



KAREN BASS  
MAYOR

February 17, 2026

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Cynthia Bourjac to the House LA Citizens Oversight Committee for the term ending June 30, 2029.

I certify that in my opinion Ms. Bourjac 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.

Ms. Bourjac will fill the vacancy created by the departure of Jacob Lipa.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'. The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:lap

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Cynthia Bourjac  
**Commission:** House LA Citizens Oversight Committee  
**End of Term:** 6/30/2029

### Appointee Information

1. **Race:** Latinx
2. **Gender:** female
3. **Council District and neighborhood of residence:** 10 - Central
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master of Urban and Regional Planning, University of California, Los Angeles
7. **Occupation/profession:** Power Building Director, ACT-LA
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment

**10. Current composition of the commission:**

<b>Commissioner</b>	<b>APC</b>	<b>CD</b>	<b>Race</b>	<b>Gender</b>	<b>Term End</b>
Routt, Antonia	South LA	10	African American	F	6/30/2030
Coulter, Michelle	East LA	14	Latinx	F	6/30/2025
Romero, Kristal	East LA	1	Latinx	F	6/30/2030
Morales, Alma	Central	13	Latinx	F	6/30/2030
Cea, Charlie	Central	13	Latinx	M	6/30/2030
Knight, Zella	North Valley	2	African American	F	6/30/2026
Ascorra, Natalie	North Valley	12	Latinx	F	6/30/2029
Holland, Taylor	Central	5	African American	F	6/30/2026
Barragan, Roberto	North Valley	12	Latinx	M	6/30/2029
VACANT					6/30/2029
Nishimoto, Jeanne	South LA	9	API	F	6/30/2029
Abarca, Fernando	South LA	10	Latinx	M	6/30/2029
Jones, Zerita	South LA	10	African American	F	6/30/2026
Reed, Leilani	West LA	11	African American	F	6/30/2026
Lewis, Nancy	West LA	5	Caucasian	F	6/30/2026

# CYNTHIA BOURJAC

MASTER OF URBAN & REGIONAL PLANNING (MURP)

## ACADEMIC BACKGROUND

### UCLA

*Master of Urban and Regional Planning*

August 2019 - June 2021

Focus: Community Economic Development & Housing

### Science Po, Paris

*Humanities Certificate*

August 2013 - December 2013

Focus: Political Economy

### UC Berkeley

*BA Political Science*

August 2012 - June 2014

Focus: Comparative Government & International Relations

### Mt. San Antonio College

*Transfer*

August 2010 - June 2012

Focus: Political Science

## COALITION BUILDING & POLICY ADVOCACY

### Power Building Director

**November 2024 - present**

*ACT-LA | Los Angeles CA*

- Manage internal staff leadership development trainings
  - Assess staff leadership goals and determine applicable trainings and workshops for staff
  - Support staff supervision, feedback, and assessments
- Manage grant prospecting, development, and grant tracking systems
  - Co-create development, budget, and grant needs with Executive Director
  - Establish and deepen relationships with funders and individual donors
- Develop clarity of ACT-LA's inside/outside campaign strategies and give direction to our coalition's annual work plan
- Assess coalition growth and engagement needs both in membership participation and also geographic participation
- Lead membership organization outreach to advocacy meetings, campaign meetings, and annual work planning sessions
- Coordinate ACT-LA's steering committee of lead organizations that drive the direction of the coalition, troubleshoot campaign needs, and provide regional strategic organizing to further our goals

### Capacity Building Manager

**July 2023 - November 2024**

*ACT-LA | Los Angeles CA*

- Led coalition wide long term strategic planning process
- Created orientation and onboarding process and materials for member organizations and new staff for increased campaign engagement
- Co-led internal grant management systems, tracking, grant writing, and grant prospecting for an increased organizational budget
- Co-led community engagement cohorts to increase participation and orientation in ACT-LA's housing justice campaigns
- Managed internal member tracking systems
- Coordinated quarterly coalition member meetings to increase engagement and create shared tactical plans for moving forward ACT-LA's housing and transportation justice goals

## PROFESSIONAL SKILLS

### • **Organizational**

- Meeting facilitation
- Campaign planning
- Transformative organizing
- Volunteer coordination
- Virtual group meeting and event planning

### • **Technical**

- ArcGIS proficiency
- Microsoft Suite (Excel, Word, PowerPoint) (*Advanced*)
- Video Conferencing (Zoom, Microsoft Teams)(*Advanced*)
- Spanish Interpretation/ Translation (*Fluent*)

### • **Policy Research and Law**

- Budget Analysis
- Affordable housing and LIHTC pro-forma

## COMMUNITY ORGANIZING

### **Sr. Lead Organizer**

***June 2020 - June 2023***

*Causa Justa Just Cause | San Francisco, CA*

- Managed team of active members, in partnership with immigrant rights, anti criminalization, and housing coalitions in San Francisco and Alameda County
- Co-directed strategic campaign and membership development for tenant protection and anti-criminalization policies by targeting local and state officials and building partnerships with community organizations.
- Involved in hiring committees to hire and onboard new staff members
- Created and managed community rights and program budgets
- Participated in meeting with funders to promote program and organizing work
- Expand language justice efforts in hybrid model meetings through orientations and trainings

### **Immigrant Rights Organizer**

***January 2019 - September 2019***

*Causa Justa Just Cause | Oakland, CA*

- Led monthly immigration know your rights trainings in San Francisco and Alameda County for the immigrant and undocumented community.
- Created curriculum for political development of members and provided information with current local housing and immigration policies
- Participated in coalition in Alameda County of rapid responder hotline to provide advocacy and support for people experiencing harm from the immigration carceral institution
- Organized a working class Black and Latine membership base in Oakland to participate in policy advocacy for anti-criminalization campaigns. Informed base of members to participate in organizing efforts to Audit Sheriff Ahern and Stopping Urban Shield in Alameda County through 1:1 conversations and member meetings

### **Youth Program Coordinator & Organizer**

***October 2016 - June 2017***

*Coleman Advocates for Children & Youth | San Francisco,*

- Created and facilitated political education curriculum for 15 - 20 youth and children on a weekly basis focused on political education such as learning the histories of Black and Brown leaders, understanding white supremacist and patriarchal structures, and its effects on the school to prison pipeline
- Conducted outreach for Black and Latine families in San Francisco to participate in biweekly organizational meetings to learn the skills to advocate for their children's needs in school (undoing harms of the school to prison pipeline)
- Facilitated meetings for families and youth to participate in campaigns advocating for equitable school environments for Black and Latine students

## VOLUNTEER

### **Court Appointed Special Advocate (CASA)**

- Provide advocacy for youth in the foster care system
- Serve as their educational rights representative
- Provide accompaniment to court proceedings

## EDUCATION

### **Bilingual Elementary School Teacher**

***June 2017 to August 2018***

*San Francisco Unified School District | San Francisco, CA*

- Primary teacher for 4/5th grade bilingual classroom of 28 students
- Created multi subject daily curriculum in English and Spanish
- Served as union representative for teachers at worksite; provided advocacy and representation during administrative meetings
- Managed an after school group of 8 - 12 students that participated in skill sharing such as yoga and art to build conflict resolution skills
  - they served as class leaders to manage internal conflict

## LEGAL ADVOCACY

### **Paralegal, Employment Rights**

***August 2014 - August 2016***

*Liberation Law Group | San Francisco, CA*

- Managed minimum of 40 ongoing cases of exploited workers in San Francisco's Mission District
- Represented clients at Labor Commissioner hearings for monolingual Spanish speakers
- Conducted initial client intakes and led litigation drafts and filings for workers that experienced wage theft with cases ranging from \$1,000 - \$250,000 of back wages and compensation
- Researched employers and individuals through LexisNexis
  - conducted legal research of latest employment laws and changes to policy
- Served as resource provider for clients needing external support with filing for unemployment benefits, restraining orders, etc.



KAREN BASS  
MAYOR

February 17, 2026

Dear Ms. Bourjac:

Congratulations! I am pleased to inform you of your appointment to the House LA Citizens Oversight Committee for the term ending June 30, 2029, 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'. The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:lap

Attachment I  
Ms. Cynthia Bourjac  
February 17, 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](mailto: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 Heather Hutt
- Councilmember Nithya Raman, Chair of the Council Committee, considering your nomination

### **III. Public Meetings at City Hall:**

- Housing and Homelessness 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](mailto:myr-commissions@lacity.org).