



KAREN BASS
MAYOR

June 1, 2026

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Nancy Yap to the Board of Building and Safety Commissioners for the term ending June 30, 2031. Ms. Yap's current term expires on June 30, 2026.

I certify that in my opinion Ms. Yap is especially qualified by reason of training and experience for the work which shall 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:lap

Attachment

COMMISSION APPOINTMENT FORM

Name: Nancy Yap
Commission: Board of Building and Safety Commissioners
End of Term: 6/30/2031

Appointee Information

1. **Race:** API
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 2 - South Valley
4. **Are you a registered voter in the City of Los Angeles?** 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
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Race	Gender	Term End
Nunez, Javier	North Valley	7	L	M	6/30/2030
Hernandez, Corissa	East LA	14	L	F	6/30/2029
Yap, Nancy	South Valley	2	API	F	6/30/2026
Rosales, Moises	South LA	8	L	M	6/30/2027
Stevens, Jacob	East LA	14	L	M	6/30/2027

NANCY YAP

SUMMARY

Nonprofit executive and public sector leader with 20+ years advancing civic engagement, governance, and equitable access to public resources. Currently serve as Executive Director of CAUSE, leading organizational growth, strategic infrastructure, and cross sector partnerships. Appointed Vice President of the Los Angeles Building and Safety Commission and Chair Pro Tem of the Los Angeles County Government Reform Task Force, bringing a strong track record in oversight, policy, and accountability. Known for thoughtful leadership, sound judgment, and a steady commitment to public service.

EXPERIENCE

Center for Asian Americans United for Self Empowerment (CAUSE), Los Angeles, CA

EXECUTIVE DIRECTOR, JULY 2020 – PRESENT

- Raised \$1,000,000+ for the first time in the organization's 30+ year history during the height of the COVID-19 pandemic, while navigating adaptive planning and remote operations.
- Scaled programs and operations during a time of historic need and opportunity for the AAPI community, expanding staff capacity and growing civic leadership programs for students and professionals.
- Spearheaded organizational infrastructure improvements including internal systems, strategic planning, and evaluation tools to support long-term sustainability.
- Champion shared leadership models across staff, Board, and partner networks, including co-chairing civic engagement coalitions and mentoring emerging leaders within the organization.
- Lead voter education initiatives reaching 10,000+ annually and multi-sector efforts to advance AAPI political representation and equity.

iMobile Ventures, Los Angeles, CA

PRESIDENT, NOVEMBER 2021 – FEBRUARY 2025

- Led operations for a telecommunications business participating in the California Lifeline Program, serving low-income communities.
- Ensured compliance with state and federal regulations in a highly regulated environment.
- Managed business strategy, operations, and reporting with a focus on ethical practices and accountability.
- Advanced digital access for underserved populations across California.

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

VICE PRESIDENT OF DEVELOPMENT, 2019 – 2020

DIRECTOR OF DEVELOPMENT, 2014 – 2019

DEVELOPMENT AND PROGRAM MANAGER, 2010 – 2014

EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO, 2007 – 2010

- Developed and executed a strategic fundraising and branding plan for a national nonprofit with a \$1.8M budget.
- Oversaw teams responsible for development, marketing, and communications, leading brand refresh, website redesign, and CRM implementation.
- Increased annual fundraising event revenue and attendance by 40% in 2017.
- Secured multi-year corporate funding and negotiated 40+ annual leadership trainings with Fortune 500 firms.
- Personally trained and mentored over 200 leaders through LEAP's national nonprofit and student leadership programs.

Jeannie Management

FOUNDER AND ARTIST MANAGER, 2000 – 2009

- Managed a roster of internationally recognized spoken word and hip-hop artists, including performers on Def Poetry Jam and at the Cannes Film Festival.
- Directed logistics, performance bookings, publicity campaigns, and tailored marketing strategies.
- Negotiated contracts across performance venues, including Broadway and global film festivals.

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

ADMINISTRATION / SPOKEN WORD FESTIVAL CURATOR, 2007

- Co-produced LA Voz: Spoken Word Festival, part of the 2007 International Festival, with four events drawing 900 attendees.
- Taught advanced writing and performance workshops for high school students.
- Assisted with administration for LATC's remodel and finalizing grant reports.

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

MARKETING / ASIAN AMERICAN OUTREACH, 2002 – 2003

- Created and executed marketing strategies targeting Asian American audiences.
- Collaborated with community groups to increase engagement and visibility

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

BOOKSTORE MANAGER, 1997 – 2001

- Expanded bookstore operations into a profit-generating source by partnering with universities and hosting monthly poetry readings.
- Managed textbook sales for 20 Asian American Studies courses across five colleges.

CIVIC AND NONPROFIT LEADERSHIP

• **Los Angeles Building and Safety Commission, Vice President, 2023–Present**

Appointed by the Mayor of Los Angeles, serve as Vice President of a five-member commission overseeing the Department of Building and Safety, which ensures safe building construction and enforces zoning, code, and safety regulations across the city. Lead hearings, appeals, and enforcement case reviews while advancing policy with an equity lens.

• **Los Angeles County Government Reform Task Force, Chair Pro Tem, 2025 – Present**

Appointed to help guide countywide government reform efforts focused on transparency, accountability, and structural improvements. Support facilitation of meetings, stakeholder engagement, and policy recommendations to strengthen public trust and governance systems.

• **Arts District Little Tokyo Neighborhood Council, President (Elected), 2019–2023**

Elected to represent one of LA's most dynamic neighborhoods during a time of significant growth. Spearheaded community initiatives including small business outreach, pandemic relief efforts, and infrastructure advocacy. Facilitated strategic partnerships across city departments, cultural organizations, and resident coalitions.

• **Little Tokyo Community Council: Founder/Planning Committee, Community Feeding Community and Haunted Little Tokyo, 2017–Present**

EDUCATION

New York University, College of Arts and Sciences

B.A., United States History

Minors: Asian/Pacific/American Studies and English

ADDITIONAL TRAINING

EXECUTIVE DIRECTOR LEADERSHIP INSTITUTE, Executive Service Corps, *February – November 2022*

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

AMERICAN EXPRESS LEADERSHIP ACADEMY 2.0, Aspen Institute, *August 2017*

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



KAREN BASS
MAYOR

June 1, 2026

Dear Ms. Yap:

Congratulations! I am pleased to inform you of your appointment to the Board of Building and Safety Commissioners for the term ending June 30, 2031, subject to confirmation by the Los Angeles City Council.

On behalf of the people of Los Angeles, thank you for your willingness to serve. Our boards and commissions are a vital part of the City's governance, and your leadership and expertise will play an important role in shaping the future of Los Angeles.

To move forward, there are a few steps you must complete prior to the Council's consideration of your appointment. My Commission Affairs team has prepared an attached checklist with deadlines and submission instructions, and they are available to support you throughout the confirmation process.

Once again, congratulations, and thank you for your commitment to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'.

KAREN BASS
Mayor

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Attachment I
Ms. Nancy Yap
June 1, 2026

Nominee Check List

I. Within 7 days of appointment:

- Submit the completed forms, found on the last three pages of this letter, to: myr-commissions@lacity.org **OR** mail them to:
 - Office of the Mayor
 - Attn: Luz Portillo
 - 200 N. Spring Street, Room 303
 - Los Angeles, CA 90012
 - Remuneration Form
 - Undated Separation Letters (2)
- Schedule a fingerprinting appointment to complete your background check.
 - The Commissions team will connect you with the Personnel Background Unit.
- Complete and file a Statement of Economic Interests (Form 700).
- Submit the CEC Form 60 (Ethics Clearance Form) to the City Ethics Commission.
 - The City Council cannot act on your nomination until the Ethics Department receives and submits your filings.
 - Note: you will be required to submit the same forms again after you are sworn in

II. Council Member Meetings:

You may be asked to meet with Councilmembers prior to your hearings.

- Your City Councilmember Adrin Nazarian
- Councilmember Bob Blumenfield, Chair of the Council Committee, considering your nomination

III. Public Meetings at City Hall:

- Planning and Land Use Management Committee Hearing
 - The Clerk's office will contact you once your item has been scheduled.
- Full Council Hearing and Oath of Office
 - The Clerk's office will contact you once your item has been scheduled.

V. Standing Requirements

- Notify the Commissions team of any changes in address or contact information.
- If you wish to resign, you must submit a resignation letter to myr-commissions@lacity.org.