation team on \$100 million anticybersquatting and trademark

- infringement litigation; supervised team of five associates and 10 paralegals.
- Lead trial counsel for plaintiff in \$20 million complex commercial and copyright litigation for internet start-up.
- Drafted appellate brief to the United States Court of Appeal for the Ninth Circuit.

Associate, Litigation Department, Sidley Austin LLP, Los Angeles (2000-2006),

- Represented Starwood Hotels & Resorts Worldwide, Inc., American Suzuki Motor Corp., R.R. Donnelly & Co., Bob Barker & TPIR, LLC; KSL Resorts, KPMG LLP, Ssangyong Corp., Toledo Museum of Art & Detroit Institute of Arts, Kingdom of Spain and Thyssen-Bornemisza Foundation, among others in federal and state unfair and deceptive practices class actions, attorney general investigations, complex and general commercial litigation and arbitration, intellectual and real property litigation, labor and employment litigation; and stolen art disputes and provenance investigations and litigation.
- Second chair in five consumer class actions brought in multiple state jurisdictions; member lead litigation team on unfair and deceptive practices actions; first and second chair as plaintiffs' counsel on multiple employment, intellectual property, legal malpractice, and other commercial litigation.
- Counseled clients on advertising practices and intellectual property matters; assisted in preparation of standard operating procedures and manuals to ensure compliance with federal and state consumer protection and deceptive practices laws.
- Drafted appellate and *amicus curiae* briefs to the California Court of Appeals and assisted in drafting *amicus curiae* brief to the United States Supreme Court
- *Pro-bono*: Lead trial counsel in contested guardianship proceedings and immigration matters; and successful post-conviction relief petitions.

Law Clerk, The Honorable Harry Pregerson, Justice, Ninth Circuit Court of Appeals, Pasadena (1999-2000).

Extern, The Honorable Carolyn Turchin, U.S. Magistrate Judge, Ninth Circuit - Central District, Los Angeles (1997).

Independent Paralegal (1990-1997).

- Worked for single practitioners and small law firms, drafted pleadings, discovery, and dispositive motions; assisted in trial preparation; prepared default, settlement and enforcement of judgment papers; and prepared research memoranda.

PUBLIC RELATIONS EXPERIENCE

Public Relations Executive, Rogers & Cowan, New York/Los Angeles and PMK, New York (1982-1985, 1987-1988)

- Represented and conceived and conducted national publicity campaigns for actors, directors, films, television projects and entertainment companies.
- Clients included MGM, Disney, Paramount, 20th Century Fox, Warner Bros. TV & Films, Fox Broadcasting, Imagine Films, TV & Film Actors, and Producers & Directors.

Sr. Vice President of Publicity & Promotion, New Century Vista Films, Los Angeles (1985-1986)

- Managed and supervised public relations & promotion department (staff of 15).
- Conceived and conducted national publicity & promotion campaigns for studio's films.

GOVERNMENT RELATIONS AND CONGRESSIONAL EXPERIENCE

Washington Representative, Bureau of Salesmen's National Association, Washington, DC (1980-1981)

- Conducted government relations program.
- Trained members in effective lobbying techniques.

Legislative Aide, Congressman Richard L. Ottinger, Washington, DC (1977-1979)

- Served as liaison to Subcommittee on Consumer Protection & Finance.
- Managed and advised Congressman on various legislative actions and Congressional activities.

Assistant Lobbyist, Corning Glass Works Corporation, Washington, DC (Summer 1976 & May-September 1977)

- Organized national coalition of companies led by CGW in support of passage of the 1977 Clean Air Act and at Representative Paul Rogers' request (sponsor of bill) served as a "whip" for its passage.
- Prepared CGW's Political Action Committee Newsletter.

PROFESSIONAL ASSOCIATIONS

- Los Angeles County Bar Association, Editorial Board Member of Los Angeles Lawyer Magazine (2022- present)
- Los Angeles County Bar Association – President's Committee on Women in the Legal Profession and Co-Chair Subcommittee on Gender Bias & Civility (2020 – present)
- Women Lawyers Association of Los Angeles (2001-present)
- California Association of Consumer Attorneys (2018–present)
- Consumer Attorneys Association of America (2015-present)
- Western Center on Law & Poverty, Advisory Board (2005-2009)

BAR ADMISSIONS

The State Bar of California; United States District Courts for the Central, Southern and Northern Districts of California; and the United States Court of Appeals for the Ninth and Sixth Circuits

GRASSROOTS POLITICAL ORGANIZING EXPERIENCE

Chair, Co-Manager and Field Director, Westside Democratic HQ (Los Angeles) (2012 & 2016)

- Formed coalition of Democratic clubs, ran, recruited and trained volunteers, and conducted and coordinated field work for Presidential campaign.

Co-Founder and President, Grassroots Democrats HQ (Los Angeles) (2018-present)

- Formed a coalition of Democratic Clubs and Grassroots Organizations, co-managed virtual and brick & mortar campaign HQ, recruited and trained volunteers, and conducted field work for 9 Congressional campaigns and the Virginia State Legislatures (2018) and 6 Senate, 6 Congressional and Presidential campaigns (2019-2020). Conducting field work for 8 Congressional campaigns and 6 Senate campaigns (2021-present). Our organization is currently running phone banks,

canvasses, text banks, and postcard campaigns with the California Democratic Party and the Democratic Congressional Campaign Committee.

- In 2018, our leadership team oversaw a network of 5,000 volunteers who made 1.9 million phone calls and knocked on thousands of doors. Together we flipped seven Congressional districts in California, helping Democrats win their largest House majority in a decade.
- In 2019, we helped flip the Virginia House of Delegates and State Senate. Our efforts paid off. Thanks in part to 20,000 phone calls and 13,000 letters from our volunteers, Democrats won a 55-45 majority in the House of Delegates and a 21-19 majority in the Senate, giving Democrats total control of Virginia's government.
- In 2020, we had more than 11,000 individual volunteers who made 5.4 million phone calls, sent nearly 3 million texts, wrote nearly 600,000 postcards and letters, and completed 247 canvassing shifts (pre-covid).
- In 2020, we partnered with Progressives and Seniors For Biden Coalitions and ran their national phone banks.
- In 2020, we had more than 40 affiliates, consisting of Grassroots Organizations and Democratic Clubs.
- In 2020, we mentored and trained more than 40 high school and college students who participated in our Fellowship program.
- We currently have more than 90 affiliates from across the country and a volunteer pool of more than 33,000.

Co-Founder, Co-Host, and Speaker, Training to Win 2020, Virtual Event (2020)

- Training to Win 2020 was a free event hosted by grassroots organizations (including Field Team 6, Flip the West, Grassroots Dems HQ, Indivisible, Sea Change PAC, Sister District, Swing Left, Women's March Action, among others) which was designed to help Democratic activists navigate challenges in traditional grassroots and field organizing as a result of the pandemic. Training topics focused on virtual programs, relational organizing, and advanced voter engagement.
- Presented phone bank training session to hundreds of participants from across the country.

EDUCATION

Southwestern University School of Law, PLEAS Program, Los Angeles, CA

J.D., *summa cum laude*, May 1999 (First in Class)

PLEAS Program – part-time day program (only one at the time)

Editor-in-Chief - *Southwestern University Law Review* (1998-1999).

Member of Moot Court Team – Winner best brief

Cornell University, College of Arts & Sciences, Ithaca, NY (1973-1977)

B.A. May 1977; Class of 1977 Outstanding Senior (class size 4,000 students)

John F. Kennedy Memorial Public Service Award

Co-Founder and Co-Chairperson, Cornell Internship Program

Founder – Cornell Ambassadors – Connecting current and prospective students



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Grant:

I am pleased to inform you that I hereby appoint you to the Human Relations Commission for the term ending June 30, 2026, 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.

Ms. Melissa Grant
March 21, 2023
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As part of the City Council confirmation process, meetings will be offered to Traci Park, 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 written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Melissa Grant
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 Traci Park

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