



KAREN BASS
MAYOR

May 18, 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. Carmen Chang to the Board of El Pueblo de Los Angeles Historical Monument Authority Commissioners for the term ending June 30, 2024.

I certify that in my opinion Ms. Chang is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Ms. Chang will fill the vacancy created by the departure of Alex Ibarra, who has resigned.

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: Carmen Chang
Commission: Board of El Pueblo de Los Angeles Historical Monument
Authority Commissioners
End of Term: 6/30/2024

Appointee Information

1. **Race:** API
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 2 - South Valley
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:** Commission on Community and Family Services
6. **Highest level of education completed:** MPA, George Mason University
7. **Occupation/profession:** Organizing Director, Golden State Opportunity, Los Angeles
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
VACANT					6/30/2025
Cardenas, Zelenne	South LA	8	Latinx	F	6/30/2026
Quon, Lori	West LA	11	API	F	6/30/2026
Garcia, Fabian	North Valley	14	Latinx	M	6/30/2025
Thomas, Aaron	East LA	1	African American	M	6/30/2025
Wirfs, John	East LA	1	API	M	6/30/2026
Perez, Liliana	East LA	13	Latinx	F	6/30/2025
Manriquez, Suzanne	East LA	14	Latinx	F	6/30/2024
VACANT					6/30/2024

CARMEN CHANG

PROFESSIONAL EXPERIENCE

GOLDEN STATE OPPORTUNITY, LOS ANGELES, CA

November 2021 - Present

Organizing Director

Managing \$2 million budget, staff of 5, and 40 grantee organizations & contractors in CA and Dallas to provide education & outreach to low-income people to claim Earned Income Tax Credit and Child Tax Credits and public benefits, and advocate for systems change at state and federal levels.

CALIFORNIA IMMIGRANT POLICY CENTER, LOS ANGELES, CA

March 2019 – November 2021

Organizing Director

Organized 9 California regional coalitions to advocate for statewide immigrant rights legislation on behalf of constituents. Managed three organizers, contractors, and subgrantees to lead campaign field and digital tactics by listening to constituents' concerns and sharing their stories to influence legislators. Wins include full inclusion of the California Earned Income Tax Credit, Health for Young Adults & Adults 50+. Led the transition to CRM database EveryAction to equip organizing, digital, communications, and development teams. In May 2020, adapted to COVID-19 and led state's largest digital Immigrant Day of Action with 1,000 attendees, 100 legislative meetings, morning rally, and 6 panels on CA issues using 30 Zoom lines.

CINDY MONTANEZ FOR SAN FERNANDO CITY COUNCIL

September 2020 – December 2020

Campaign Manager

Managed candidate, solicited endorsements from major organizations and labor unions, created and implemented campaign budget and calendar, tracked fundraising, and executed digital, communications, mail, & field strategies. Candidate won the highest number of votes in this election.

CALIFORNIA DEMOCRATIC PARTY, SANTA CLARITA, CA

July 2018 – November 2018

CA-25 Field Director with Katie Hill for Congress Campaign

Headed the field team of 30 staff in CA's 25th Congressional District to win majority of voters for the candidate. Built support for 70+ rallies, town halls, debates, constituent meetings, and roundtable discussions. Set weekly field goals and coordinated with digital teams to ensure field programs, texting, and digital platforms led to the progression of voter contact and volunteer recruitment. Managed operations, budget, and relationships with state and federal campaign partners. Trained 10,000+ volunteers and canvassed over 500,00 voters in the General Election.

UNITED WAY WORLDWIDE, ALEXANDRIA, VA

November 2017 – June 2018

Engagement Manager, International Network

Liaised between headquarters office and global regional teams to ensure smooth communications on projects – major convenings, marketing content, technology platforms, and international disaster relief protocol for 15,000 United Way staff.

HILLARY FOR NEBRASKA CAMPAIGN, OMAHA, NE

July 2016 – November 2016

Organizing Director

Led Hillary Clinton's field department of 30 staff in Nebraska's Second Congressional District. Set weekly program goals, coached field managers and their teams to meet targets, and developed & implemented Get Out the Vote strategies and operations. Organized 20 campaign events and rallies with local and national surrogates to promote voter registration, voter engagement, early voting, and voter turnout. Advised the State Director and collaborated with the operations, data, digital, communications, and voter protection departments to allocate budgets and ensure snap decisions in a timely manner across the district.

OVERSEAS PRIVATE INVESTMENT CORPORATION, WASHINGTON, DC

June 2014 – July 2016

Special Assistant, Projects & Events Manager, Office of the President

Served as political appointee in the Obama Administration. Coordinated the Executive Vice President-nominee/Chief Operating Officer's and Chief of Staff's priorities, including over 20 international and domestic OPIC delegation trips. Created Agency's first community service program and organized quarterly volunteer events with staff to promote employee engagement. Executed event planning logistics and federal government contracting duties & oversaw the Agency's on-line platform to promote employee engagement. Managed over 30 events with the White House Presidential Personnel's office, 40 brown bag lunches with external speakers, 2 senior staff retreats, and 2 annual awards ceremonies. Managed and trained over 15 new employees and interns to ensure proper work flow within the Front Office.

PEACE CORPS, WASHINGTON, DC

May 2013 – May 2014

Management Analyst, Office of the General Counsel, Headquarters Office

First civil servant role in the U.S. federal government. Assisted the General Counsel and 12 attorneys in document preparation regarding Peace Corps policy decisions that affect field staff and Volunteers around the world. Prepared monthly Senior Policy Committee meetings and assembled manual revision documents for members and the Acting Director's policy issuance notebook. Transmitted policies to staff in 139 countries worldwide. As Contracting Officer Representative, liaised with committee staff, prospective employees, CIA, and FBI on confidential materials and information.

OBAMA FOR AMERICA CAMPAIGN, HENRICO & HANOVER COUNTIES, VA

July 2012 – November 2012

Regional Field Director – Virginia

Managed 14 Field Organizers and 3 field offices to win battleground county for President Obama's re-election campaign. Set weekly program goals and coached team to outreach to voters and build volunteer teams. Won by 19,000 votes; voter turnout increased by 4.8% compared to 2008.

PEACE CORPS, BAMBENDA, CAMEROON

June 2010 – July 2012

NGO Advisor, Community Enterprise Development Volunteer

Served as Peace Corps Volunteer in Central West Africa for two years to promote world peace and friendship. Listened to grassroots and grassroots leaders' needs and fundraised \$7,200 to organize a two-day NGO fair through the Peace Corps Partnership Program. Promoted networking between the non-governmental organization, business, local government, and foreign institution (Peace Corps and Voluntary Services Overseas) sectors. 76 NGO and corporate social responsibility stands, 500 participants, and 100+ new volunteers joined. NGO Directory and best practices report published and distributed to participating institutions after the event. Facilitated 15 organizational development & business courses and 5 strategic plan workshops for local NGOs and businesses. Taught organizing courses to emerging Cameroonian leaders seeking public office.

OBAMA FOR AMERICA CAMPAIGN, OMAHA, NE & RICHMOND, VA

July 2008 – November 2008

Field Organizer & Obama Organizing Fellow

Organized supporters and volunteers in Nebraska's 2nd Congressional District (NE-02), focusing in North Omaha, a predominantly African-American community. Presidential candidate won by 3,325 votes overall for Nebraska's one electoral vote. In Richmond, VA, registered hundreds of new voters on the ground, leading to Obama's win in Virginia.

UCLA UNDERGRADUATE ADMISSION, LOS ANGELES, CA

July 2006 – January 2008

Admissions Assistant

With the most applications in the world, managed high volumes of undergraduate, transfer, and international applications. Recruited, trained, and oversaw 30 student workers to account for 60,000+ student applications, decision letters, and transcripts. Standardized efficient systems for the admissions process. Trained for the Fall 2008 Freshman Holistic Admissions Review.

VOLUNTEER & INTERNSHIP EXPERIENCE

LOS ANGELES CITY COMMISSION ON COMMUNITY AND FAMILY SERVICES

November 2020 – Present

Commissioner (appointed by Mayor Eric Garcetti)

AAPI CLEARINGHOUSE

February 2020 – Present

Asian American Action Fund Advisor

JOE BIDEN FOR PRESIDENT, WISCONSIN

September 2020 – November 2020

Chinese Americans for Biden WI Volunteer State Lead & Asian Americans for Biden WI Special Projects Manager

U.S. HOUSE OF REPRESENTATIVES – OFFICE OF CONGRESSMAN JOHN BOCCIERI (2009-2011)

March 2009 – May 2009

Intern

Drafted and mailed correspondence in Intranet Quorum (IQ) database regarding constituents' concerns. Assisted with legislative research and press projects.

EDUCATION, CERTIFICATIONS, AND TECHNICAL PROFICIENCIES

Masters in Public Administration (MPA), George Mason University, 2009. B.A. in Political Science, Minor in Global Studies, UCLA, 2006.

Leadership, Organizing and Action: Leading Change Certificate (2020), Harvard Kennedy School of Government.

Center for Asian Americans United for Self Empowerment (CAUSE) Leadership Institute Certificate (2019). Contracting Officers Representative Certification (2013). Security clearance: Secret (expired). Conversational language in Cantonese Chinese and Pidgin English. Beginner's language in French and Spanish. Political Data Inc. (PDI), Votebuilder (VAN), EveryAction, Google Drive (Docs, Sheets, Slides), Microsoft Office and OneDrive, SurveyMonkey, Raiser's Edge, Salesforce, QuickBooks Online, Adobe Connect, Smartsheet, Workplace by Facebook, Zoom, Slack.



KAREN BASS
MAYOR

May 18, 2023

Dear Ms. Chang:

I am pleased to inform you that I hereby appoint you to the Board of El Pueblo de Los Angeles Historical Monument Authority Commissioners for the term ending June 30, 2024, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

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 Personnel's 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 via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at nicole.enriquez@lacity.org.

As part of the appointment process, Paul Krekorian, your Councilmember, and Councilmember Eunisses Hernandez, the Chair of the Neighborhoods and Community Enrichment Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Ms. Carmen Chang
May 18, 2023
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Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Neighborhoods and Community Enrichment Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at myr-commissions@lacity.org.

Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at myr-commissions@lacity.org.

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. Carmen Chang
May 18, 2023

Nominee Check List

I. Within 7 days:

- Email the below completed documents, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to:

Office of the Mayor
Attn: Commissions Team
200 N. Spring Street, Room 303
Los Angeles, CA 90012

- Remuneration Form
- Undated Separation Letters (2)

- Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

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 Paul Krekorian
- Councilmember Eunisses Hernandez, Chair of the Council Committee considering your nomination

IV. Public Meetings at City Hall:

- Neighborhoods and Community Enrichment Committee Hearing
- Full Council Hearing