



ERIC GARCETTI
MAYOR

July 21, 2017

Honorable Members of the City Council
c/o City Clerk
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Lynn Alvarez to the Board of Recreation and Parks Commissioners for the term ending June 30, 2022. Ms. Alvarez's current term expired on June 30, 2017.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Lynn Alvarez
Commission: Board of Recreation and Parks Commissioners
End of Term: 6/30/2022

Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Board of Recreation and Parks Commissioners
6. **Highest level of education completed:** J.D., University of California, Berkeley
7. **Occupation/profession:** Consultant
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission:**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Culpepper, Melba	Central	4	African American	F	30-Jun-21
Patsaouras, Sylvia	South Valley	3	Latina	F	30-Jun-18
Sanford, Misty	East LA	1	Latina	F	30-Jun-19
Diaz, Pilar	West LA	5	Asian Pacific Islander	F	30-Jun-22
Alvarez, Lynn	South Valley	5	Latina	F	30-Jun-17

PROFESSIONAL EXPERIENCE

PHILANTHROPY

Foundation Consultant 8/04 – present

Provide customized training to foundation program staff on topics as diverse as capacity building grants, general operating grants, ethics, financial analysis, due diligence, and other aspects of grantmaking. In addition, I assist foundations in the development of RFP's, strategic planning and facilitation, program evaluation, survey tools, grantmaking and program enhancements. A special focus of my work also involves assisting foundations in refining or creating grantmaking systems and in overseeing employment searches for program directors, officers, associates and grants managers. Foundation clients include: Conrad N. Hilton Foundation; California Community Foundation; Weingart Foundation; The California Endowment; Santa Barbara Community Foundation; and, Carl & Roberta Deutsch Foundation.

The Grantmaking School,

Grand Valley State University, Michigan 7/04 – present

Faculty

I am on the faculty of the highly regarded, national training program for foundation professionals entitled, "Advanced Proposal Analysis: A Critical Examination of Complex Issues." The Grantmaking School provides a university-based, practitioner-led curriculum in advanced grantmaking concepts. As a member of the faculty, I am responsible for delivering a variety of lectures on grantmaking best practices to program officers from foundations throughout the United States. I am also the author of several chapters in the accompanying manual which cover such topics as: due diligence, ethics, and organizational development.

The California Endowment 5/99 – 8/04

Senior Program Officer (2002 - 2004)

Consultant (2001 – 2002)

Program Officer (1999 – 2001)

During the first three years of employment I was responsible for statewide and regional grantmaking in excess of \$30 million. This included responsibility for developing and managing two strategic initiatives: Native American health and a health grantmaking partnership with twenty-five community foundations. The development of these major initiatives involved convening key stakeholders, managing evaluation plans, disseminating findings, and developing funding criteria and objectives. During the last two years, my role was expanded to include intensive training of Program Officers and Program Associates for the foundation. My work also included advising on strategic initiatives and programmatic related improvements for the foundation, such as, the development of a new grantmaking program, a customer satisfaction survey, and grantmaking procedures.

Peninsula Community Foundation 5/98 – 4/99

Program Officer

Duties included recommending grants to the Board of Trustees, meeting with donors, reviewing consultants' reports, and developing and managing an arts fund RFP.

Areas of grant

review included child care, early childhood development, education, substance abuse programs, economic development opportunities, and welfare-to-work initiatives.

California Community Foundation 12/96 – 10/97

Program Officer

Responsible for grantmaking throughout Los Angeles County in areas as diverse as education, child care, affordable housing and violence prevention. Also responsible for the development of an RFP, selection of panelists, community workshops, awarding of grants and overall administration of three arts and culture funds.

TEACHING and LEGAL

University of California at Los Angeles, School of Law 1/93 – 1/96

Visiting Professor / Lecturer

Taught courses on immigration law and professional ethics.

Immigrants' Rights Office,

Legal Aid Foundation of Los Angeles 7/87 – 12/93

Staff Attorney

Directly responsible for a large immigration caseload, supervision of law students and co-counseling in major litigation in federal court affecting immigrants' rights.

National Immigration Law Center 6/96 – 11/96, 6/94 – 9/94, 8/86 – 1/87

Staff Attorney (part-time)

Primarily responsible for monitoring INS compliance with the ruling in Perez-Funez v. INS, a lawsuit which focused on the rights of undocumented children arrested by the INS. Duties also included conducting immigration law training seminars and providing advice to legal services attorneys throughout the country.

El Rescate 7/85 – 7/87

Directing Attorney

Represented Central American refugees seeking political asylum in the United States and Canada from the administrative hearing level up to the Ninth Circuit. Recipient of a Berkeley Law Foundation grant for the Refugee Children's Advocacy Project. Supervised a legal staff of three attorneys, paralegal and secretary handling an active caseload of approximately 1,600 cases. Additional duties included fundraising, media contact and public speaking.

Stroock & Stroock & Lavan (Los Angeles) 10/84 – 7/85

Associate – Litigation Department

Drafted pleadings and conducted discovery for general business litigation, including unfair competition, product liability and bankruptcy.

EDUCATION

Boalt Hall School of Law
University of California, Berkeley
1984 - Juris Doctor

University of California, Berkeley
1981 - Bachelor of Arts with Distinction

LANGUAGES

Fluent in Spanish and French. Conversational, reading and writing knowledge of Italian and Portuguese.

COMMUNITY and PROFESSIONAL ASSOCIATIONS

Los Angeles Education Partnership – Board Member (2010 – present)

Friends of Lanai Booster (LAUSD elementary school) (2003-2009)
Winner of the 2007 Leadership Award

Para Los Ninos – Board Member (1995-1997)

Human Rights Watch – Board Member (1989-1993)

Central American Refugee Center – Board Member (1989-1992)

L.A. Arts Loan Fund – Committee Member (1996-1997)

State Bar's Immigration and Nationality Law Advisory Commission (1996-1999 term of appointment)

Committee on Legal Services to the Poor, California State
Bar Legal Services Section (Member: 1988-1993, Chair: 1991-1992)



ERIC GARCETTI
MAYOR

July 21, 2017

Ms. Lynn Alvarez

Dear Ms. Alvarez:

I am pleased to inform you that I hereby reappoint you to the Board of Recreation and Parks Commissioners for the term ending June 30, 2022. 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 call Claudia Luna in my Office at (213) 978-0621 to make arrangements for you.

To begin the reappointment process, please review, sign and return the enclosed Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open and accountable City government possible.

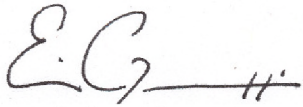
As part of the City Council confirmation process, you will need to meet with David Ryu, your Councilmember, and Councilmember Mitch O'Farrell, the Chair of the Arts, Entertainment, Parks and River Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your reappointment will be considered by the Arts, Entertainment, Parks and River Committee. Sometime thereafter, you will be notified by the committee clerk when your reappointment 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. Claudia Luna will assist you during the confirmation process if you have questions.

Ms. Lynn Alvarez
July 21, 2017
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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 dark ink, appearing to read "E. Garcetti", with a horizontal line extending to the right and a small mark at the end.

ERIC GARCETTI
Mayor

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Attachment I
Ms. Lynn Alvarez
July 21, 2017

Nominee Check List

I. Within seven days:

Mail or email the following forms to: Claudia Luna, Office of the Mayor, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: Claudia.Luna@lacity.org.

_____ **Remuneration Form**

_____ **Undated Separation Forms**

_____ **Background Check Release**

_____ **Commissioner Information Sheet/Voluntary Statistics**

II. As soon as possible, the Mayor's Office will schedule a meeting with you and:

_____ **Your City Councilmember David Ryu**

_____ **Councilmember Mitch O'Farrell, Chair of the Council Committee considering your nomination**

Staff in the Mayor's Office of Legislative and External Affairs will assist you with these arrangements.