



ERIC GARCETTI
MAYOR

August 12, 2014

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Alana Yanez to the Board of Animal Services for the term ending June 30, 2019. Ms. Yanez's current term expired on June 30, 2014.

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

Sincerely,

ERIC GARCETTI
Mayor

EG:dlg

Attachment

ERIC GARCETTI
MAYOR

COMMISSION APPOINTMENT FORM

Name: Alana Yanez
Commission: Board of Animal Services
End of Term: 6/30/2019

Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 1 - East Los Angeles
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** B.A., University of California at Santa Cruz
- 7. Occupation/profession:** Manager, Humane Society of the United States, Pets for Life Program
- 8. Experience(s) that qualifies person for appointment:** See attached resume
- 9. Purpose of this appointment:** Reappointment
- 10. Current composition of the commission (excluding appointee):**

Name	APC	CD	Ethnicity	Gender	Appt date	Term end
Brent, Jennifer	South Valley	6	Asian Pacific Islander	F	06-Jan-14	30-Jun-17
Gross, Larry	South Valley	4	Caucasian	M	06-Jan-14	30-Jun-15
Wolfson, Roger	East LA	13	Caucasian	M	06-Jan-14	30-Jun-16
Yanez, Alana	East LA	1	Latina	F	20-Apr-12	30-Jun-14
Zaft, David	Central	4	Caucasian	M	13-Aug-13	30-Jun-18

ALANA YAÑEZ

WORK EXPERIENCE

MANAGER. Humane Society of the United States, Pets for Life Program. 700 Professional Drive, Washington, MD (Los Angeles – based). January 2012 – Present.

Duties include: Coordinating development of the Pets for Life (PFL) program, establishing community partnerships, and setting a course for this program in Los Angeles. Oversee all aspects of the PFL program including management of PFL staff and consultants; organizing community outreach events; recruit and manage volunteers; coordinate dog training and pet care services/resources including spay/neuter and vaccine clinics; provide emergency vet care assistance on a case by case basis; work to build coalitions among community groups and other animal advocacy groups; implement data collection and measurements of the program; serve as a spokesperson for PFL; work closely with donors, board members, and others within the Humane Society of the United States to further the success of the program.

FIELD DEPUTY. California State Legislature, 22nd Senate District & 45th Assembly District. 615 S. Olive Street, Suite 710, Los Angeles, CA. December 2006 – Present.

Duties include: Serve as a liaison and pro-actively address the needs and interests of a wide range of District constituents including residents, non-governmental organizations, the business community and local government; conduct outreach among constituents to increase public awareness and civic engagement in District affairs and issues; serve as the lead deputy on environmental and health issues; organize and implement community-wide public events in partnership with constituent groups and other stakeholders; assist the District Director and Chief of Staff with policy research and legislative matters; staff and report to Member on in-District business; supervise interns; coordinate and manage administrative duties including office procedures, constituent correspondence and telephone inquiries; other duties as assigned.

ASSISTANT MANAGER. Stratus Real Estate, Inc. 5311 Topanga Canyon Blvd., 3rd Floor, Woodland Hills, CA. January 2006 – December 2006.

Duties include: Assist the Property Manager in gathering and compiling current market and economic information; research market trends; update and maintain a range of property reports; interface with residents to address concerns, negotiate lease renewals, and prepare preliminary account reviews; greet and qualify prospective residents, determining needs and preferences; present the property and available units to prospective residents; close leases and complete all related paperwork and leasing activities to ensure a timely move-in; supervise contractors to ensure a timely remodel of units; interface with maintenance staff on behalf of residents; conduct service follow-ups; ensure cleanliness of the office, models, and available units and physically inspect the property on a daily basis.

LEGAL ASSISTANT. Newman, Aaronson, Vanaman, 14001 Ventura Blvd., Sherman Oaks, CA. July 2004 – January 2006.

Duties include: Assist with new client intakes for a special education law firm that advocates for the rights of children with special needs; assess potential client situations and advise potential clients how to request an Individual Educational Program (IEP) from local school Districts; set up initial consultations; assist attorneys with case files including transcribing dictation from tapes, typing up retainers, requesting records from local school Districts and private schools; communicate information to clients and opposing counsel; organize student records; prepare evidence packets; file briefs; close files and submit them to billing; organize special education conferences including preparation of hand-out

materials for parents and advocates; promote the firm's legal services at various public events; perform receptionist duties; other tasks as assigned.

YOUTH TRAINER. Posse Foundation, 900 Wilshire Blvd., Suite 900, Los Angeles, CA. May 2002 – May 2004.

Duties included: Start-up of the Los Angeles office of a national college scholarship program for youth leaders; promote and publicize the Posse program at Los Angeles Unified School District high schools and community-based organizations; outreach to college counselors, principals, organizational and community leaders; recruit high school students; provide technical assistance to candidates during the recruitment process; organize and implement recruitment activities and events including large group and individual interviews; participate in multi-stage process to select 30 Posse scholars out of 800 plus nominees to receive full-tuition scholarships; plan and facilitate weekly trainings for three student cohorts over an eight month period and two annual student retreats; maintain relationships with Posse students on-campus through visits, calls, and correspondence; work with on-campus Posse staff (mentors); develop and maintain working relationships with University liaisons, staff and faculty; organize and implement other special events including Posse Olympics and awards ceremonies; other duties as assigned.

SALES ASSOCIATE. Macy's Department Store, 400 E. Colorado Blvd., Pasadena CA. October 2001 – May 2002.

Duties included: Sales of men's and women's shoes; provide customer service to clients; train new hires; other duties as required.

VETERINARY TECHNICIAN. Veterinary Clinics of America, Animal Hospital, 815 Mission Street, Santa Cruz, CA. September 2000 – August 2001.

Duties included: Interview and interface with clients; assist in surgery; administer medicine and vaccines; monitor anesthesia; draw blood from animals; other tasks as assigned.

ANIMAL CARE TECHNICIAN. Santa Cruz Society for the Prevention of Cruelty to Animals, 2200 7th Avenue, Santa Cruz, CA. June 1999 – September 2000.

Duties included: Interview and interface with clients and prospective adoptive families; evaluate animals for adoption; feed all animals; maintain kennels and stalls; supervise work release; administer medicines and vaccines; clean wounds; and, assist in spay/neuter surgery.

VOLUNTEER EXPERIENCE & APPOINTMENTS

Save Elephant Hill Founding Member/Organizer. Los Angeles, CA. December 2003 – November 2009.

Duties included: Organized El Sereno residents to wage a grassroots campaign to require additional environmental review of a poorly planned residential subdivision on Elephant Hill, a 110-acre hillside open space area with biologically significant habitat; held house meetings to engage core volunteers; door-to-door canvassing and public education; developed and disseminated action alerts; designed and maintained resident contact database; other basic support activities including mailings, phone banking, photocopying, etc.

Campaign Volunteer. Participated in Get Out The Vote activities in the following electoral campaigns. Duties included but were not limited to door-to-door canvassing; leafleting; phone banking; assisting with rallies and other events.

- *Warren Furutani for City Council.* San Pedro, CA October-November 2011.
- *Luis Sanchez for Los Angeles Unified School Board.* South Gate, CA. May 2011.
- *Ted Liu for Senate.* Torrance, CA. February 2011.
- *Mike Rubio for Senate.* Fresno, CA. October 2010
- *Jim Costa for Congress.* Fresno, CA October 2010
- *John Laird for Senate.* Santa Maria, CA. August 2010.
- *Ricardo Lara for Assembly.* Bell Gardens, CA. February 2010.
- *Norma Garcia for Rio Hondo College Board Trustee.* El Monte, CA. October 2009.
- *Hillary Clinton for President.* Las Vegas, NV & Los Angeles, CA. Jan.-Feb. 2008.
- *Warren Furutani for Assembly.* Harbor City, CA. November 2007.
- *Felipe Fuentes for Assembly.* Pacoima, CA. May 2007.
- *Laura Richardson for Congress.* Carson, CA. June 2007.
- *Huizar for Council.* Los Angeles, CA. October 2005 and February 2007.
- *Villaraigosa for Mayor 2005.* Los Angeles, CA. April 2006.

Advisory Board Member. Ernest E. Debs Regional Park, Los Angeles, CA. 2004 – 2007.

Appointed by former Los Angeles City Councilman Antonio Villaraigosa as the El Sereno representative to the Ernest E. Debs Regional Park Advisory Board. Duties included: work in partnership with Los Angeles Department of Recreation and Parks staff to strengthen and improve existing and proposed programs; organize park clean-ups; engage in fundraising projects; liaison between the Department of Recreation and Parks and the community; partner with the Audubon Center at Debs Park to support community events within the park; attend monthly Board meetings.

Dog Park Organizer. Hermon Dog Park in the Arroyo Seco, Los Angeles, CA. 2003.

Assisted in gathering signatures from local El Sereno residents to garner support for the Hermon Dog Park in the Arroyo Seco. Removed weeds, invasive plants, and debris from Arroyo Seco Park in preparation for the dog park.

EDUCATION

- Bachelor of Arts in Biology, University of California, Santa Cruz, December 2001
- Enrichment Program Pre-Veterinary Internship, University of California, Davis, July 2000 – August 2000

SCHOLARSHIPS

- State of California, California Student Aid Commission: Cal Grant: 1997-2001
- Otis Spunkmeyer Foundation, Student Motivational Program Scholarship: 1997-2001

COMPUTER SKILLS

- Platforms: Macintosh and PC
- Software: Word Perfect, Microsoft Word; Microsoft Excel, Microsoft Access, Microsoft Outlook, Quark, Time Matters, E-site, Legislative Constituent Management System

REFERENCES

Available upon request.



ERIC GARCETTI
MAYOR

August 12, 2014

Ms. Alana Yanez

Dear Ms. Yanez:

I am pleased to inform you that I hereby reappoint you to the Board of Animal Services for the term ending June 30, 2019. 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 Cary Gross 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.

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. You are required to 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 the City Council confirmation process, you will need to meet with Gilbert Cedillo, your Councilmember, and Councilmember Paul Koretz, the Chair of the Personnel and Animal Welfare Committee, to answer any questions they may have. You will let you know when your reappointment will be considered by the Personnel and

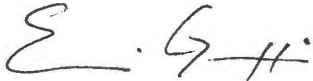
Ms. Alana Yanez
August 12, 2014
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Animal Committee. Some time thereafter, you will be notified by the committee clerk when your reappointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office in Room 395 of City Hall. Cary Gross will 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.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Garcetti". The signature is fluid and cursive, with a large initial "E" and a stylized "G" and "etti".

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Alana Yanez
August 12, 2014

Nominee Check List

I. Within seven days:

Mail, fax or email the following forms to: Cary Gross, Office of the Mayor, Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: cary.gross@lacity.org.

- Remuneration Form**
- Undated Separation Forms**
- 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 in 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. As soon as possible, the Mayor's Office will schedule a meeting with you and:

- Your City Councilmember Gilbert Cedillo** (contact at (213) 473-7001).
- Councilmember Paul Koretz, Chair of the Council Committee considering your nomination** (contact at (213) 473-7005).

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