



ANTONIO R. VILLARAIGOSA
MAYOR

August 2, 2012

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

Honorable Members:

Subject to your confirmation, I have today reappointed Ms. Lynn Alvarez to the Board of Recreation and Parks Commissioners for the term ending June 30, 2017. Ms. Alvarez's current term expired June 30, 2012.

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

Very truly yours,

ANTONIO R. VILLARAIGOSA
Mayor

ARV:sd

Attachment

COMMISSION APPOINTMENT FORM

Name: Lynn Alvarez
Commission: Board of Recreation and Parks Commissioners
End of Term: June 30, 2017

Appointee Information

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

Commissioner	APC	CD	Ethnicity	Gender	Appointment Date	Term Ends
Alvarez, Lynn	South Valley	5	Latina	F	17-Feb-11	30-Jun-12
Sanders, Barry A.	West	5	Caucasian	M	14-Sep-07	30-Jun-16
Stanley, W. Jerome	West	5	African American	M	01-Oct-09	30-Jun-14
Werner, Jill Troy	West	11	Caucasian	F	02-Mar-10	30-Jun-15
Williams, Jonathan Xavier	West	11	African American	M	07-Mar-06	30-Jun-13

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

Boait 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)



ANTONIO R. VILLARAIGOSA
MAYOR

August 2, 2012

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, 2017. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require a trip downtown. If you require parking during these procedures, please call Sui Duong in my Office at (213) 978-0724 and he will arrange it for you.

To begin the appointment process, please review, sign and return the enclosed City Commissioner Ethics Pledge, Commission Remuneration Form, Undated Separation Form and Background Release **within one week** of receiving this letter. These documents are necessary to help us ensure the most efficient, open and accountable City government possible.

Under separate cover 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. City law requires that you complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Shannon Prior at the Ethics Commission at (213) 978-1960.

As part of City Council confirmation process, you will need to arrange a meeting with Paul Koretz, your Councilmember, and Councilmember Richard Alarcon, the Chair of the Arts, Parks, Health and Aging 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 Arts, Parks, Health and Aging Committee. Some time thereafter, you will also be notified by the committee clerk when your appointment



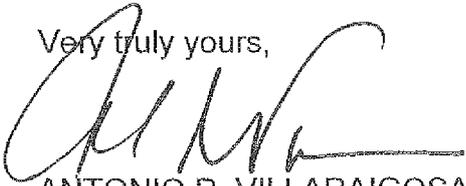
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will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office, Room 395, City Hall. Deputy Mayor Aileen Adams's staff will be responsible to assist you during the confirmation process if you have questions.

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.

Warmest congratulations and thank you for agreeing to continue helping in my efforts to serve the people of the City of Los Angeles.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Antonio R. Villaraigosa', written over a horizontal line.

ANTONIO R. VILLARAIGOSA
Mayor

ARV:sd

Attachment I
Ms. Lynn Alvarez
August 2, 2012

Nominee Check List

I. Within one week:

Mail or fax the following forms to: Office of the Mayor, Attn: Sui Duong, Office of Legal Counsel, 200 N. Spring St., # 303, Los Angeles, CA 90012. Fax: (213) 978-0720.

_____ **Ethics Pledge**

_____ **Remuneration Form**

_____ **Undated Separation Form**

_____ **Background Check Release**

_____ **Commissioner Information Sheet/Voluntary Statistics**

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.

_____ **Residence Verification Form**

III. As soon as possible, schedule a meeting with:

_____ **Your City Councilmember Paul Koretz (contact at 213-473-7005).**

_____ **Councilmember Richard Alarcon, Chair of the Council Committee considering your nomination (contact at 213-473-7007).**

A member of Deputy Mayor Aileen Adams's staff can assist you with these arrangements. (Mayor's Office: 213-978-0600)