

ERIC GARCETTI
MAYOR

June 6, 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. Jacquelynn Hawthorne to the Commission for Community and Family Services for the term ending June 30, 2016. Ms. Hawthorne will fill the vacancy created by Alfreda Iglehart, whom will be removed effective July 31, 2014 or at the time Ms. Iglehart's successor is confirmed by the City Council.

I certify that in my opinion Ms. Hawthorne 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 black ink, appearing to read 'Eric Garcetti', with a stylized flourish at the end.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Jacquelynn Hawthorne
Commission: Commission for Community and Family Services
End of Term: 6/30/2016

Appointee Information

1. **Race/ethnicity:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 8 - South Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** UCLA, Pepperdine
7. **Occupation/profession:** Retired, 28 years with County of Los Angeles
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 ends
Al-Mansour, Chancela	East LA	14	African American	F	25-Sep-12	30-Jun-16
Beserra-Nunez, Irma	South Valley	5	Latina	F	27-Jan-14	30-Jun-18
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 LA	14	Latina	F	22-Jun-11	30-Jun-14
Farar, Ilana	West LA	11	Caucasian	F	03-Feb-14	30-Jun-18
Hill, Peggy	Central	4	African American	F	30-Jul-10	30-Jun-16
Iglehart, Alfreda - REMOVED	Central	10	African American	F	30-Jul-10	30-Jun-16
Legesse, Nikki	West	11	African American	F	10-Mar-14	30-Jun-16
Maxey, Tara	East LA	1	Caucasian	F	03-Feb-14	30-Jun-18
Pinto, Angela	South Valley	2	Other	F	13-Aug-10	30-Jun-16
Rodriguez, William "Blinky"	North Valley	7	Latino	M	03-Feb-14	30-Jun-18
Thomas, Fred	South LA	8	African American	M	21-Feb-13	30-Jun-14
Torres, Benjamin	East	13	Latino	M	30-Jul-10	30-Jun-16
Yaroslavsky, Barbara	Central	5	Caucasian	F	30-Jul-10	30-Jun-14

Jacquelynn Yvonne Coleman Hawthorne

Birthplace: Huntsville, Texas

Employment:

1963 to 1992; employed by County of Los Angeles Data Processing Department which later merged with the Internal Services Department as the Information Technology Division. Was promoted from Programmer to Manager to Division Chief to Data Processing Specialist and served as liaison to the Board of Supervisors. Retired in November 1992 after 28 years of County service.

Leadership:

2008 to present; Vice Chair, National Women's Political Caucus -South Bay (NWPC-SoBay)
2004 to present; President, Los Angeles African American Women Political Action Committee (LAAAWPAC)
1999 to 2011; President, Board of Trustees, United Methodists Ministries, L.A. District
2012 to present; Chair of the Stewardship Committee of Crenshaw United Methodist Church

Volunteerism:

2013 elected AD54 delegate to the CA Democratic Party
2012 appointed to the DNC Rules Committee in Charlotte, NC
2008 elected Obama Delegate to the Democratic National Convention (DNC) in Denver, CO
2006 to 2012; Member of the Board, Los Angeles Transition Center and the Helping Hands Recovery Center

Education:

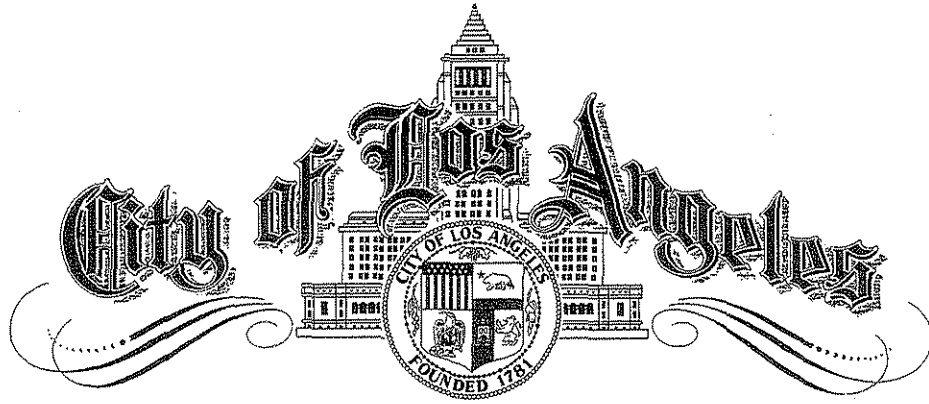
Los Angeles public elementary and high school from grades 4-12
UCLA; Pre-Med major
Pepperdine; Administrative Science major

Marital Status:

Widow of Addison Hawthorne

Other:

I am the mother of three grown children; Addison, Valerie and Hilary. My hobbies are singing with a community chorale, travel and reading.



ERIC GARCETTI
MAYOR

June 6, 2014

Ms. Jacquelynn Hawthorne

Dear Ms. Hawthorne:

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, 2016. 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 Cary Gross in my Office at (213) 978-0621 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. Jacquelynn Hawthorne
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As part of the City Council confirmation process, you will need to meet with Bernard C. Parks, 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 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 stylized and includes a horizontal line at the end.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Jacquelynn Hawthorne
June 6, 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 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 Bernard C. Parks** (contact at 213-473-7008).
- 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.