ERIC GARCETTI
MAYOR

August 4, 2014

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. Keith Martin to the Convention and Exhibition Center Authority for the term ending January 16, 2015. Mr. Martin will fill the vacancy created by Florence Chung, who has resigned.

I certify that in my opinion Mr. Martin is qualified for the work that will devolve upon him, and that I make the appointment solely in the interest of the City.

Sincerely,

ERIC GARCETTI
Mayor

EG:dlg

Attachment

ECONOMIC DEVELOPMENT
AUG 05 2014

200 N. SPRING STREET, ROOM 303 LOS ANGELES, CA 90012 (213) 978-0600
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COMMISSION APPOINTMENT FORM

Name: **Keith Martin**
Commission: **Convention and Exhibition Center Authority**
End of Term: 1/16/2015

Appointee Information

1. **Race/ethnicity:** Caucasian

2. **Gender:** Male

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.S.W., California State University, Long Beach

7. **Occupation/profession:** Contract Screening Clinic Social Worker / Housing Liaison, Veterans Affairs

8. **Experience(s) that qualifies person for appointment:** See attached resume

9. **Purpose of this appointment:** Replacement

10. **Current composition of the commission – Mayoral appointments (excluding appointee):**

Name	APC	CD	Ethnicity	Gender	Appt date	Term end
Alfaro, Carlos E.	South Valley	6	Latino	M	31-Jan-07	16-Jan-15
Bautista, Gilbert	North Valley	12	Latino	M	31-Oct-07	16-Jan-13
Choh, Candice	West LA	11	Asian Pacific Islander	F	24-May-11	16-Jan-13
Chung, Florence - RESIGNED	Central	5	Asian Pacific Islander	F	16-May-12	16-Jan-15
Mattoo, Kanchan	South Valley	2	Asian Pacific Islander	M	16-Aug-08	16-Jan-15
Reum, Courtney	West LA	5	Caucasian	M	16-Apr-14	16-Jan-15
Rodriguez, Susan A.	East LA	13	Latina	F	28-Mar-08	16-Jan-13
Shabazz Coates, Shahiedah			African American	F	12-Jan-10	16-Jan-13
Siddiquee, Majib	Central	5	Asian Pacific Islander	M	23-May-14	16-Jan-17
Turner, Cheryl	South LA	10	African American	F	27-May-14	16-Jan-15

Keith Martin, MSW

PROFESSIONAL EXPERIENCE

Veteran Affairs, Los Angeles, CA — Dec 2010 – Present
Contract Screening Clinic Social Worker / Housing Liaison

- Provide case management , counseling, mobilize resources for homeless veterans
- Assess veterans for drug treatment, transitional back to work housing programs.
- Develop, maintain, carry out treatment plans
- Coordinate and oversee process for placement into VA housing programs.

San Gabriel Valley Medical Center, Los Angeles, CA — Sept. 2010 – Dec 2010
Medical Social Worker

- Provide case management for Telemetry, Medical/Surgery and Cardio Thoracic/Surgery units.
- Consult with medical staff on transitioning patients to appropriate care levels and placements.
- Provide psychosocial evaluations, clinical interventions focused on patient and family adjustment to diagnosis.

Northridge Hospital, Los Angeles, CA — May 2010 – Sept 2010
Contract Medical Social Worker

- Provide case management for Telemetry, Medical/Surgery and Cardio Thoracic/Surgery units.
- Consult with medical staff on transitioning patients to appropriate care levels and placements.
- Provide psychosocial evaluations, clinical interventions focused on patient and family adjustment to diagnosis.

Good Samaritan Hospital, Los Angeles, CA — Sept. 2005 – May 2010
Medical Social Worker

- Provide case management for Telemetry, Medical/Surgery and Cardio Thoracic/Surgery units.
- Consult with medical staff on transitioning patients to appropriate care levels and placements.
- Collaborate with physician administration leadership and supporting departments.
- Provide resources, discharge planning as well as locate placements for patients.
- Provide psychosocial evaluations, clinical interventions focused on patient and family adjustment to diagnosis.
- Assist the Director on a regular basis on situations and problems as they affect the operation of the department including length of stay and problematic patients.
- Counsel patients and families in transition as well as provide grief counseling and crisis intervention services.

White Memorial Hospital, Los Angeles, CA — 2005
Medical Social Worker

- Developed the social work component for the ICU unit as part of a multi-disciplinary team.
- Provided case management services, counseling to ICU, Medical/Surgery and E/R units.
- Facilitated and coordinated discharge planning process and served as the patient and family advocate.
- Optimize Medical Social Services resources, activities and personnel.
- Provided psychosocial evaluations, clinical interventions, and community resources.
- Provided In Services on conflict resolution for the case management staff.

Veterans Administration Hospital, Los Angeles, CA — 2004 – 2005
Medical Social Worker

- Provided case management, discharge planning for adult inpatient and homeless outpatient population
- Provided interventions to connect patients and families to resources and supports in the community, providing psychotherapy, supportive counseling and grief counseling.
- Provided psychosocial evaluations, clinical interventions focused on patient and family adjustment to diagnosis and treatment throughout the admission.
- Assessed the patient's social, emotional, functional and financial needs and provided supportive services, and clinical intervention to help patients cope with life changes related to hospitalization.

Complete Probate, Los Angeles, CA 2003 – 2004
Case Manager / Social Worker

- Completed monthly in home supervisory visits to geriatric and mental health clients.
- Hired caregivers and supervised their day-to-day activities with clients
- Coordinated with physician, caregivers, clients and families to assure cost effective quality of care.
- Managed the financial resources of the client through the coordination of quality service delivery while working to ensure client's financial longevity.
- Provided psychosocial evaluations, assessing the client's social, emotional and financial needs.
- Developed and implemented care plans for clients using a collaborative, multidisciplinary team approach, therefore ensuring that the needs of the clients were met in a satisfactory manner.
- Responsible for intervention when necessary to insure that the care provided was performed in a timely manner to avoid loss of revenue to the client.
- Completed investigative reports of neglect and abuse for the Superior Court Probate Division to provide cause for court appointed conservatorships.
- Identified new clients for Conservator through referrals from care facilities and newly created referrals sources.

Department of Children and Family Services, Adoptions Division 1996 – 2003
Children's Social Worker, Recruiter Coordinator, Service Administrator

- Provided administrative and operational leadership to regional directors.
- Coordinated the planning, logistics and budgeting for DCFS Adoptions fairs.
- Composed and implemented a customer satisfaction survey to improve services.
- Directed a work group committee to create new policies to streamline the adoption process.
- Responsible for budgeting, forecasting and activity evaluations.
- Completed investigative calls for the Emergency Response Unit to assess child safety and determine abuse, neglect, and abandonment cases and completed reports on these cases.
- Conducted monthly in-home and school visits to children and families to update case record information, and family progress and complete foster care certifications.
- Provided testimony at Superior Court hearings, dispositions, and mediation.
- Provided monthly, quarterly and termination reports to Superior Court for assigned caseload.
- Managed a caseload and coordinated foster care and adoption services for children and families.
- Conducted adoption home study reports to certify foster families for adoption.
- Responsible for recruiting and locating adoptive placements for unattached children.
- Completed over 420 adoptive matches for waiting children in foster care.
- Counseled birth parents through the difficult process of termination of parental rights.

Pilgrimage Family Services, Laguna Beach, CA 1995 – 1996
MSW Intern

- Provided program analysis and needs assessment of local Boys and Girls Club counseling program serving high risk military families for the prevention of abuse and neglect.
- Responsible for intake duties, psychosocial assessments, presentations at multi-disciplinary team meetings.
- Provided culturally sensitive individual counseling to children as well as family and marital counseling.
- Conducted teen stress counseling groups at multiple middle schools.
- Linked families to community resources and provided training to parents of children with ADHD.

Florence Crittenden, Fullerton CA 1994 –1995
MSW Intern

- Completed case presentations during multidisciplinary meetings as well as diagnostic testing.
- Provided individual and group counseling for teenage mothers and probation/gang adolescents.
- Co-led parenting skills and Alcoholics Anonymous groups.
- Provided daily crisis management and conflict resolution for teens contemplating suicide and domestic violence.

Art Street School, Sylmar, CA 1993 – 1994
Psychology Intern

- Met with teachers and parents to provide student progress reports and provide resources.
- Created individualized educational plans and curriculum and taught plans to learning disabled students.

- Provided teacher assistance and student supervision at a socio-economically disadvantaged public school.
- Provided daily crisis management and conflict resolution on the playground and in the classroom.

UCLA Neuropsychiatric Hospital, Los Angeles, CA 1993
Psychology Intern

- Conducted diagnostic testing and assessments and created individual curriculums for each child incorporating cultural, artistic, social and recreational programs.
- Taught severely emotionally disturbed developmentally disabled adolescents in individually specialized sixth grade curriculum.
- Created teaching strategies and implemented behavior modification therapies that reduced incidents.
- Participated in weekly multidisciplinary meetings with doctors, nurses, teachers to evaluate treatment progress.
- Identified and developed support systems and resources for families and students.
- Created alliances with social service and referral sources in improve linkages to community resources.

EDUCATION

California State University, Long Beach
Masters of Social Work, May 1996

California State University, Northridge
Bachelors of Arts, May 1994, Psychology

ERIC GARCETTI
MAYOR

August 4, 2014

Mr. Keith Martin

Dear Mr. Martin:

I am pleased to inform you that I hereby appoint you to the Convention and Exhibition Center Authority for the term ending January 16, 2015. 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.

As part of the City Council confirmation process, you will need to meet with Mike Bonin, your Councilmember, and Councilmember Curren Price, the Chair of the Economic Development 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 Economic Development 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.

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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,

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Mr. Keith Martin
August 4, 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. 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 Curren Price, Chair of the Council Committee considering your nomination** (contact at (213) 473-7009).

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