



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. Erin Pak to the Board of Transportation Commissioners for the term ending June 30, 2026. Ms. Pak will fill the vacancy created by Donna Choi, whom I removed effective May 5, 2023 or at the time Ms. Choi's successor is confirmed by the City Council.

I certify that in my opinion Ms. Pak 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".

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Erin Pak
Commission: Board of Transportation Commissioners
End of Term: 6/30/2026

Appointee Information

1. **Race:** API
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:** Master of Science, Secondary & Adult Education, Training & Curriculum Design, University of Southern California
7. **Occupation/profession:** CEO, Kheir Clinic
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):**

ERIN PAK

Effective executive with progressive leadership experience in public, private and nonprofit sectors. Analytical and innovative acumen with knowledge in communication, business operations, social enterprise, government projects, diversity & niche marketing, public relations, education, and healthcare trends and policies.

PROFESSIONAL EXPERIENCE

CEO, Kheir Clinic (FQHC)

Senior Vice President, EF Consulting Group

Vice President of Marketing & Client Services, SA & Associates Communications Group

Western Regional Director of Marketing, Cable & Wireless, Inc.

Interim Director & National Market Manager, Sprint

National Program Manager, Technology Training Corporation

Teacher, University High School, LA Unified School District

EDUCATION

Master of Science, Secondary & Adult Education, Training & Curriculum Design, University of Southern California

Bachelor of Arts, Psychology, University of Southern California

ACTIVITIES

Government

First 5 California State Commission, Commissioner, 2015 to 2017

City of LA Ethics Commission, Commissioner, 2012 to 2015

City of LA Commission on Community & Family Services, Commissioner, 2009 to 2013

The Getty House Foundation, Board Director, 2009 to 2012

City of Los Angeles President's Joint of Governance of LAUSD, Commissioner, 2005 to 2007

Public, Private, Nonprofit

Hollywood Presbyterian Medical Center, Community Board Director, 2022 to Present

Clinic Mutual Insurance Company, Board Director, 2015 to Present

Community Advisory Board, Southern California Gas Company, Member, 2012 to Present

Vision to Learn, Board Director, 2012 to 2016

Johns Hopkins University Parents Council, Member, 2011 to 2013

Families in Schools, Board Director, 2008 to 2012

ACCOLADES

California Assembly District 54 Nonprofit of the Year Award 2022

Los Angeles Business Journal Community Clinic of the Year Award 2020

California Assembly Women's History Month Award 2010, 2017

Korean American Health Coalition Trailblazer Award 2017

Turbo Air Foundation Leadership Award 2016

Asian Professionals' Exchange (APEX) Leadership Award 2008

American Cancer Society Collaboration Award 2007

Greenlining Institute "Big Heart" Award 2007

Erin Pak serves as the CEO of Kheir (pronounced ‘care’) Clinic, a non-profit Federally Qualified Health Center, which provides culturally and linguistically appropriate Medical, Dental, Optometry, and Adult Day Health care services to low income, underserved residents of Los Angeles. Under Erin’s leadership, Kheir grew 678% in its annual revenue and over 3000% in total assets. In the recent years, Kheir was honored as the 2022 California Assembly (AD54) *Nonprofit of the Year*, 2020 *Los Angeles Business Journal Community Clinic of the Year*, and also recognized by the US Health & Human Services Department as a national leader in its innovative COVID vaccination response. Kheir Clinic remains the only nonprofit health clinic in the nation that delivers full suite of services in English, Bengali, Korean, Spanish and Thai.

Prior to joining Kheir Clinic, Erin held several marketing leadership positions with Fortune 500 companies and set revenue records in new markets. As an education consultant, Erin personally authored and secured \$125 million in federal grants for California public schools over a 45-month period. A dedicated community advocate, Erin has volunteered with various organizations to improve public school education and to raise community awareness and engagement levels in many areas, including voter registration, health and cancer screenings, and increased public library hours. For City of Los Angeles, Erin has served on the Ethics Commission, Commission on Community & Family Services, President's Joint Commission on LAUSD Governance, and the Getty House Board of Directors. In 2017, she was appointed to the First 5 California State Commission. Her current activities include Hollywood Presbyterian Medical Center Board of Directors, SoCalGas Community Advisory Board, and Clinic Mutual Insurance Company Purchasing Group Board of Directors, which provides professional liability insurance exclusively for nonprofit community clinics in the western states.

For her critical work on reducing health disparities in Los Angeles, Erin has been honored by the American Cancer Society, Turbo Air Foundation, the Korean American Health Coalition, and, by the California State Assembly, as part of Women's History Month 2010 and 2017. Erin holds a BA in Psychology and a Master of Science degree in Education with emphasis in Secondary & Adult Education, Training & Curriculum Design from the University of Southern California.



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Pak:

I am pleased to inform you that I hereby appoint you to the Board of Transportation Commissioners for the term ending June 30, 2026. 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.

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As part of the City Council confirmation process, meetings will be offered to Traci Park, your Councilmember, and Councilmember Heather Hutt, the Chair of the Transportation 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 Transportation 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 fluid and cursive, with the first name "Karen" and the last name "Bass" clearly legible.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Erin Pak
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 Heather Hutt, Chair of the Council Committee considering your nomination