



ERIC GARCETTI
MAYOR

March 14, 2016

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Rosemary Llewellyn to the Board of Neighborhood Commissioners for the term ending June 30, 2018. Ms. Llewellyn will fill the vacancy created by Karen Mack, who has resigned.

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

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Rosemary Llewellyn
Commission: Board of Neighborhood Commissioners
End of Term: 6/30/2018

Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 13 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Whittier College, B.A. Social Work
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):**

Commissioner	APC	CD	Ethnicity	Gender	Appt Date	Term End
Grant, Lydia	North Valley	7	Caucasian	F	16-Oct-13	30-Jun-17
Lipmen, Eli	West LA	5	Caucasian	M	04-Feb-14	30-Jun-16
Atkinson, Joy	South LA	10	African American	F	09-Oct-13	30-Jun-20
Medina, Victor	Harbor	15	Latino	M	05-Aug-13	30-Jun-15
Rubio, Olivia	East Los Angeles	14	Latina	F	16-Oct-13	30-Jun-16
Shaffer, Leonard	South Valley	3	Caucasian	M	19-Sep-11	30-Jun-19

ROSEMARY C. LLEWELLYN

BOARD EXPERIENCE

Family Equality Council (www.familyequality.org)

Board of Directors

November 2014 to Present

- Gave a speech on behalf of the organization at the LA Impact awards
- Active participation in fundraising, including cultivating relationships with major donors
- Attend at least three 1.5 day-long Board meetings in different locations across the country each year
- Member, “Outspoken Generation” Speakers Panel since 2011, which is a public speaking bureau of children raised in LGBT-headed households
- Represented Family Equality Council at the White House Summit on LGBT issues and at Vice President Biden’s BBQ for emerging LBTQ leaders in October 2012
- Composed narratives about my adoption for a Voices of Children Amicus Brief for the United States Supreme Court

EDUCATION

University of Southern California

Master of Social Work

Concentration—COPA (Community Organization, Planning, and Administration)

Phi Alpha Honor Society

Los Angeles, CA

Expected May 2016

USC School of Social Work National Immersion Policy Program

Child Welfare Policy

Washington, DC

Expected March 2016

Whittier College

Bachelor of Arts, Social Work, *Cum Laude*

Phi Alpha Honor Society

Whittier, CA

May 2015

COURSE PROJECT

Leap & Associates

Thought Partner

Los Angeles, CA

September to November 2015

- Coded over 300 pages of ethnographic data that had been taken throughout the duration of the program
- Completed a process evaluation on the implementation of the Children’s Defense Fund’s Freedom Schools Program at seven Los Angeles County probation camps

WORK EXPERIENCE

Centinela Youth Services

MSW Intern

Hawthorne, CA

September 2015 to Present

- Collaborated with the Director to write the narrative piece of an Evaluation Report for a four-year grant
- Created comprehensive grant summaries for clinical caseworkers delivering supportive services to high-risk youth and families
- Took minutes at all Juvenile Arrest Diversion Collaborative meetings at which members of local law enforcement, probation department, school police, attorneys, and DCFS administration exchanged best practices for diverting youth into the Every Child Restorative Justice program
- Maintained an up-to-date agency profile on both Guide Star and Charity Navigator to enable funders to view data on program effectiveness

- Coordinated Juvenile Arrest Diversion Program trainings for both Inglewood Police Department and Huntington Park Police Department
- Represented the agency by attending meetings on behalf of the executive director

Gus Velasco Neighborhood Center

Santa Fe Springs, CA

BASW Intern

September 2014 to May 2015

- Met with school counselors, school police, and DCFS workers at School Advisory Review Board meetings to assess instances of truant behavior throughout the Santa Fe Springs Unified School District
- Conducted psychosocial assessments of families and individuals and collaborated with them to create individualized case plans to connect them with the proper resources for health and well-being
- Assisted individuals with enrollment in affordable health care plans as a Certified Enrollment Counselor for Covered California
- Attended home visits to build and maintain rapport with clients and confirm their eligibility for the agency's family services sponsorship program

YMCA of Greater Whittier

Whittier, CA

Childcare Provider

June 2014 to February 2015

- Supervised children from 16 months to 5 years of age
- Planned and coordinated play activities appropriate for the number and ages of children present
- Attended training, staff meetings, and special events to help improve child care and overall service delivery

Whittier Area First Day Coalition

Whittier, CA

Intern Assistant to the Executive Director

April to August 2014

- Participated in direct outreach with clients requiring housing and job training services
- Attended board meetings and prepared notes on the key action items discussed
- Accompanied executive director for presentations to Whittier City Council and School Board
- Maintained files of financial records, including bills and records of payment
- Gathered records to prepare for outside audit of financial statements

American Academy of Pediatrics (AAP)

South Pasadena, CA

Policy Intern

July 2013 to February 2014

- Researched and analyzed state assembly and senate bills to identify issues for collaborative support
- Assisted AAP with data research to provide legislative stance on bills pertaining to health and well-being
- Drafted letters to legislative representatives and state governor regarding positions on bills
- Reviewed conference registration forms for hundreds of participants; made contact with physicians as needed
- Entered registration and seminar selections and data into Excel spreadsheet for conference registrants
- Retrieved incoming calls and voicemails for AAP representatives; transferred and directed messages as needed

AIDS Project Los Angeles

Los Angeles, CA

Case Management Intern

May to August 2013

- Conducted client registrations
- Interviewed clients to determine eligibility for services
- Provided telephone case management to clients in need of assistance
- Aided clients in the completion of confidential paperwork for employment, health benefits, and low-income services utilizing a strengths based approach

Caldwell Leslie & Proctor, PC

Los Angeles, CA

Assistant to Paralegals

Summer 2010

PROFESSIONAL ORGANIZATION

National Association of Social Workers

2013 to Present



ERIC GARCETTI
MAYOR

March 14, 2016

Ms. Rosemary Llewellyn

Dear Ms. Llewellyn:

I am pleased to inform you that I hereby appoint you to the Board of Neighborhood Commissioners for the term ending June 30, 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 Claudia Luna 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. Rosemary Llewellyn
March 14, 2016
Page 2

As part of the City Council confirmation process, you will need to meet with Mitch Englander, your Councilmember, and Council President Herb Wesson, the Chair of the Rules, Elections, InterGovernmental Relations & Neighborhoods 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 Rules, Elections, InterGovernmental Relations & Neighborhoods 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. Claudia Luna 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 "EG" followed by a flourish.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Rosemary Llewellyn
March 14, 2016

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: Legislative Coordinator, Office of the Mayor, Office of Intergovernmental Relations, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: Claudia.Luna@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 Mitch Englander** (contact at (213) 473-7013).
_____ **Councilmember Herb Wesson, Chair of the Council Committee considering your nomination** (contact at (213) 473-7010).

Staff in the Mayor's Office of Intergovernmental Relations will assist you with these arrangements.