



August 14, 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. Karen Richardson to the Board of Cultural Affairs Commissioners for the term ending June 30, 2028.

I certify that in my opinion Ms. Richardson 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. Richardson will fill the vacancy created by the departure of Evonne Gallardo.

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: Karen Richardson
Commission: Board of Cultural Affairs Commissioners
End of Term: 6/30/2028

Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 4 - South Valley
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., Howard University School of Law, M.S., International Relations, London School of Economics and Political Science
7. **Occupation/profession:** Independent Consultant, KRB Strategies
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
Unger, Catherine	West LA	5	Caucasian	F	6/30/2028
Olatunji, Asantewa	South LA	10	African American	F	6/30/2027
Gallardo, Evonne	Central	14	Latinx	F	6/30/2023
Ho, Thien	Central	1	API	F	6/30/2026
Jimenez, Ray	West LA	5	Latinx	M	6/30/2027
Paquette, Eric	Central	4	Caucasian	M	6/30/2024
Vinson, Robert	North Valley	12	Latinx	M	6/30/2025

KAREN E. RICHARDSON

PROFESSIONAL EXPERIENCE

Independent Consultant/KRB Strategies

2018- Present

- Advise clients in the non-profit, entertainment and private sector on social impact issues and campaigns, strategic communications, stakeholder engagement and advocacy, coalition building, and long-term strategic planning.

C4o (International NGO)

2020-2021

Head of Communications, Chair's Office

- Directed and managed communications and outreach strategies for the Chair of C4o, then Mayor Eric Garcetti.

GOVERNMENT EXPERIENCE

Bureau of Public Affairs, U.S. Department of State

Deputy Assistant Secretary of State for Public Affairs

2016- 2017

Senior Advisor for Public Outreach, Strategic Communications and Partnerships

2014- 2016

- Managed a team of public affairs specialists on communications, engagement, and domestic outreach strategies for key foreign policy priorities.

Senior Advisor to the Ambassador, Office of Global Women's Issues

2009-2010

The White House, Office of Public Engagement and Intergovernmental Affairs

Associate Director and Public Engagement Advisor

2009-2014

- Advised Valerie Jarrett, former Senior Advisor to the President, on all international engagement matters, including managing all aspects of Ms. Jarrett's involvement in international gender policy development in her role as Chair of the White House Council on Women and Girls.
- Oversaw a team and led strategic planning and outreach to domestic and international advocacy organizations to develop and promote the President's domestic and foreign policy priorities.

Obama-Biden Presidential Transition Team

Office of Public Liaison (OPL) and Intergovernmental Affairs (IGA)

2008-2009

Democratic National Committee, Policy Director

Policy Director

Summer 2008

Obama for America

Policy Director for the Obama for America campaign in Iowa, North Carolina and Ohio

2007- 2008

Office of Senator Barack Obama

Deputy to Policy Director

2005- 2007

The United Nations Children's Fund (UNICEF)—Florence, Italy

Associate

2004-2005

EDUCATION

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

M.S., International Relations

HOWARD UNIVERSITY SCHOOL OF LAW

J.D., International Law

HOWARD UNIVERSITY

B.A. Summa Cum Laude, English and History

Skills, Memberships, and Interests

Languages: Fluent in Italian. Working proficiency in French. Beginning Portuguese, Japanese, and Spanish.

Memberships: Phi Beta Kappa Society, Truman National Security Project, Pacific Council on International Policy

Board Membership: Batonga Foundation; The Buckley School (Sherman Oaks, CA)

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KAREN BASS
MAYOR

August 14, 2023

Dear Ms. Richardson:

I am pleased to inform you that I hereby appoint you to the Board of Cultural Affairs Commissioners for the term ending June 30, 2028, 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, Nithya Raman, 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. Karen Richardson
August 14, 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 fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Karen Richardson
August 14, 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 Nithya Raman
- ☐ 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