



KAREN BASS
MAYOR

April 3, 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. Michael Yap to the East Los Angeles Area Planning Commission for the term ending June 30, 2023. Mr. Yap will fill the vacancy created by Seamus Garrity, who has resigned.

I certify that in my opinion Mr. Yap 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: Michael Yap
Commission: East Los Angeles Area Planning Commission
End of Term: 6/30/2023

Appointee Information

1. **Race:** API
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 4 - East LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., Rutgers University School of Law
7. **Occupation/profession:** Vice President, Deputy General Counsel, AUCTANE
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):**

Commissioner	APC	CD	Race	Gender	Term End
Campos, Denise	East LA	14	Latinx	F	6/30/2024
VACANT					6/30/2023
Gutierrez, Gloria	East LA	14	Latinx	F	6/30/2027
Rascon, Sarah	East LA	1	Caucasian	F	6/30/2025
Stevens, Jacob	East LA	14	Latinx	M	6/30/2026

MICHAEL A. YAP

SUMMARY

- 22+ Years Legal Experience
- 13+ Years in Public Companies
- Legal Team Management
- Industries: Technology, Software, Financial Services, Telecommunications, and Real Estate
- Boards of Directors and Senior Management
- U.S. SEC and Regulatory
- Corporate Governance and Environmental, Social and Governance (ESG)
- Commercial, SaaS, and Technology Transactions
- Mergers and Acquisitions
- Start-up and Entrepreneurial Companies
- Human Resources and Employment Matters
- International Management and Expansion

PROFESSIONAL EXPERIENCE

AUCTANE, El Segundo, California
Vice President, Deputy General Counsel

2020 to present

Manage a global legal team for Auctane (formerly, Stamps.com, NASDAQ: STMP (acquired by a private equity firm, Thoma Bravo, for \$6.6 billion in Q4 2021)), a software and SaaS provider of shipping and logistics solutions. Auctane has operations in 7 countries (the U.S., the United Kingdom, Spain, Poland, Germany, the Netherlands, and Australia) and uses the brand names Stamps.com, Endicia, ShipStation, ShippingEasy, ShipWorks, ShipEngine, Shippi, Packlink, and MetaPack.

- Advise senior leadership and management on legal and risk issues, including key sales and commercial relationships, strategic initiatives, talent management, marketing, privacy, cybersecurity, and regulatory compliance.
- Manage corporate governance, disclosure and reporting issues for U.S. Securities & Exchange Commission (SEC) filings, including proxy statements and reports on Forms 10-K and 10-Q, when applicable.
- Support board initiatives, including board member searches, environmental, social and governance projects, investor relations, equity compensation benchmarking, and proxy advisory engagement.
- Develop and supervise corporate policies related to investor relations, trading, public communication, privacy, data management, international growth, and legal department management.
- Lead negotiations on key strategic relationships and mergers and acquisitions, including the acquisition of Packlink, a multinational European SaaS shipping platform.
- Supervise corporate governance and subsidiary management for internal organization of officers, directors and global subsidiaries.
- Select and supervise legal advisors and external firms on regulatory matters, mergers and acquisitions, litigation, employment, and international expansion matters.

GEN MOBILE, Redondo Beach, California
Co-founder and Vice President

2018 to 2020

Advised the leadership and investors of Gen Mobile, now a subsidiary of DISH Network (NASDAQ: DISH), a wireless service provider powered by the largest U.S.-based wireless service networks with services to over 100 countries.

- Negotiated contracts with key business partners, investors, and distributors.
- Managed legal and operational risk and supervised external advisors.
- Designed and implemented a corporate and organizational structure for governance and investor equity financing.
- Identified and engaged business and community partners for wholesale wireless services, distribution, marketing, support services, philanthropy, and network building.

MOONLEAF VENTURES, Los Angeles, California
Founder and Principal

2017 to 2018

Managed investment projects in growth markets in the real estate development and technology sectors. Conducted analysis and due diligence, built financial plans and budgets, identified and managed vendors, contractors, trades, material suppliers, and service providers for real estate development projects.

PRUDENTIAL, Newark, New Jersey
Chief Legal Officer, International Investments (2010-2017)

2007 to 2017

Managed a global legal team of up to 35 lawyers and legal professionals for a division of Prudential (NYSE: PRU) in Asia, Latin America and Europe. Investment funds and services for retail individual clients and institutions were offered through operations in 10 countries and marketed in over 30 countries. Advised the client relations teams for the largest investment clients of Prudential's global asset management business (branded as PGIM), one of the 10 largest managers worldwide with \$1.5 trillion in global assets.

- Oversaw the legal teams supporting and advising operating businesses in global markets including Japan, China, India, Brazil, Mexico, the United Kingdom, Italy, Taiwan, Singapore, and Luxembourg.
- As a corporate board secretary, managed and addressed corporate governance, disclosure and reporting issues for U.S. SEC filings for the business and its global subsidiaries, including comments to reports on Forms 10-K and 10-Q.
- Served as board counsel and oversaw board documentation, corporate governance, compliance, and committees for publicly registered, European-regulated mutual funds with independent boards of directors.
- Supervised communications with financial regulators in global markets, including a subsidiary registered as an investment adviser with the U.S. SEC.
- Managed a global legal budget and designed a comprehensive legal support strategy, reducing overall legal expenses by 40% over two years.
- Led legal project teams through multi-country merger and acquisition transactions with multi-billion-dollar valuations, including external legal and tax advisors on commercial, investment fund, regulatory, and cross-border matters.
- Collaborated closely with human resources on all employment matters, including talent management, hiring and termination, and the expatriation of global executives.
- Managed and developed corporate policies, including intellectual property, privacy, litigation, subsidiary corporate governance, anti-corruption, marketing, and branding issues.

Vice President and Corporate Counsel, Prudential Real Estate Investors (2007-2010)

Served as lead counsel to the global offices, strategic joint ventures, and securities trading operations for Prudential's real estate investment management business, one of the largest in the industry (branded as PGIM Real Estate) with over \$190 billion in global assets. Led legal project teams on significant projects in Australia, China, India, Singapore and the United Kingdom and expansion projects with a joint venture with Mubadala Development Company in Abu Dhabi and a new Asia head office in Tokyo.

AUTOMATIC DATA PROCESSING, Roseland, New Jersey
Corporate Counsel

2006 to 2007

Served as counsel focused on global expansion and client relationships for the international employer services division, a segment that generated over \$1 billion in annual revenue through payroll, human resource and business processing solutions in the Americas, Asia and Europe for ADP (NASDAQ: ADP). Negotiated with ADP's largest multinational clients on software, SaaS, technology sharing, licensing, and strategic partnerships.

Corporate Attorney

Member – Associates Committee, Diversity Committee and Pro Bono Committee

Delivered legal and regulatory advice to established institutional clients and early-stage growth companies for a full-service, New York City-based American Lawyer top 100 law firm, with over 370 lawyers.

- Advised clients in mergers, acquisitions, and commercial transactions, including a few of the then-largest transactions at the firm.
- Served as primary counsel to negotiate software, SaaS, technology, and licensing agreements.
- Advised clients on regulatory issues and filings and represented clients in dealings with the U.S. SEC and other governmental agencies, including proxy statements and reports on Forms 10-K and 10-Q.

BAR ADMISSIONS

New York

EDUCATION

RUTGERS UNIVERSITY SCHOOL OF LAW, Newark, New Jersey, J.D., May 1999

Activities: Rutgers Law Review, *Editor*, and Rutgers Moot Court Board, *Committee Chair*

THE UNIVERSITY OF CHICAGO, Chicago, Illinois, B.A., Psychology, June 1994

AWARDS

Corporate Leadership Award, May 2011

Asian Pacific American Lawyers Association of New Jersey

Best Lawyers under 40, November 2009

National Asian Pacific American Bar Association

COMMUNITY ORGANIZATION EXPERIENCE

2017 – present, **City of Cleveland Advisory Committee**, Committee Member, representing the most socioeconomically diverse community in Cleveland

2017 – present, **C. Eule Dance**, women-owned dance company, Board Member, providing strategic and financial advice for a modern dance company in Los Angeles

2020 – 2021, **Little Tokyo Community Center**, Co-founder Community Feeding Community pandemic meals program, raising over \$200,000 and serving thousands of meals to low-income seniors and unemployed residents of downtown Los Angeles

2019 – 2020, **Leadership Education for Asian Pacifics**, Instructor and Mentor, delivering professional executive and management training to develop corporate and nonprofit leaders

2014 – 2020, **Filipino Executive Network**, Founding Member, collaborating with Commissioners from the White House Initiative on Asian Americans and Pacific Islanders

2013 – 2017, **Association of Corporate Counsel**, New Jersey Board Member, serving the New Jersey chapter of the largest corporate counsel organization in the U.S.

2008 – 2017, **National Asian Pacific American Bar Association**, In House Counsel Committee Advisor, developing diverse legal talent in an organization representing nearly 50,000 lawyers and 80 legal associations

2015 – 2016, **Rutgers Center for Corporate Law and Governance**, Alumni Steering Committee, collaborating with executives and academic professionals to develop best practices in corporate governance

2014 – 2016, **America Needs You**, New Jersey Board Member, building programs to support the success of first-generation college students

2008 – 2016, **Asian American Bar Association of New York**, Board Member and Advisory Council Member (In house Counsel Committee Chair, Minority Bar Outreach Chair), developing training and programming for the largest Asian American legal organization in New York



KAREN BASS
MAYOR

April 3, 2023

Dear Mr. Yap:

I am pleased to inform you that I hereby appoint you to the East Los Angeles Area Planning Commission for the term ending June 30, 2023, 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. Michael Yap
April 3, 2023
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As part of the City Council confirmation process, meetings will be offered to Nithya Raman, your Councilmember, and Councilmember Marqueece Harris-Dawson, the Chair of the Planning and Land Use Management 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 Planning and Land Use Management 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. Michael Yap
April 3, 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 Nithya Raman

_____ Councilmember Marqueece Harris-Dawson, Chair of the Council Committee considering your nomination