



ERIC GARCETTI  
MAYOR

June 20, 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. Paula Leftwich to the Rent Adjustment Commission for the term ending May 20, 2018. Ms. Leftwich will fill the vacancy created by Allyne Winderman, whose term has expired.

I certify that in my opinion Ms. Leftwich 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', is positioned below the word 'Sincerely,'.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Paula Leftwich  
**Commission:** Rent Adjustment Commission  
**End of Term:** 5/20/2018

### Appointee Information

1. **Race/ethnicity:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 8 - South
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** George Washington University
7. **Occupation/profession:** Retired - Past Executive Director of the Greater Los Angeles African American Chamber of Commerce
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
Brogdon, Carole	Central	4	Caucasian	F	09-May-14	20-May-18
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
Gershman-Pitts, Leonora	East LA	14	Caucasian	F	09-May-14	20-May-18
Glenn, Theresa (Tai)	East	14	Caucasian	F	19-Jul-13	20-May-14
Oliva, Jose	North Valley	7	Latino	F	09-May-14	20-May-18
Townsend, Maria	North Valley	12	Latina	F	26-Sep-07	20-May-14
Winderman, Allyne-EXPIRED	Central	4	African American	F	15-Mar-13	20-May-14

PAULA G. LEFTWICH

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**EDUCATION**

University of the District of Columbia  
Washington D.C.  
Bachelor of Science

George Washington University  
Washington, D.C.  
Graduate Studies Program

University of the District of Columbia  
Washington, D.C.  
Postgraduate courses: Education

University of Massachusetts  
Amherst, MA  
Postgraduate courses: Staff Training and Management Development

**PROFESSIONAL EXPERIENCE**

1994 - 1995

**The Greater Los Angeles African American Chamber of Commerce (GLAAACC)**  
**Executive Director**

Manage, develop, operate, administer programs, activities, fiscal and budget affairs to increase and improve economic development in the Los Angeles area

1987 - 1993

**California State Department of Social Services, Office of Public Affairs**  
**Assistant to the Director - Southern Region**

Developed, assisted, coordinated and communicated Department of Social Services' activities and programs; Provided liaison to local, state and federal elected officials\*

1986 - 1987

**California Department of Health Services**  
**Health Program Liaison - Sacramento**

Advised, assisted and developed public and private sector health promotional efforts, especially those components applicable to the multi-cultural population; and acted as the liaison to local, state and federal elected officials\*

1984 - 1986

California Arts Council - Multi-Cultural Programs  
Special Assistant to the Director - Statewide

Developed, administered and coordinated Multi-Cultural programs, activities, panels and conferences for multi-cultural artists, and organizations statewide; and acted as the liaison to local, state and federal elected officials\*

1984 - 1993

State of California

\* Special Liaison to Governor's Office - Office of Community Relations

Represented the Governor's Office of Community Relations in presenting awards, commendations, and coordination of roundtable discussions and forums in the Southern Region

Los Angeles Unified School District, Los Angeles  
Educator

District of Columbia, Public Schools, Washington, D.C.  
Supervisor for Student Teachers - Training and Demonstration Teacher

#### PROFESSIONAL ACTIVITIES

Educational Equity Institute, American University, Washington, D.C.  
Review of Title IX Educational Amendments

National Geographic Society, Advisory Reviewer, Washington, D.C.  
Educational Film Department: "Look at Zoos"

Selected to preview film, to plan, design, advise and appraise drawings, posters, photographs, diagrams, and maps for supplementary educational materials

National Invitational Conference, Washington, D.C.

Panelist for Laboratory Science, Art for Blind, Deaf and Emotionally Disturbed Children in a Mainstream Setting

California Arts Council (CAC)

"California Arts Dialogue" - Monterey, California - March, 1986

Responsible for coordinating/supervising the first statewide Multi-Cultural Arts Conference

National Assembly of States Arts Agencies (NASAA), Seattle, Washington  
11th Annual Conference - November 1985

Panel Speaker for Association for American Cultures  
"The Climate of Multi-Cultural Arts in California"

"Gallery" - KTLA (Metro Media Television), Los Angeles - October, 1985

Guest Speaker - "The California Arts Council and Multi-Cultural Artists and Organizations"

California Museum of Science and Industry  
"Black Achievers in Science Exhibit"  
Advisory/Planning Committee, 1988

California Museum of Science and Industry  
AIDS Exhibit  
Advisory Committee, 1988

Los Angeles Black Family Reunion  
"Volunteer Program"  
Chair, 1988

United Way  
Loan Executive Officer, 1988 - 1989  
United State Employees Campaign Advisory Committee, 1990 - 1992  
Black Partnership Council 1992 - 1993

State Department of Social Services - Southern Region  
Health Enhancement Program, 1988 - 1992  
Developed and coordinated health activities

State Department of Social Services - Los Angeles, CA  
Child Abuse Prevention Month Kick-Off Rally - 1989  
Assisted in coordinating events

Governor Pete Wilson's Los Angeles Revitalization  
Coordinating Council for the Civil disturbance - 1992

#### **PROFESSIONAL/CIVIC ORGANIZATIONS**

The Bar Association of the District of Columbia, Washington, D.C.  
Committee Member on "Law Day"

National Capital Law League, Washington, D.C.  
Executive Board, Chair - Programs/Native American Art Exhibit

Barrister's Wives of Washington, D.C.  
Executive Board, Corresponding Secretary

Los Angeles Public Affairs Officers Association  
Member

Women in Public Affairs  
Member

California Advisory Council on Vocational Education  
Executive Board member appointed by Governor George Deukmejian

Women's Appointee's Council, State of California  
Southern California Liaison

Townhall, Los Angeles  
Member

Coalition of 100 Black Women, Los Angeles Chapter  
Board Member, Public Relations Chair, Recording Secretary

The Links, Inc., Angel City Chapter, Los Angeles, CA  
Corresponding Secretary

Black Public Relations Society of California  
Treasurer

Urban League  
Member

NAACP  
Member

1994 - Present  
Commissioner, City of Los Angeles  
Appointed by Mayor Richard Riordan to Rent Adjustment Commission

1992 Bush/Quayle Alternate Delegate - Republican National Convention, Houston, TX  
1988 Bush/Quayle Honorary Delegate - Republican National Convention, New Orleans, LA

Coordinator of the 1988 Martin Luther King, Jr., Holiday Recognition Reception  
Special guest - The Honorable George Deukmejian, Governor of the State of California

California Vice-Chair to Black Leadership for Bush/Quayle Campaign 1988  
Appointed by Governor George Deukmejian

#### **PUBLICATIONS/CREATIVE WORKS**

Editorial Review for the American Journal of Art  
"Art Education for the Disadvantaged Children" by D. Barclay  
"In the Early World" by E.S. Richardson

Co-Editor - California Dialogue, 1986  
California Arts Council



ERIC GARCETTI  
MAYOR

June 20, 2014

Ms. Paula Leftwich

Dear Ms. Leftwich:

I am pleased to inform you that I hereby appoint you to the Rent Adjustment Commission for the term ending 5/20/2018. 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 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 City Commissioner Ethics Pledge, Undated Separation Forms, and Background Release **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.

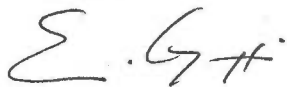
Ms. Paula Leftwich  
June 20, 2014  
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As part of the City Council confirmation process, you will need to meet with Bernard C. Parks, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing Committee, to answer any questions they 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".

ERIC GARCETTI  
Mayor

EG:dlg



Attachment I  
Ms. Paula Leftwich  
June 20, 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) 978-0720 or email: cary.gross@lacity.org.

\_\_\_\_\_ **Ethics Pledge**  
\_\_\_\_\_ **Undated Separation Forms**  
\_\_\_\_\_ **Background Check Release**  
\_\_\_\_\_ **Commissioner 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 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.