

ERIC GARCETTI
MAYOR

August 9, 2013

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Gail A. Willis to the South Los Angeles Area Planning Commission for the term ending June 30, 2018. Ms. Willis will fill the vacancy created by Juan Aquino, whose term expired on June 30, 2013.

I certify that in my opinion Ms. Willis 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 black ink, appearing to read 'EG', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

Gail A. Willis

SUMMARY

Dedicated Educator for Los Angeles Unified School District for approximately seventeen years, teaching multiple subjects to 5th grade students with diverse backgrounds. Have taught the GATE (Gifted and Talented) program, and English Language Learners. Have worked as a Master Teacher, providing instructional guidance for student teachers. Currently a member of UTLA (United Teachers Los Angeles), and have served on the House of Representatives, UTLA/NEA Elections Committee, and the PACE Committee (Political Action Council of Educators). Served on the CTA State Council, and have been a NEA (National Educational Association) delegate. Have interacted effectively with Elected Officials on a local, state, and federal level, and have provided communications and outreach to the community. Very flexible, well-organized, and versatile team player who believes in collaborating with people of diverse ethnic backgrounds. Have served as a Legislative Contact for UTLA and CTA (California Teachers Association) with Elected Officials on a state and federal level. Currently, a Democratic State Party Delegate, and an alternate member of the Los Angeles County Democratic Party. Served on the Education Commission in the 47th Assembly District, and was on the Public Safety Commission in the 10th Council District.

HIGHLIGHTS

- Excellent interpersonal skills
- Strong communicator
- Valid California Driver's License
- Creative
- Self-starter
- Culturally-sensitive
- Detail-oriented
- Fast learner
- Skilled multi-tasker
- Social networking expert

ACCOMPLISHMENTS

Received a certificate of recognition from Senator Curren Price as an outstanding Educator in 2011-2012 academic school year, and in 2010-2011 from Council President Emeritus Eric Garcetti. Have spearheaded fundraising events for various political candidates in the community, and have organized and facilitated political campaigns on a local, state, and federal level, and served as an advisor to political candidates. Have served as a Public Safety Commissioner in the 10th Council District for three years, and received a certificate of recognition, of exemplary leadership and community service in 2003-2005. Have supported state legislation that primarily focused on funding for public education in the state of California. Have helped organized political rallies in the community, and round-table discussions with Elected Officials and political candidates. Have solicited endorsements, and formulated strategy groups for political candidates on a local, state, and federal level. Have served on the 47th Assembly District Education Commission for Speaker Emeritus Karen Bass in 2006-2008, and have received commendations for dedication and outstanding community service in 2011 from California Attorney General Kamala D. Harris, Jerome Horton, Chairman, California State Board of Equalization, Senator Curren Price, Assemblymember Holly Mitchell, Council President Herb Wesson, and Councilmember Mike Gipson.

EXPERIENCE

Educator, 03/1996

Los Angeles Unified School District - Los Angeles, California

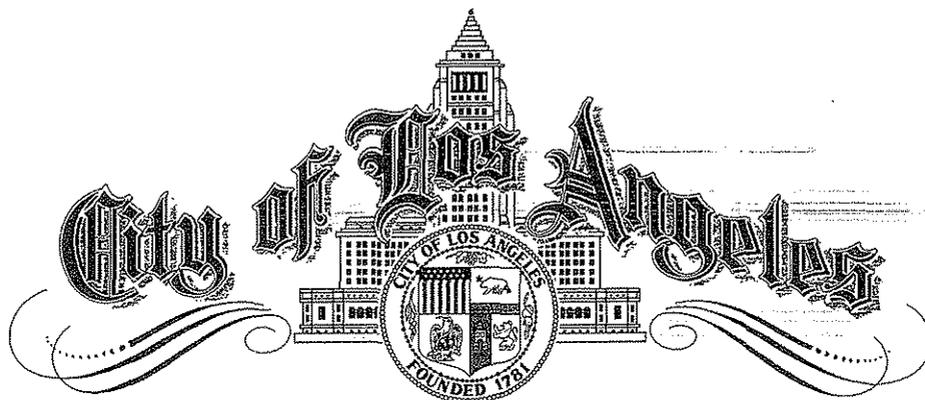
Have been a professional Educator for Los Angeles Unified School District for seventeen years. Teach multiple subjects to 5th grade students of diverse backgrounds, and have taught GATE (Gifted and Talented) students, and ELL (English Language Learners) students. Have represented teachers at the local school site as the UTLA Chapter Chair for approximately seven years, and served on the conflict resolution committee of three, which included the school administrator, another colleague, and I. This committee primarily focused on resolving conflicts at the school site. In addition, have Co-Chaired with the administrator, the Leadership Council for seven years, which controlled some of the federal and state funding at the school site. Have served on the House of Representatives of UTLA, which is the policy-making body, for ten years. Some of the contractual concerns that we implemented for teachers were health benefits, salary increases, state funding for schools, and class-size reduction. Currently serving on the PACE Committee of UTLA, and have served in this capacity for eight years. The Political Action Council of Educators Committee primarily endorses political candidates who support public education in the state of California. Have chaired the interview panel of the PACE Committee which was inclusive of political candidates on a local, state, and federal level.

EDUCATION

Bachelor of Arts: Liberal Studies, 1988

California State University, Northridge - Northridge, California, United States

The Liberal Studies program is a broad and diverse curriculum which has prepared me in all subject areas, particularly in the field of humanities. It encompasses research development and has emphasis on public speaking. Received a Multiple Subject Credential, which certifies me to teach all subjects to students ranging from pre-kinder to adult education. Have received a CLAD Certificate (Cross Cultural Language Acquisition Development), which certifies me to teach students who speak English as a second language. Have completed some educational coursework towards a Master of Arts Degree in Education with emphasis on Instruction and Curriculum.



ERIC GARCETTI
MAYOR

August 9, 2013

Ms. Gail A. Willis

Dear Ms. Willis:

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, 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 Justin Gonzalez in my Office at (213) 364-0506 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Ethics Pledge, 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. Gail A. Willis
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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. 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. Julie Ciardullo with the Mayor's staff 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', with a stylized flourish at the end.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Gail A. Willis
August 9, 2013

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: Julie Ciardullo, 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: julie.ciardullo@lacity.org.

- _____ **Ethics Pledge**
- _____ **Remuneration Form**
- _____ **Undated Separation Forms**
- _____ **Background Check Release**
- _____ **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 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.