



**ERIC GARCETTI**  
**MAYOR**

March 6, 2017

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Tammy Membreño to the Police Permit Review Panel for the term ending June 30, 2020. Ms. Membreño will fill the vacancy created by Helen Leung, who has resigned.

I certify that in my opinion Ms. Membreño 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 blue ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Tammy Membreño  
**Commission:** Police Permit Review Panel  
**End of Term:** 6/30/2021

### Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 14 - East Los Angeles
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:** Board of Neighborhood Commissioners, El Pueblo de Los Angeles Historical Monument Authority, East Los Angeles Area Planning Commission
- 6. Highest level of education completed:** B.S., California State University, Los Angeles
- 7. Occupation/profession:** Executive Director, Barrio Action Youth and Family Center
- 8. Experience(s) that qualifies person for appointment:** See attached resume
- 9. Purpose of this appointment:** Replacement
- 10. Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Islam, Maruf	Central	10	Asian Pacific Islander	M	30-Jun-18
Kil, William O.	East	14	Asian Pacific Islander	M	30-Jun-19
Roxborough, Nicholas	South Valley	5	Caucasian	M	30-Jun-20
Sandoval, Jose	North Valley	6	Latino	M	30-Jun-17
Yeretsian, Lara	Central	4	Other	F	30-Jun-19

# TAMMY MEMBREÑO

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## PROFESSIONAL PROFILE Nonprofit Management and Program Design

- Skilled leader, with extensive training in organizational management, program design, and social and human services practices and policies.
- Strategist and advocate, with many years of experience at the grassroots, local, state and federal level.

### Fund Development and Organizational Capacity

- Adept at fundraising, planning, organizing, and executing multiple projects with limited resources and time constraints.
- Experience at recruiting, training, and managing staff and volunteers.

### Community Building and Empowerment

- Exceptional written and oral communication skills, with extensive experience in community advocacy and outreach.
- Successful track record of interacting with the community to garner political support, create partnerships and leverage resources.

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## EDUCATION

### California State University, Los Angeles, B.S.

- Bachelor's in Health Sciences with a focus on Gerontology and Community Health
- Coursework includes developing, implementing and evaluating health programs, administer health-related services or promote hazard-free environments

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## EXPERIENCE Barrio Action Youth and Family Center, December 1991-current

### *Executive Director*

- Increased the size of the staff from 3 employees to 20 employees while developing 5 core programs.
- Triple the operating budget from \$87,000 to over \$500,000.
- Authored grant proposals and helped raise over \$5 million for our new facility.
- Created collaborations with over 25 agencies throughout Northeast Los Angeles.
- Restructure the Board of Directors and increase staff and organizational capacity.
- Responsible for grant writing and securing resources for the agency.
- Advocate for social and human services programs and legislation.
- Work closely with all levels of government to formulate and influence social and human services policies.

### Watts Health Foundation, Incorporated, December 1989-December 1991

#### *Manager, Patient Systems Department*

- Responsible for day-to-day operation of Patient Systems-Patient Services.
- Developed policy and procedures and coordinated with other departments to timely resolve patient concerns.
- Monitored customer satisfaction and designed activities to improve patient relations.

### Community Health Foundation of East Los Angeles, Inc. January 1989-December 1989

#### *IRCA/SLIAG Coordinator*

- Organized and coordinated community education and outreach activities to promote the primary health care program.
- Developed policy and procedures for health center staff.
- Served as a liaison between the agency and elected officials representatives and other community organizations.

#### *Membership Services Coordinator*

- Resolved patients complaints and grievances related to clinic operations and health maintenance organizations
- Informed patients of payment programs, services and policies and procedures for clinic and HMO's.

**Homeless Health Care Project- January 1988-January 1989**

*Technical Assistance Coordinator*

- Organized and coordinated staff and volunteer trainings for homeless service providers.
- Organized Countywide conferences on health and mental health topics.
- Developed quarterly newsletters and provided technical assistance to staff and other homeless service providers.

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**VOLUNTEER ACTIVITIES Commissioner, East Los Angeles Planning Commission**

- Review and recommend community projects
- Review and recommend policy issues

**Commissioner, City of Los Angeles Department of Neighborhood Empowerment**

- Reviewed and recommended certification of Neighborhood Councils
- Reviewed and recommended policy issues

**Commissioner, City of Los Angeles Neighborhood Council Review Commission**

- Reviewed Los Angeles Systems of Neighborhood Councils
- Reviewed and made recommendations for improvements

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**Member, LA32 Neighborhood Council •**

Chair, Public Safety Committee **Former**

**Co-Chair, and Member of Community**

**Policing Advisory Board – Hollenbeck**

**Division**

- Reviewed and recommended community solving problems
- Reviewed and recommended activities in the community

**Member, El Sereno Coordinating Council**

- Coordinated local civic and patriotic activities

**Member, El Sereno Bicentennial Committee**

- Coordinated and Chair efforts for the 4<sup>th</sup> of July Parade

**Member, El Sereno Healthy Start Project Collaborative •**

Founding Member of Collaborative **Member, the SPA 4**

**Council Member, Garvanza Improvement Association**

**Member, USC Ambassador Member, East LA**

**Occupation Center Community Board**

## Tammy Membreno

Tammy Membreno has devoted her life to the service of others. She was exposed to public service and was driven by the desire to help others from an early age. As an immigrant from El Salvador, Tammy understood the impact of limited economic resources, stymied access to quality health care and education on low income families. During her college years, she began volunteering at Barrio Action Youth & Family Center in El Sereno and at the Oscar Romero Health Clinic in the heart of Downtown Los Angeles. It was at the clinic where her passion for serving the homeless population developed. Tammy began offering direct services to the homeless. These services included counseling, case management and medical services. Although this was fulfilling, she wanted to do more. She began creating awareness about homelessness and the other human services needed to address this critical social issue. Tammy hosted workshops and began educating other agencies on how to tackle the multiple physical and mental health ailments that plague this underserved population. However, in October of 1989 Tammy was diagnosed with Lupus disease. Although this is a treatable disease, it has no cure and it prevented her from working with the homeless population.

Tammy did not let her physical illness dampen her desire to help others. She began to work at the Watts Health Foundation as the Director of Patient Services. This was an interesting time in the history of Watts as demographics of the area began to shift to include large amounts of Latinos, especially undocumented residents. During her tenure she developed outreach efforts targeted at encouraging undocumented residents to access available health services. She also devised strategies for staff aimed at raising cultural awareness and sensitivity to newly immigrated groups. She made history at the agency by being the first person to make senior management within one year of working at the agency.

In 1991, Tammy embraced the opportunity to become Executive Director of Barrio Action Youth & Family Center, a human and social services organization. She had a long history with the organization as a volunteer and active board member since her college years. Under her guidance, Barrio Action Youth & Family Center has grown from a staff of 3 to over 23. The agency's programs have expanded greatly with the goal of improving the quality of life for the youth and families they serve. Barrio Action's programs and services help keep youth in school, assist drop-outs to return to school, provide job development, aid and encourage at-risk and high-risk youth who live in an environment of juvenile crime, gangs and drug and alcohol abuse to become productive adults. The agency takes a holistic approach to service delivery by encouraging family and community involvement. Tammy also led the effort to make the dream of founder Sister Emmanuel Barragan to find the agency a permanent home, which became a reality in January 2008, when Barrio Action relocated to its new 9.1 million facility. This facility is the only youth and family center in the community of El Sereno, a community of over 54,000 residents.

Tammy, in the spirit of unity and selflessness, also strives to improve the community she works in. She is a former Board of Neighborhood Commissioners for the Department of Neighborhood Empowerment and the Neighborhood Council Review Commission, El Pueblo De Los Angeles Historical Monument Authority, and the Area Planning Commission for East Los Angeles. In the past she has served as the co-chair of the Community Policing Advisory Board (CPAB), El Sereno Bicentennial Committee and El Sereno Coordinating Council. She served as Board Member and President in the LA-32 Neighborhood Council, Hollenbeck Division Police Advisory Board, a member of the Garvanza Improvement Association, and is a member of the USC State of Neighborhood Project Advisory Board and USC Ambassador.



**ERIC GARCETTI**  
MAYOR

March 6, 2017

Ms. Tammy Membreño

Dear Ms. Membreño:

I am pleased to inform you that I hereby appoint you to the Police Permit Review Panel for the term ending June 30, 2020. 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 appointment 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. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. The division phone number is (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

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 Nicole Enriquez at the Ethics Commission at (213) 978-1960.

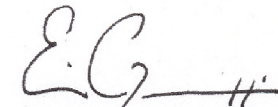
Ms. Tammy Membreño  
March 6, 2017  
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As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Mitch Englander, the Chair of the Public Safety Committee, to answer any questions 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 Public Safety Committee. Sometime thereafter, you will be notified by the committee clerk when your appointment 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.

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. G." followed by a horizontal line and a small flourish.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Tammy Membreño  
March 6, 2017

### Nominee Check List

**I. Within three days:**

\_\_\_\_\_ **Get fingerprinted to complete a background check.**  
No appointment is necessary. Bring the Mayor's letter to:  
Background Unit of Employment Services Division, Personnel  
Department Building, 700 East Temple Street, Room 235, Los Angeles,  
California 90012. Phone: (213) 473-9343.

**II. Within seven days:**

Mail or email the following forms to: Legislative Coordinator, 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**

**III. 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**

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

\_\_\_\_\_ **Your City Councilmember Jose Huizar**  
\_\_\_\_\_ **Councilmember Mitch Englander, Chair of the Council Committee  
considering your nomination**

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