

ERIC GARCETTI
MAYOR

November 22, 2013

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Jessica Postigo to the Commission on the Status of Women for the term ending June 30, 2014. Ms. Postigo will fill the vacancy created by Francille R. Wilson, whom I removed effective January 31, 2014 or at the time Ms. Wilson's successor is confirmed by the City Council.

I certify that in my opinion Ms. Postigo is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Jessica Postigo
Commission: Commission on the Status of Women
End of Term: June 30, 2014

Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Screenwriter
8. **Experience(s) that qualifies person for appointment:** See attached biography
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Appointment Date	Term Ends
Campos, Araceli	West LA	5	Latina	F	08-Apr-09	30-Jun-14
Fogel, Susan Berke	South Valley	2	Caucasian	F	24-Jul-06	30-Jun-14
Han, Helen H. - RESIGNED	North Valley	12	Asian Pacific Islander	F	14-Mar-07	30-Jun-17
Perez, Liliana	East LA	13	Latina	F	20-Jun-07	30-Jun-17
Whetstone, Jann K.	South LA	10	African American	F	21-Jan-11	30-Jun-17
Williams, Patrica	East LA	1	Caucasian	F	25-Sep-12	30-Jun-17
Wilson, Francille R.	Central	10	African American	F	26-Nov-07	30-Jun-14

JESSICA POSTIGO was born in Philadelphia, PA but raised in the Basque Country in northern Spain where she began her professional career as a political journalist for the national newspaper 'El Mundo'. Based in San Sebastian, she wrote about the violent struggle for independence that resulted in 820 deaths since the 70's. She moved on to work for one of the country's top independent ad agencies where she created award-winning campaigns for international clients, including Newsweek, Converse and Renault over a period of four years.

Her lifelong passion for filmmaking inspired her to move to Los Angeles in 1996 where she has lived ever since. She began working in production. After line producing the documentary *Better Living Through Circuitry*, she went on to develop screenplays for various production companies, which ultimately led her to writing them for major studios. Amongst others are her adaptation of the National Book and Newberry Award winning YA novel by Nancy Farmer *The House of the Scorpion* for Warner Brothers and the true story of Columbian hostage rescue mission *Operation Checkmate* for Sony Pictures. She also adapted the new animated *Tarzan 3D* movie based on the classic novel by Edgar Rice Burroughs currently in production. Jessica adapted **THE MORTAL INSTRUMENTS: CITY OF BONES** which was recently released from Columbia with Unique Features and Constantine producing, Harald Zwart directing and starring Lily Collins, Lena Headey and Jonathan Rhys Meyers.

Jessica is actively involved in both national and local charity work. She's married and had two daughters, Libby (7) and Nina (4).



ERIC GARCETTI
MAYOR

November 22, 2013

Ms. Jessica Postigo

Dear Ms. Postigo:

I am pleased to inform you that I hereby appoint you to the Commission on the Status of Women 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 visiting City Hall. If you require parking during these procedures, please call Justin Gonzalez in my Office at (213) 300-9935 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 Shannon Prior at the Ethics Commission at (213) 978-1960.



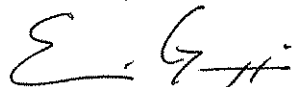
Ms. Jessica Postigo
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As part of the City Council confirmation process, you will need to meet with Tom LaBonge, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Housing Committee. Some time 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. Julie Ciardullo with the Mayor's staff 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 "Eric Garcetti". The signature is stylized with a large "E" and "G".

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Jessica Postigo
November 22, 2013

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, fax or email the following forms to: Julie Ciardullo, Office of the Mayor,
Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012
or fax: 213-978-0719 or email: julie.ciardullo@lacity.org.

_____ **Remuneration Form**
_____ **Undated Separation Forms**
_____ **Background Check Release**
_____ **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 in the mail 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.
_____ **Residence Verification Form**

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

_____ **Your City Councilmember Tom LaBonge** (contact at 213-473-7004).
_____ **Councilmember Gilbert Cedillo, Chair of the Council Committee**
considering your nomination (contact at 213-473-7001).

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