



ERIC GARCETTI
MAYOR

August 14, 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. Elma "Emma" Wilson Duke to the Los Angeles City Employees' Retirement System Board for the term ending June 30, 2016. Ms. Wilson Duke will fill the vacancy created by Ruth Galanter, who has resigned.

I certify that in my opinion Ms. Wilson Duke 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', is written over a faint, larger version of the signature.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

8/14/2014 10:25
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10/1/2014

BY _____
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CITY CLERK
H.V.

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RECEIVED
CITY CLERK'S OFFICE

COMMISSION APPOINTMENT FORM

Name: Elma "Emma" Wilson Duke
Commission: Los Angeles City Employees' Retirement System Board
End of Term: 6/30/2016

Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 14 - East Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
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):**

Name	APC	CD	Ethnicity	Gender	Appt date	Term end
Briggs, II, William J.	North Valley	12	African American	M	12-Feb-14	30-Jun-19
Greenwood, Elizabeth		0		F	01-Jul-09	30-Jun-14
Lee, Jaime L	West LA	5	Asian Pacific Islander	F	12-Feb-14	30-Jun-17
Rogers, Richard		0		M	01-Jul-13	30-Jun-18
Serrano, Nilza	East LA	14	Latina	F	30-Jan-14	30-Jun-15
Wilkinson, Michael R.				M	10-Sep-13	30-Jun-15

Elma "Emma" Wilson Duke grew up in Silverlake and went to local schools. She earned her Bachelor's degree from California State University, Los Angeles, where she met her husband, a long-time member of the Los Angeles Police Department (LAPD). Emma taught high school for two years, and then joined LAPD where she became a leading criminalist with fingerprint expertise. Emma retired as a CSI Investigator/Supervisor this year from LACERS. She lives in Eagle Rock with her family.



ERIC GARCETTI
MAYOR

August 14, 2014

Ms. Elma "Emma" Wilson Duke

Dear Ms. Wilson Duke:

I am pleased to inform you that I hereby appoint you to the Los Angeles City Employees' Retirement System Board for the term ending June 30, 2016. 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.

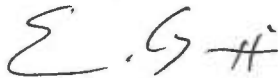
Ms. Elma "Emma" Wilson Duke
August 14, 2014
Page 2

As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Paul Krekorian, the Chair of the Budget and Finance 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 Budget and Finance 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 "E. Garcetti".

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Elma "Emma" Wilson Duke
date

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 Jose Huizar** (contact at (213) 473-7014).
- _____ **Councilmember Paul Krekorian, Chair of the Council Committee considering your nomination** (contact at (213) 473-7002).

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

COMMISSION APPOINTMENT FORM

Name: Elma "Emma" Wilson Duke
Commission: Los Angeles City Employees' Retirement System Board
End of Term: 6/30/2016

Appointee Information

- 1. Race/ethnicity:** African American
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 14 - East Los Angeles
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- 5. Prior commission experience:**
- 6. Highest level of education completed:**
- 7. Occupation/profession:**
- 8. Experience(s) that qualifies person for appointment:** See attached resume
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