



**ERIC GARCETTI**  
**MAYOR**

August 11, 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. Herpsima Khatchadorian to the Commission for Community and Family Services for the term ending June 30, 2020. Ms. Khatchadorian will fill the vacancy created by Raquel Zamora, whose term has expired.

I certify that in my opinion Ms. Khatchadorian 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 horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Herpsima Khatchadorian  
**Commission:** Commission for Community and Family Services  
**End of Term:** 6/30/2020

### Appointee Information

1. **Race/ethnicity:** Armenian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 7 - North Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** A.A., Los Angeles Valley College
7. **Occupation/profession:** Stay At Home Mother
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
Collado, Gerlie	North Valley	12	Asian Pacific Islander	F	06-Jun-14	30-Jun-18
Eidmann, Kathryn	East LA	13	Caucasian	F	27-Jun-14	30-Jun-20
Estrada, Ingrid	South LA	10	Latina	F	06-Jun-14	30-Jun-20
Farar, Ilana	West LA	11	Caucasian	F	03-Feb-14	30-Jun-18
Hawthorne, Jacquelynn	South LA	8	African American	F	06-Jun-14	30-Jun-20
Hill, Peggy	Central	4	African American	F	30-Jul-10	30-Jun-20
Legesse, Nikki	West	11	African American	F	10-Mar-14	30-Jun-20
Leviste, Mariedel	South Valley	3	African American	F	06-Jun-14	30-Jun-18
Marcus, Deborah	West LA	11	Caucasian	F	05-Aug-14	30-Jun-18
Maxey, Tara	East LA	1	Caucasian	F	03-Feb-14	30-Jun-18
Rodriguez, William "Blinky"	North Valley	7	Latino	M	03-Feb-14	30-Jun-18
Torres, Benjamin	East	13	Latino	M	30-Jul-10	30-Jun-20
Yaroslavsky, Barbara	Central	5	Caucasian	F	30-Jul-10	30-Jun-18
Beserra-Nunez, Irma	South Valley	5	Latina	F	27-Jan-14	30-Jun-18

Herpsima H. Khatchadorian is a passionate advocate for the importance of family engagement in the upbringing and education of children.

With the intention of educating herself on how to raise a happy and successful student, Herpsima has immersed herself in volunteer work both within and outside of her community. It has led her to hold various leadership positions in different executive bodies. Herpsima has also been a board member of various non-profit organizations dedicated to educating the Armenian-American community in local affairs, encouraging civic participation and cultural harmony.

- v California State PTA Board of Manager serving on the Education Commission for the 2015-2017 term
- v California State PTA Board of Manager serving on Local Control Funding Formula/ Local Control Accountability Plan Task Force for the 2015-2017 term
- v Armenian Council of America Executive Board member for the 2015-2017 term
- v Nor Serount (New Generation) Cultural Association Dance Troup Organizational Board member for the 2014-2017 term.
- v 31<sup>st</sup> District PTSA Vice President of Membership & Organization for the 2015-2017 term
- v California State PTA Board of Manager serving on the Family Engagement Commission for the 2013-2015 term
- v California State PTA Board of Manager serving on Scholarships & Grants Committee for the 2013-2015 term
- v 31<sup>st</sup> District PTSA Board of Manager and Reflections Committee Chairperson for the 2013-2015 term
- v Armenian Council of America Los Angeles Chapter Board member for the 2013-2015 term
- v PTA Parliamentarian at Plainview Academic Charter School for the 2012-2013 FY
- v Seargent of Arms for the Governance Council at Plainview Academic Charter school for the 2012-2013 FY
- v Vice-Chair and community representative for Los Angeles County Office of Education Headstart/ State Pre-school division policy council for the 2012-2013 FY
- v Representative to the Los Angeles County Office of Education Board from the policy council of the Los Angeles County office of Education Headstart/ Pre-school division 2012-2013 FY
- v Chair for the Los Angeles County Office of Education Headstart/ State Pre-school division policy council for the 2011-2012 FY
- v Treasurer for Volunteers of America policy council for the 2010-2011 FY

Herpsima is a wife, and a mother to eight year old Carina. She has held various management positions in different areas within Nordstrom in several of its locations across the Los Angeles and Orange Counties. Herpsima has an Associate's degree in Liberal Arts from Los Angeles Valley College.



**ERIC GARCETTI**  
**MAYOR**

August 11, 2016

Ms. Herpsima Khatchadorian

Dear Ms Khatchadorian:

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, 2020. 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 Nicole Enriquez at the Ethics Commission at (213) 978-1960.

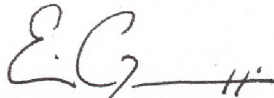
Ms. Herpsima Khatchadorian  
August 11, 2016  
Page 2

As part of the City Council confirmation process, you will need to meet with Felipe Fuentes, 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. 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 "E. Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Herpsima Khatchadorian  
August 11, 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 Felipe Fuentes** (contact at (213) 473-7007).  
\_\_\_\_\_ **Councilmember Gilbert Cedillo, Chair of the Council Committee considering your nomination** (contact at (213) 473-7001).

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