



KAREN BASS
MAYOR

March 21, 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. Nancy Yap to the Board of Building and Safety Commissioners for the term ending June 30, 2026. Ms. Yap will fill the vacancy created by Laurel Gillete, who has resigned.

I certify that in my opinion Ms. Yap 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 that reads "Karen Bass".

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Nancy Yap
Commission: Board of Building and Safety Commissioners
End of Term: 6/30/2026

Appointee Information

1. **Race:** API
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 2 - South Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., United States History, New York University, College of Arts and Sciences
7. **Occupation/profession:** Executive Director, Center for Asian Americans United for Self Empowerment (CAUSE)
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):**

NANCY YAP

EXPERIENCE

Center for Asian Americans United for Self Empowerment (CAUSE)

EXECUTIVE DIRECTOR, JULY 2020 – PRESENT

- Lead organizational strategy, fundraising, and administrative operations of the organization.
- Design and deliver programs that provide Asian and Pacific Islanders with tools to be able to advocate for their communities and challenge them to be civically engaged.
- Develop community partnerships with political, nonprofit, higher education, and corporate leaders to broaden the reach and impact of the Asian and Pacific Islander community

LEAP (Leadership Education for Asian Pacifics), Los Angeles, CA

VICE PRESIDENT OF DEVELOPMENT, 2019 – July 2020

DIRECTOR OF DEVELOPMENT, 2014 – 2019

DEVELOPMENT AND PROGRAM MANAGER, 2010 – 2014

EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO, 2007 – 2010

- Create and implement a strategic plan for an organization with a budget of \$1.8 million dollars.
 - Participate in board and executive management meetings around vision and key opportunities.
 - Lead development, communications and marketing teams responsible for fundraising, sales, organizational brand refresh, website, and customer relations management tools.
 - Set measurable goals for each fiscal year.
- Envision and produce LEAP Annual fundraising event.
 - In 2017, raised \$500,000, increasing attendance and gross revenue by 40%.
 - From 2017 to 2019, brought \$500,000 to Asian owned / Little Tokyo based small businesses.
 - Recruit and manage 75 volunteers.
- Complete grant requests and reports for corporate foundations.
 - Current foundations include: American Express, The Coca-Cola Company, Capital One, Northrop Grumman Corporation, Southern California Edison, Southwest Airlines, and Target.
- Negotiate and oversee logistics for 40+ workshops nationwide, serving 1,500 people each year.
 - Create collaborative diversity and inclusion solutions that strengthen leadership pipeline for Asian and Pacific Islanders at Fortune 500 companies. Current partners include AT&T, Comcast NBCUniversal, Pernod Ricard, Southern Company Gas, Google, and US Bank.
- Design and deliver leadership development programs for nonprofit staff and college student leadership.
 - Includes up to 80 hours of leadership training per participant.
 - From 2012-2019, personally trained and mentored 200 individuals at community organizations.
 - In 2018, piloted an on-campus internship program in partnership with California State University, Los Angeles to address working student leadership needs.
- Build partnerships across sector to deepen reach of organizational impact.
 - Current Partnerships include Asian Pacific Americans in Higher Education, East Coast Asian American Student Union, National Coalition of Asian Pacific Americans, Teach for America, and the Alliance for Board Diversity, a national alliance focused on Fortune 500 Board diversity in partnership with Catalyst, Executive Leadership Council, and the Hispanic Association for Corporate Responsibility.

Jeannie Management

FOUNDER AND ARTIST MANAGER, 2000 – 2009

- Founded a successful talent management agency with a roster of clients that included poets from the Tony Award winning show, Def Poetry Jam, and hip hop artists.
 - Managed schedule and logistics for engagements. Advised event production on artists' requirements.

- Negotiated contracts that ranged from college performances to Broadway performances (Def Poetry Jam on Broadway) and internationally recognized films (*Salt of the Sea*, which premiered at Cannes Film Festival and Jonathan Demme's *Rachel's Getting Married*.)
- Created marketing and branding plans for each artist.

The Los Angeles Theater Center (LATC), Los Angeles, CA

ADMINISTRATION / SPOKEN WORD FESTIVAL CURATOR, 2007

- Envisioned and Co-produced LA Voz: Spoken Word Festival as part of the 2007 International Festival. LA Voz included four events attended by 900 people in Southern California.
- Taught 12-week advanced writing and performance workshops for high school youth.
- Assisted with administration for the remodel of the LATC including finalizing grant reports and bookkeeping.

Russell Simmons Presents Def Poetry Jam on Broadway, New York, NY

MARKETING / ASIAN AMERICAN OUTREACH, 2002 – 2003

- Created and implemented a marketing plan targeting Asian American audience members.
- Partnered with community organizations for talent appearances.
- Tailored marketing communications and advertisements for Asian American community.

Asian American Writers' Workshop (AAWW), New York, NY

BOOKSTORE MANAGER, 1997 – 2001

- Led expansion of bookstore and transformed it into a profit making revenue source for the organization. Included selling publications at events and being the exclusive textbook provider for twenty Asian American Studies courses at five New York colleges and universities.
- Founded and executed a monthly poetry series attended by over 1400 people. The series ran for one year and was at capacity (120 people) every month.
- Negotiated contracts and managed logistics for national college tour for published literary authors.

VOLUNTEER NONPROFIT LEADERSHIP

ARTS DISTRICT LITTLE TOKYO NEIGHBORHOOD COUNCIL (ELECTED), PRESIDENT, 2019 - PRESENT

LITTLE TOKYO COMMUNITY COUNCIL, Founder/Planning Committee, Community Feeding Community and Haunted Little Tokyo, 2017 – Present

ASIAN AND PACIFIC ISLANDER FORWARD MOVEMENT, Advisory Committee, 2014 – 2020

AXS MAPS, Development Consultant, 2014 – 2019

EDUCATION

New York University, College of Arts and Sciences

B.A., United States History

Minors: Asian/Pacific/American Studies and English

ADDITIONAL TRAINING

AAPI CIVIC U, Pat Brown Institute, A3PCON, LA Mayor's Office, Empower LA February – September 2018

FUNDRAISING BRIGHT SPOTS, Compass Point, February – September 2018

AMERICAN EXPRESS LEADERSHIP ACADEMY 2.0, Aspen Institute, August 2017

COACHING ESSENTIALS!, Leadership That Works, March 2015

AMERICAN EXPRESS LEADERSHIP ACADEMY, Center for Creative Leadership, May 2012

FUNDRAISING ACADEMY FOR COMMUNITIES OF COLOR, Compass Point, June – October 2012

SKILLS

Leadership Development Training

Event Planning

Grant Writing

Proficient with Microsoft Office, Google Suite, Slack, Adobe Suite including InDesign, and Nationbuilder



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Yap:

I am pleased to inform you that I hereby appoint you to the Board of Building and Safety Commissioners for the term ending June 30, 2026. 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 contact my Commissions team by email at myr-commissions@lacity.org, to make arrangements for you.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and Undated Separation Letters **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 all potential commissioners to be fingerprinted as part of the background check. The Commissions Team will assist in connecting you with the Personnel 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 at 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 by email at nicole.enriquez@lacity.org.

Ms. Nancy Yap
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As part of the City Council confirmation process, meetings will be offered to Paul Krekorian, your Councilmember, and Councilmember Marqueece Harris-Dawson, the Chair of the Planning and Land Use Management 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 Planning and Land Use Management 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.

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 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. Nancy Yap
March 21, 2023

Nominee Check List

I. Within 7 days:

_____ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

_____ Email the completed forms, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to: Commissions Team, Office of the Mayor, City Hall – Room 303, 200 N. Spring Street, Los Angeles, CA 90012.

- Remuneration Form
- Undated Separation Letters

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 Paul Krekorian

_____ Councilmember Marqueece Harris-Dawson, Chair of the Council Committee considering your nomination