



ANTONIO R. VILLARAIGOSA  
MAYOR

February 20, 2013

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

Honorable Members:

Subject to your confirmation, I have today appointed Mr. Fred Thomas to the Commission for Community and Family Services for the term ending June 30, 2014. Mr. Thomas will fill the vacancy created by Erin Pak, who has resigned.

I certify that in my opinion Mr. Thomas is especially qualified by reason of training and experience for the work that will devolve upon him, and that I make the appointment solely in the interest of the City.

Very truly yours,

ANTONIO R. VILLARAIGOSA  
Mayor

ARV:sd

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Fred Thomas  
**Commission:** Commission for Community and Family Services  
**End of Term:** June 30, 2014

### Appointee Information

1. Race/ethnicity: African American
2. Gender: Male
3. Council district and neighborhood of residence: 8 - South Los Angeles
4. Are you a registered voter? Yes
5. Prior commission experience:
6. Attendance record of past commission appointment(s):
7. Highest level of education completed: BS, Marketing
8. Occupation/profession: Business Analyst - Mortgage & Financial Expert
9. Experience(s) that qualifies person for appointment: See attached resume
10. Purpose of this appointment:
11. Current composition of the commission (excluding appointee):

Commissioner	APC	CD	Ethnicity	Gender	Date Appointed	Term Ends
Al-Mansour, Chancela	East	14	African American	F	25-Sep-12	30-Jun-16
Castillo, Carolina	East	14	Latina	F	30-Jul-10	30-Jun-16
Chan, Yvonne	North Valley	12	Asian Pacific Islander	F	30-Jul-10	30-Jun-14
Duardo, Debra	East	14	Latina	F	22-Jun-11	30-Jun-14
Garcia, Mary	South Valley	2	Latina	F	08-Oct-10	30-Jun-16
Hill, Peggy	Central	4	African American	F	30-Jul-10	30-Jun-16
Iglehart, Alfreda	Central	10	African American	F	30-Jul-10	30-Jun-16
Lara, Alicia	Central	4	Latina	F	28-Sep-10	30-Jun-14
Little, Marc T.	East	14	African	M	30-Jul-10	30-Jun-14

			American			
Manigault, Michael	West	5	Caucasian	M	22-Jun-11	30-Jun-14
Miller, Carrie	Central	4	Caucasian	F	30-Jul-10	30-Jun-14
Pak, Erin K.	West	11	Asian Pacific Islander	F	30-Jul-10	30-Jun-14
Pinto, Angela	South Valley	2	Other	F	13-Aug-10	30-Jun-16
Torres, Benjamin	East	13	Latino	M	30-Jul-10	30-Jun-16
Yaroslavsky, Barbara	Central	5	Caucasian	F	30-Jul-10	30-Jun-14

## **Fred Thomas, III**

### **Business Analyst-Mortgage & Financial Expert**

**OBJECTIVE:** To leverage my mortgage, lending and banking expertise, as well as mentoring skills to lead a team of professionals. In addition to being adaptable and diverse, I am a self-starter focused on solutions.

#### **PROFESSIONAL REAL ESTATE EXPERIENCE**

- Analyst and Manager with over 25 years of analyzing and reporting data for Property Preservation, Mortgage Banking, Default Management, Retail Banking, Compliance/Underwriting, Mortgage, Brokerage, Title Insurance, and Wholesale Lending.
- Knowledge of basic accounting functions and analyzing financial data.
- Corporate Background- Diverse professional with solid corporate experience.
- Technology. Excellent skills in SQL, Excel and data reporting as it applies to mortgages and adaptable to most business programs. Also versed in PowerPoint, Access, Fieldscope, FNMA Desktop, MSP and Oracle applications.

#### **BANK OF AMERICA – Business Control Specialist**

##### *July 2011 – Current*

Responsible for performing compliance testing for Mortgage Loans to ensure conformance with consumer regulatory requirements, Investor requirements and company policies and procedures. Responsible for delivering analytical support and insight to management regarding testing trends. Ability to navigate designated databases to provide statistically valid reporting. Consistently achieve production metrics with high degree of accuracy.

##### *November 2010 – June 2011 -- VOLUNTEER PROJECT*

Worked as a pro-bono Business Analyst on a project scheduled to launch late 2011/early 2012. Primary responsibility was lead staff of volunteers and to work with several databases, creating cohesive reports to develop business plan and operations strategy. Developed and analyzed cost estimating, suggesting solutions and plans based on cost projections and mitigation of potential risk. Designed IT components and social media strategy, providing financial analysis and data-driven reports. Utilized Excel to develop spreadsheets and established reporting protocols. Utilized Access to create customer reporting management database. Free Lance Writer and Subject Matter Expert (S.M.E.) for mortgage topics published by digital news services.

#### **LPS (LENDERS PROCESSING SERVICES) - PROPERTY PRESERVATION DIVISION**

##### *March 2009 - September 2010 Operations Analyst*

Representing Nationwide Mortgage Servicers, using technology and proprietary software to achieve tasks of data reports coordinated with Utility companies and Realtors to insure compliance and legal details for occupancy. Maintained teamwork with internal peers as well as external clients. Designed spreadsheets, including pivot tables and charts to present data to clients. Established Excel and SQL database to insure all data was organized and centrally accessible. Coordinated with three offices and responsible for reconciling data on a daily basis to insure accurate reporting was achieved. Selected as advanced team to develop and create work flow using Visio. REO –Evaluated portfolio of REO properties. Reported information and coordinated with Utility companies and local real estate agents to insure properties were in move-in condition. VIOLATIONS –Analyzed and extrapolated data and coordinated with local code enforcement agencies and local contractors to insure properties were in compliance. UPDATING – Using reports and findings from analysis, worked with contractors to insure properties preservation work was completed within client guidelines. BILLING – Drove deadlines and solutions synced with client data guidelines and worked with contractors and internal staff to create workflows per client guidelines.

#### **OMEGA CAPITAL FINANCIAL/CLARITY ONE FINANCIAL**

##### *May 2006 - March 2009 – Vice President, Business Operations Analyst*

- Responsible for day to day production and operation management of independent real estate Service Company.

- Broker of Record responsible for auditing and reporting on all mortgage loan files and insured Compliance and Underwriting guidelines were achieved using Encompass, Desktop and FNMA, FHLMC platforms.
- Supervised real estate agents in their role of marketing properties to be sold.
- Organized and supervised staff regarding production meetings, training and recruiting.
- Knowledge of most mortgage loan products.
- Reviewed credit and collateral loan applications authorized funding with lenders.
- Used Excel to create spreadsheets for various reporting.
- Reconciled collateral packages on a monthly basis to insure compliance guidelines were met.
- Transformed operations from brick and mortar platform to 100% virtual.

## **INDYMAC BANK**

**April 2001 - April 2006 –First Vice President, Consumer Lending**

- Retail Lending Division Manager with core responsibility hiring, training and retaining staff to serve branch network to achieve mortgage loan production.
- Collaborated with other Division Managers on a daily basis; Chief Financial Officer, Director of I.T. and Operations Manager to insure team environment was established.
- Responsible for Profit and Loss standards per company guidelines and direct working relationship with division chief financial officer. Assessed financial data on a weekly basis in preparation for weekly meetings.
- Designed spreadsheets for division reporting.
- Designed presentations using variety of technology to insure corporate standards were maintained.
- Responsible for coordination with operations and processing team, as well as managed Compliance functions to insure standards were maintained.
- Worked with I.T. Director to insure staff adhered to data integrity.
- Developed spreadsheets and database management to allow for accurate reporting.
- Evaluated credit reporting and risk management data to insure guidelines were met.
- Managed up to 135 staff, including administrative, sales management and recruiting team.
- Managed Account Executives who served real estate agents to insure production standards were achieved.
- Organized weekly production meetings with direct staff, including Monthly performance review, as well as Quarterly meetings with Bank Executive Staff.
- Coordinated training for staff to insure all used technologies were learned and used in proficient manner.

## **PERSONAL PROJECT**

**March 2000 - March 2001 Marketing Trouble-shooter (Project basis).** Coordinate spatial photography (similar to Google Maps) for national internet-based mapping company. Diverse sites cataloged within California ranging from residential to commercial properties, including industrial. Ability to work in fast-paced environment, excellent time management, featuring independent yet measured results.

## **ADDITIONAL PROFESSIONAL MORTGAGE EXPERIENCE**

### **Countrywide Credit Industries**

**May 1995-Feb. 2000. Manager**

Worked in several fast growth subsidiaries and was part of key team of professional staff responsible for company to enter new markets. Countrywide Funding (**Account Executive** responsible for portfolio retention (Fastrack program), FHA Title 1 and 125 program, **Account Executive** to expand national presence in retail lending via telemarketing execution. Production leader. **Landsafe Title - Customer Service Manager** responsible for increasing production from Southern California Countrywide branch lending network. Worked with customer service to resolve problems with title such as liens, taxes and personal items to insure clear title would be achieved. Developed I.T. protocols to increase branch productivity. Used Excel and Lotus to create spreadsheets to insure data reporting met company standards.

### **Professional Realty Mortgage**

**November 1987 - May 1995. Founding Director, CEO.** Developed community-based mortgage Brokerage Company responsible to originate and fund mortgage loans specializing in first-time buyer market. Was part of Countrywide Funding's top brokers based on volume specializing in serving urban markets. Designed web access and created database management using Lotus 123 and dBase. Expert knowledge in working with City Agencies, Non-Profits, and various groups to support this market. Provided testimony of expertise at various hearings,

including CRA and community educational forums. Developed initial Board of Directors and operating strategies, including marketing, finance and technical components. Company was noted in media for innovative marketing strategies and was quoted in Los Angeles Times, Wall Street Journal, Mortgage Bankers Association, Community Radio stations and other media.

#### **EDUCATION**

University of Redlands. Bachelor of Science, Marketing

Southwest College, Associate Arts degree - Marketing

State of California. Real Estate Broker's License

Numerous graduate level courses completed as well continuing educational requirements to maintain Brokers license and for professional development.



ANTONIO R. VILLARAIGOSA  
MAYOR

February 20, 2013

Mr. Fred Thomas

Dear Mr. Thomas:

I am pleased to inform you that I hereby appoint you to the Commission for Community and Family Services for the term ending June 30, 2014. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require a trip downtown. If you require parking during these procedures, please call Sui Duong in my Office at (213) 978-0724 and he will arrange it for you.

To begin the appointment process, please review, sign and return the enclosed City Commissioner Ethics Pledge, Commission Remuneration Form, Undated Separation Form and Background Release **within one week** of receiving this letter. These documents are necessary to help us ensure 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, (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. City law requires that you 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.



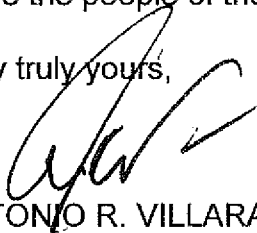
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As part of City Council confirmation process, you will need to arrange a meeting with Bernard Parks, your Councilmember, and Councilmember Richard Alarcon, the Chair of the Arts, Parks, Health and Aging Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Arts, Parks, Health and Aging Committee. Some time thereafter, you will also 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, Room 395, City Hall. Deputy Mayor Torie Osborn's staff will be responsible to 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.

Warmest congratulations and thank you for agreeing to continue helping in my efforts to serve the people of the City of Los Angeles.

Very truly yours,



ANTONIO R. VILLARAIGOSA  
Mayor

ARV:sd