



ERIC GARCETTI  
MAYOR

November 7, 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. Antoinette Anderson to the South Los Angeles Area Planning Commission for the term ending June 30, 2019. Ms. Anderson will fill the vacancy created by David Malcolm Carson, who has resigned.

I certify that in my opinion Ms. Anderson 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', with a stylized flourish at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Antoinette Anderson  
**Commission:** South Los Angeles Area Planning Commission  
**End of Term:** 6/30/2019

### Appointee Information

1. **Race/ethnicity:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 10 - South Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., New College of California
7. **Occupation/profession:** Consultant
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
Bates, Eric	South LA	10	African American	M	02-May-14	30-Jun-17
Carson, David Malcolm	South LA	10	African American	M	10-Mar-14	30-Jun-19
Orozco, Jaqueline	South LA	15	Latina	F	30-Jun-14	30-Jun-15
Stern, Stevie	South LA	10	African American	F	16-Jul-14	30-Jun-16
Willis, Gail A.	South LA	10	African American	F	09-Aug-13	30-Jun-18

# ANTOINETTE ANDERSON

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## EXECUTIVE SUMMARY

A highly experienced mid-level executive project & change manager with a proven track record with workforce, and community economic development. Specialized in programmatic business practices and regulatory compliance, efficiency, risk management, and productivity.

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## CORE QUALIFICATIONS

- Client Account Management
- Staff/ Training Development
- Workforce and Economic Development
- Grant Writing Experience
- Public Policy and Program Development
- Strategic Planning
- Workflow Planning
- Budget Development
- Contract Negotiations
- Cross –functional Team Management

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## PROFESSIONAL EXPERIENCE

### 2013 – Present

Consulting Services (pro bono)

Los Angeles, CA

#### Consultant

- Provide job development
- Refer interested parties to Small Business organizations for business development
- Networking with community leaders and public officials and stakeholders
- Assist Small Business owners with growing their businesses

### 1998 – 2013

Los Angeles Urban League

Los Angeles, CA

#### Director

- Managed staff of 25+ Workforce Professionals and an operational budget of \$2.3M
- Met 100% of placement goals for 14 consecutive years
- Created partnerships with businesses (*Target, Macy's, LAPD, US Census, Systematic Office Supply, McCarthy, Gigante, Vermont Slauson Economic, Job Collaboration, , etc*) to encourage hiring of disadvantaged workers
- Planned, implemented & managed WIA Services including community outreach, program education and compliance
- Managed relationships with many community partners to ensure that core intensive, training services are administered and executed to the highest of standards
- Interfaced & communicated with all city/county of Los Angeles agencies as well as California Representatives in the US Senate & House of Representatives
- Tasked to identify & engage strategic partnerships necessary to accomplish & promote the organization's goals within all Los Angeles Urban League (LAUL) locations
- Responsible for evaluating and responding to multiple Request For Proposal's annually
- Secured hiring relationship with C. Camacho & Associates/McCarthy for \$88M MLK Medical Center
- Project responsible for negotiating leases & procuring office space

### **Assistant Director**

- Created & implemented quarterly employer outreach program which netted an average of 20 new hiring organizations per quarter
- Developed relationships with job fair coordinators to ensure that LAUL job seekers had access to employment events
- Supervised day to day operations of Customer Service, Case Management, Employment Development Department & other In-House Partners
- Secured \$12M in grant dollars from The County of Los Angeles

### **Operations Manager**

- Supervised a staff of 15 Workforce Professionals within Economic Development
- Monitored 3 annual program audits with the State of California, County of Los Angeles, and Simpson & Simpson
- Managed all maintenance & construction requests for 24,000 Sq. ft. facility
- Responsible for reconciliation of all Accounts Payable & Accounts Receivables
- Responsible for outlining, tracking & monitoring the execution of all Memorandum of Understanding

### **Education**

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Bachelor of Arts Degree in Humanities, New College of California

### **AFFILIATIONS, CERTIFICATES AND AWARDS**

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Los Angeles Urban League Employee of the Year  
Advocacy of Humanities Award  
Real Men Cook Early Detection of Prostate Cancer Advocate Award  
National Association of Workforce Boards  
National Association of Workforce Development Professionals  
California Workforce Association  
Los Angeles Chamber of Commerce  
Sustainable Business Council  
Antoinette's Clothes Closet  
Dress for Success Kimora Lee  
Southwest College Bond A Proposition Advisory Board  
On Target Television Board Member  
National Organization of Afro Americans in Housing  
The Coalition of 100 Black Women Inc.,  
California Council of Excellence Board Examiner



ERIC GARCETTI  
MAYOR

November 7, 2014

Ms. Antoinette Anderson

Dear Ms. Anderson:

I am pleased to inform you that I hereby appoint you to the South Los Angeles Area Planning Commission for the term ending June 30, 2019. 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. Antoinette Anderson  
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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 Jose Huizar, the Chair of the Planning and Land Use Management 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 Planning and Land Use Management Committee. Sometime 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 "Eric Garcetti". The signature is stylized with a large "E" and "G".

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Antoinette Anderson  
November 7, 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 via email 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 Herb J. Wesson, Jr.** (contact at (213) 473-7010).
- Councilmember Jose Huizar, Chair of the Council Committee considering your nomination** (contact at (213) 473-7014).

Staff in the Mayor's Office of External Affairs will assist you with these arrangements.