



ERIC GARCETTI
MAYOR

June 26, 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. Jane Paul to the Rent Adjustment Commission for the term ending May 20, 2018. Ms. Paul will fill the vacancy created by Marie Townsend, whose term has expired on May 20, 2014.

I certify that in my opinion Ms. Paul 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: Jane Paul
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:** 11 - West Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** M.A., University of California, Los Angeles
7. **Occupation/profession:** Faculty and Program Design Team, Antioch University 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
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	Central	4	African American	F	15-Mar-13	20-May-14

JANE PAUL

EXECUTIVE SUMMARY:

Experience: Project and program design and administration; higher education curriculum development and instruction; organizational management; policy and planning; local, regional and state-wide equity, advocacy and activist community efforts.

Strengths: Sustainability and equity in practice, collaboration and committee building; program and policy implementation; community/government/private sector/academia partnerships and facilitation; logistics; passion and commitment to working for human rights.

PROFESSIONAL EXPERIENCE: EDUCATION, POLICY & PLANNING

- **Faculty and Program Design Team: Antioch University Los Angeles, Master of Arts Urban Sustainability Program;** 2009 – Present
 - **Faculty and Head of Urban Community and Environment Concentration: Antioch University Los Angeles, Bachelor of Arts Program;** 2013 - Present
 - **Green Economy Consultant** (Selected clients); 2007 - 2013
 - *Liberty Hill Foundation (Clean Up Green Up Environmental Justice campaign)
 - *East Yard Communities for Environmental Justice (Green Zone Development Strategy)
 - *UCLA Labor Occupational Safety and Health Program (LOSH) (Green Retrofit Program Evaluation grant proposal)
 - *Los Angeles Area Chamber of Commerce/EOS Consulting (Partnership strategy development ; Green Business Certification)
 - *SCOPE/Strategic Concepts in Organizing and Policy Education (Research, Analysis and Report Development: *Green Career Ladder Framework*)
 - **Coordinator of Green Economy Initiatives/Consultant : Green LA Coalition** 2007-2011
- Collaborative policy campaigns, policy analysis, research, and report development:**

Creation of Los Angeles' Green Jobs Leadership Network; support for public sector green economy efforts: green business certification program, energy efficiency retrofits, green building program, environmentally preferable purchasing policy, green workforce and industry, access to ARRA funding; outreach and administration.

PROFESSIONAL EXPERIENCE: ORGANIZATIONAL MANAGEMENT & ADMINISTRATION

- **Assistant Director, Production Manager : MOTION PICTURE AND TELEVISION INDUSTRY** .1978 -1995
Production scheduling, budgets, logistics and organizational management.
Expertise in large scale logistics, complex scheduling, interpersonal process, and interdepartmental coordination. (List of credits available)
- **Conference Tour Coordinator : CNU XIII The Polycentric City** 2005
Congress for the New Urbanism's 13th Annual Congress - Regional And Urban Planning Conference
- **Facilitator : Southern California Compass** 2003
A Growth Visioning Workshop - Charting the Course for a Sustainable Southland; Regional Planning Workshops

ADDITIONAL EXPERIENCE (selected)

- **Master of Arts in Urban Planning Capstone Client Project**
Los Angeles City Council District 13, Office of Eric Garcetti 2006 - 2007
Green Vision-LA; Client Project for UCLA Urban Planning Program: Green building as an economic development tool for low income communities.

- **Master of Arts in Urban Planning Graduate Fieldwork**
Los Angeles City Council District 13, Office of Eric Garcetti 2006
Internship with Legislative Deputy: Program analysis, research and report assessments: Green building and green economy, small business support.

APPOINTMENTS/COMMITTEES (selected)

- Los Angeles Regional Collaborative for Climate Change and Sustainability (LARC)**
 (Antioch University representative) 2012 –present
- City of Los Angeles Green Retrofit Advisory Council** (Chairperson) 2010 – 2013
- Los Angeles Food Policy Council**
 Economic Development and Academic Partnerships Working Groups 2011 - present
- Apollo Alliance Steering Committee** 2008 – 2011
- Los Angeles Economic Development Corp.**
 Green Economy Committee - Green Building Working Group 2011

COMMUNITY

- Westwood Charter Elementary School. LA Unified School District 1999-2005
Chairperson: Playground Project, Service Learning, Social Action
 Grant-writing, program, design and committee facilitator
- Little Village Nursery School. Los Angeles co-operative pre-school, 40 families 1998-2000
President & Chairperson: Board of Directors; Chair: Parent Education Committee

EDUCATION

- Graduate Studies University of California Los Angeles, Master of Arts Urban Planning Degree, awarded 2008: Luskin School of Public Affairs, Department of Urban Planning
 Relevant coursework: Community Economic Development; Leadership & Governance of Nonprofit Organizations. Recipient: Michael S. Dukakis Public Policy Internship Grant.
- Undergraduate Studies Antioch University Los Angeles: Baccalaureate Degree in Liberal Studies awarded 2005; Facilitated development of Antioch’s Urban Community and Environment (UCE) undergraduate concentration.

PROFESSIONAL AFFILIATIONS /MEMBERSHIPS

Director’s Guild of America, American Planning Association, Congress for the New Urbanism



ERIC GARCETTI
MAYOR

June 26, 2014

Ms. Jane Paul

Dear Ms. Paul:

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 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.

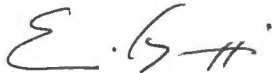
Ms. Jane Paul
June 26, 2014
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As part of the City Council confirmation process, you will need to meet with Mike Bonin, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing Committee, to answer any questions they may have. You 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. Jane Paul
June 26, 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**
- _____ **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 Mike Bonin** (contact at (213) 473-7011).
- _____ **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.