



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. Erma J. Bernard-Gibson to the Commission on the Status of Women for the term ending June 30, 2017. Ms. Bernard-Gibson will fill the vacancy created by Liliانا Perez, whom I removed effective January 31, 2014 or at the time Ms. Perez's successor is confirmed by the City Council.

I certify that in my opinion Ms. Bernard-Gibson 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: Erma J. Bernard-Gibson
Commission: Commission on the Status of Women
End of Term: June 30, 2017

Appointee Information

1. **Race/ethnicity:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 10 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., Business Administration, California State University, Dominguez Hills
7. **Occupation/profession:** Retired
8. **Experience(s) that qualifies person for appointment:** See attached resume
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

ERMA J. BERNARD-GIBSON

EXPERIENCE:

Administrative Analyst- 2008- 2012
2008 – 2012

United Methodist Ministries of Los Angeles District
Los Angeles, California

Performed and provided support for the Director of United Methodist Ministries of Los Angeles District. Provided assistance and maintained support for all of District Housing Properties and coordinated the District programs: Food Pantries, start-up on new housing projects such as the Epworth Housing Project, prepared applications for Grants to be awarded and other projects related to the community under the Corporation of the United Methodist Ministries. Prepared report for the Board of Directors and scheduled their meetings.

Area Coordinator
1979 – 2003

Equiva LLC /Shell Oil/Texaco Oil Company
Los Angeles, California

Scheduled all West Coast activities for gasoline and residual products via pipelines, marine water movements and trucks for California, Nevada, Arizona, Oregon, Washington and Colorado. Accounting liaison between supply and accounting. Planning and forecasting monthly and annual production projections. Interface with customers and our Marketing Department on supply demands. Work with human resources on employee performance appraisals and payroll record keeping.

**Accountant Analyst, Administrative Analyst
and Logistic Analyst**
1979 - 2003

Texaco Oil Company
Los Angeles, California

Reconciled exchange balances with other oil companies. Balance departmental monthly budget and expense accounts, contract negotiation and renewal. Public contact with other exchange accountants at various oil companies. Monitor credit exposures. Monitor credit for 15 million monthly inventory budgets.

EDUCATION

Bachelor of Arts Degree
California State University

Business Administration
Dominguez Hills, California

Notary Public

State Of California

COMMUNITY SERVICES

Cedar Sinai - Volunteer on Information Desk (2002–present)

Getty Museum – Docent (Dec 2001-June 2003)

FAME Renaissance – Volunteered in the Environmental Protection Group (Feb 2003-Oct 2004)

CASA – Vounteer as court appointed special advocate for Abused Children (Jan 2003-Dec 2004)

Los Angeles AARP Chapter 5117 - Vice-President (2004 – 2012)

Los Angeles Drifters – Member of women’s social services organization with 33 chapters across the US whose members are dynamic women with social, civic, charitable and educational interest who have dedicated their talents to the enhancement of their chosen communities and the universal image of womanhood. Treasurer (2013–present), President (2008–2012), and Vice President (2004–2008)



ERIC GARCETTI
MAYOR

November 22, 2013

Ms. Erma J. Bernard-Gibson

Dear Ms. Bernard-Gibson:

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, 2017. 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. Erma J. Bernard-Gibson
November 22, 2013
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As part of the City Council confirmation process, you will need to meet with Herb J. Wesson, Jr., 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 "E. Garcetti". The signature is fluid and cursive, with a large initial "E" and a stylized "G" and "etti".

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Erma J. Bernard-Gibson
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 Herb J. Wesson, Jr.** (contact at 213-473-7010).
_____ **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.