

ERIC GARCETTI
MAYOR

May 9, 2014

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Carole Brogdon to the Rent Adjustment Commission for the term ending May 20, 2018. Ms. Brogdon will fill the vacancy created by Betsy Handler, whose term will expire on May 20, 2014.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Garcetti'.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Carole Brogdon
Commission: Rent Adjustment Commission
End of Term: 5/20/2018

Appointee Information

1. **Race/ethnicity:** Caucasian
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:** Working on M.A. Human Development, Specilization in Leadership, Pacific Oaks College
7. **Occupation/profession:**
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):**

Name	APC	CD	Ethnicity	Gender	Appt date	Term end
Cha, Alex	Central	1	Asian Pacific Islander	M	22-Sep-09	20-May-14
Daar, Jeffrey J.	North Valley	12	Caucasian	M	18-Feb-03	20-May-14
Glenn, Theresa (Tai)	East	14	Caucasian	F	19-Jul-13	20-May-14
Handler, Betsy	West	11	Caucasian	F	15-Mar-13	20-May-14
Leftwich, Paula G.	South	8	African American	F	02-Nov-94	20-May-14
Townsend, Maria	North Valley	12	Latina	F	26-Sep-07	20-May-14
Winderman, Allyne	Central	4	African American	F	15-Mar-13	20-May-14

Carole Brogdon

Education

B.A. Theatre Arts, California State University, Los Angeles
UCLA Extension Supervision & Administration of Child Care Centers
M.A. Human Development, Pacific Oaks College, Specialization in
Leadership (thesis pending)

Experience Highlights

Program Director

Los Angeles Childcare and Development Council 1994-1997
Responsible for the hiring and training of teachers and directors for a state funded childcare agency, serving low-income families throughout Los Angeles and the San Fernando Valley. Responsible for supervising 12 Childcare Centers as well as grant writing and overseeing compliance with all city and state regulations.

Teacher & Educational Consultant

Venture School 2000-2010
Consulting and Administrative duties 9-12 grade

Teacher 1987-1994

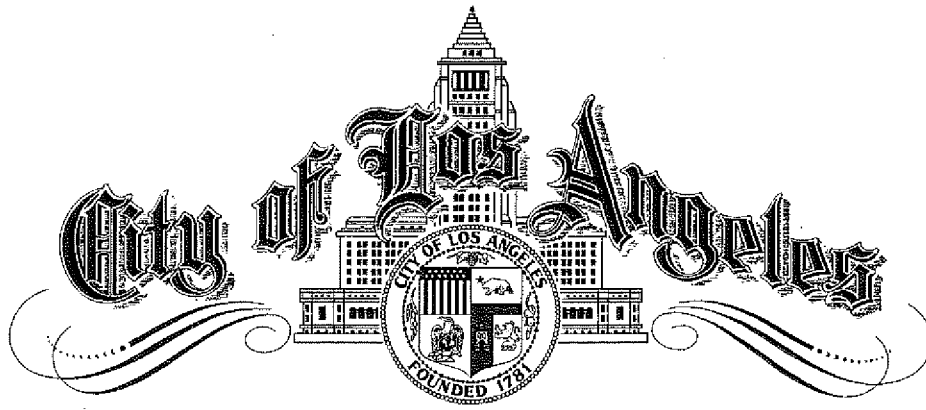
Various positions held at public and private schools in New York City and Los Angeles.

Los Angeles County Assessor's Office 1985-1987

Student Professional Worker, support staff for Los Angeles County Assessors Office

Affiliations

Chairperson, Hospitality Committee Oakwood School
The Ebell Club
St. Vincent Meals On Wheels, Cuisine a Roulettes



ERIC GARCETTI
MAYOR

May 9, 2014

Ms. Carole Brogdon

Dear Ms. Brogdon:

I am pleased to inform you that I hereby appoint you to the Rent Adjustment Commission for the term ending May 20, 2018. 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) 922-9788 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.

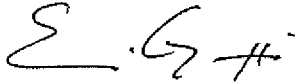
Ms. Carole Brogdon
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As part of the City Council confirmation process, you will need to meet with Tom LaBonge, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing Committee, to answer any questions they may have. You will 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. Cary Gross 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 and cursive.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Carole Brogdon
May 9, 2014

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: Cary Gross, Office of the Mayor, Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or fax: 213-978-9719 or email: cary.gross@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.
_____ **CEC Form 60**

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.