



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

I certify that in my opinion Ms. Reed is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Michele Reed
Commission: Human Relations Commission
End of Term: 6/30/2026

Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 8 - South LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Caregiver / Executive Boardmember, SEIU Local 2015
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):**

Michele Reed - Bio 3/11/2023

Michele Reed is a Native of South Central Los Angeles, Calif a heart and passion for serving the people. Reed is currently a caregiver and Executive Board Service Employees International Union (SEIU) Local 2015 For over 25 plus years Reed has provided care for those in need including her late grandmother. Migrating to Calif from the South her Grandmother would say to Michele Be about change

Reed has dedicated her life to fighting to give a Voice to the voiceless and creating long-lasting changes in the world. Michele was recently Honored as Unsung Heroes by California Legislative Black Caucus for her commitment To Service in the Arenas of Social and Economic Justice, Reforming the Justice system, Immigration Reform and Homelessness are some of the issues most important to Reed. Michele has a Vision for a more equitable and inclusive city of Los Angeles. Reed is for the people, by the people with the people. by standing at the forefront and advocating for the needs of the community

Michele Reed

Affiliations ~

Executive Board Member, SEIU Local 2015

National Delegate, SEIU AFRAM

SEIU 2015 Democracy Captain,

Delegate, LA Federal of Labor

Member, Community Coalition

Black Young Dems Clubs

Stonewall Dems

Heart Of LA Dems Club

Culver City Dems Club

Member, Black Workers Center

Member, Black Woman Democratic Club

Member, New Frontier Democratic Club, Heart LA
Dems,

Last modified: 9:26 PM



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Reed:

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. Michele Reed
March 21, 2023
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As part of the City Council confirmation process, meetings will be offered to Marqueece Harris-Dawson, 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
Ms. Michele Reed
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 Marqueece Harris-Dawson

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