



KAREN BASS
MAYOR

May 30, 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. Eunice Song to the East Los Angeles Area Planning Commission for the term ending June 30, 2026.

I certify that in my opinion Ms. Song 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. Song will fill the vacancy created by the departure of Jacob Stevens.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass".

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Eunice Song
Commission: East Los Angeles Area Planning Commission
End of Term: 6/30/2026

Appointee Information

1. **Race:** API
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 14 - East LA
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., Southwestern University School of Law
7. **Occupation/profession:** Executive Director, The Korean American Coalition
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
Rascon, Sarah	East LA	1	Caucasian	F	6/30/2025
Yap, Michael	East LA	4	API	M	6/30/2028
Gutierrez, Gloria	East LA	14	Latinx	F	6/30/2027
VACANT					6/30/2026

EXPERIENCE

The Korean American Coalition - Los Angeles (KAC), Los Angeles, CA

Executive Director- November 2017 - Present

- **Executive Duties:** Manages the vision and objectives of the organization; Restructured and reorganized the organization's pillars of focus to the core values of: Civic Engagement & Community Advocacy, Alternative Dispute Resolution and Leadership Development. Raised the standard on quality of services and programs provided to the community. Increased the staffing by two-thirds within two years.
- **Development:** Responsible for revenue and fundraising through partnerships, donor management and the entire budget for the organization. In the first year of 2019, increased organization revenue by 27%; In the third year tripled the annual revenue; Tripled the staff by year 4; Increased the gender diversity on the board of directors from 10% to 40%.
- **Programs:** Revived the longest running signature leadership program for Korean Americans: the National College Leadership Conference (NCLC); Created a joint six-week leadership program: Emerging Leaders Ignite Next Gen Fellowship with the Council of Korean Americans. Increased the Model United Nations program by 33%.
- **Coalition Building:** Serves on over 10 community advisory groups, committees and boards: Community Co-Chair for the Los Angeles County Registrar-Recorder/County Clerk Language Accessibility Advisory Committee (LAAC); Steering Committee Member AAHNPI and AMEMSA Educational Equity Los Angeles Unified School District (LAUSD); LA for Good Leadership Council (ADL, AJC, AAAJ-LA, Urban League, etc.); KAC National - Committee Chair for Public Policy and Rapid Response; Board Member and Secretary - Koreatown Organizations Association (KOA); Koreatown Arts and Recreational Center (K-ARC); Led the Koreatown Redistricting Task Force (K-RTF); Board member, Korean American United Foundation (KAUF); LA County Workforce Development Aging and Community Services (WDACS) Dispute Resolution Center Contract Providers; Board Member, AAPI Equity Alliance
- **Public Relation Duties:** Organized press conferences reported in media outlets such as Korea Times, Korea Central Daily, Daily Sports Seoul USA, Radio Korea etc.

4.29 Alternative Dispute Resolution (ADR) Center Director; July 2017 – Present; Mediation Director; April 2012 – November 2012, Volunteer Advisor to ADR Center November 2012-February 2013; Mediator; March 2009 – June 2011

- **Managerial Duties:** Revamped the organizational structure training model so that every employee is a certified mediator. Restructured the department's case management system; Trained and supervised staff (attorney mediators, staff mediators, support staff, volunteers); Increased annual performance metrics at a case closure rate of over 300% above quota.
- **Financial & Regulatory Duties:** Managed financial grant funding reports to the County of Los Angeles on a monthly basis. Successfully managed five LA County grant fiscal monitoring audits. Successfully managed County contract compliance.
- **Mediation Work:** Lead team to mediate and successfully closed an average of 10-15 mediation and conciliation cases per month in 2020-2022 covering various legal areas including consumer-merchant, ADA, lawyer-client, governmental, organizational, business to business, landlord-tenant (commercial/residential), family-relations, administrator-student, and contractual disputes in a bilingual capacity.
- **Public Relation Duties:** Participated in press conferences reported in media outlets such as Korea Times, Korea Central Daily, Daily Sports Seoul USA, Radio Korea.

Law Offices of Etan Z. Lorant, Woodland Hills, CA

Attorney & Law Clerk, September 2011-March 2012

- **Law & Motion Practice:** Researched multiple legal issues, prepared law and motion work on high profile cases, including a high-profile employment and discrimination case involving U.S. actor Mel Gibson.
- **Pre-Trial Investigation Duties:** Developed factual history of litigation cases by interviewing clients and documents, and by assisting in depositions.

Los Angeles City Attorney's Office, Los Angeles, CA

Volunteer Attorney (Complex Tort Litigation in the Civil Division), September 2011-January 2012

Law Clerk (Complex Tort Litigation in the civil division), February 2011 – May 2011

Reserve Prosecutor (Criminal Division), September 2010-November 2010

Law Clerk to Sue Frauens & Howard Gluck (Criminal Division), March 2010-May 2010

- **Managerial Duties:** Assigned as Case Manager for *Santiesteban v. City of Los Angeles*, the largest complex tort case filed against the City of Los Angeles at the time; supervised two attorneys responsible for drafting pretrial motions in the case.
- **Case Management:** Developed legal and factual arguments upon review of evidence, which contributed to a settlement agreement reducing the plaintiff's claim of \$30 million to \$1 million.
- **Law & Motions Practice:** Drafted three successful motions to compel medical and mental examinations; Drafted two successful oppositions to motions to compel brought by plaintiff; Represented the City of Los Angeles in pretrial court hearings.
- **Pre-Trial Investigation Duties:** Developed factual history of litigation cases by interviewing witnesses including Korean-speaking witnesses in a bilingual capacity; assisted attorney in depositions. Facts developed during discovery were used to develop a successful case-in-chief and trial strategy.

Los Angeles Department of Transportation (LADOT), Vice-President Commissioner, Honorable Sherry Yi-Hill, Los Angeles, CA

Briefing Clerk to Commissioner Sherry Yi-Hill, January-September 2005

- **Briefings Preparation:** Prepared bi-monthly briefings used by the Commissioner in resolving over 200 permit applications and transportation regulations for the City of Los Angeles.
- **Recommendations & Presentations:** Presented cases orally before the Commissioner and issued recommendations on the disposition of those applications. The Commission adopted the majority of these recommendations.

EDUCATION

Southwestern Law School, SCALE (Two-Year Accelerated Program), Los Angeles, CA

Juris Doctor, May 2010

Recipient, Southwestern Scholarship

University of California, Los Angeles (UCLA Ext.), Los Angeles, CA

Graduate, Professional Certificate in Human Resource Management, May 2006

University of California, Riverside, CA

Bachelor of Science, Biology, June 2006

Recipient, Chancellor's Scholarship; Recipient Alumni Association Scholarship; Recipient, The United States Presidential Scholarship; Recipient, Rotary Club Scholarship.

ACCREDITATIONS

- *Reserve Prosecutor*
 - **Los Angeles City Attorney's Office - Academy of Justice**, Los Angeles, CA
Completed City of Los Angeles trial advocacy training program, November 2010.
- *Certified Mediator*
 - **Certification in Mediation & Alternative Dispute Resolution**, Pasadena, CA
Los Angeles County Bar Association, March 2009.

- *University of Southern California, Marshall School of Executive Education courses*

LANGUAGE SKILLS

- Fluent in written and spoken Korean

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

- FBI InfraGard
- FBI Citizens Academy Graduate, Fall 2022
- Council of Korean Americans (CKA)
- Korean American Bar Association (KABA)



KAREN BASS
MAYOR

May 30, 2023

Dear Ms. Song:

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, 2026, 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, Kevin De Leon, your Councilmember, and Councilmember Marqueece Harris-Dawson, the Chair of the Planning and Land Use Management Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Ms. Eunice Song
May 30, 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 Planning and Land Use Management 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 fluid and cursive, with the first name "Karen" and last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Eunice Song
May 30, 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 Kevin De Leon
- ☐ Councilmember Marqueece Harris-Dawson, Chair of the Council Committee considering your nomination

IV. Public Meetings at City Hall:

- ☐ Planning and Land Use Management Committee Hearing
- ☐ Full Council Hearing