



KAREN BASS
MAYOR

February 28, 2023

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Quaneshia Jeffery to the newly created House LA Citizens Oversight Committee for the term ending June 30, 2024.

I certify that in my opinion Ms. Jeffery 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 that reads 'Karen Bass'. The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Quaneshia Jeffery
Commission: House LA Citizens Oversight Committee
End of Term: 6/30/2024

Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 9 - South LA
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/bio
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Quaneshia Jeffery

Skills

- Leadership
- Teamwork
- Adaptability
- Good listening skills
- Hospitality service expertise
- Security awareness

Experience

Del Taco Inc./ Cashier

2022/01 - 2022/07, Los Angeles, CA

- Assisted 50+ daily customers' with checkout, answering any and all follow up questions
- Greeted customers with a smile and provided friendly, knowledgeable service.
- Provided information about current and future events at the facility.
- Recorded customers' orders at drive-thru and counter
- Used critical thinking to breakdown problems, evaluate solutions and make decisions.
- Swept, mopped, and kept up with daily cleaning task
- Helped in kitchen when needed

El Centro De Pueblo / Voluntary Worker

2018/03 - 2019/02, Los Angeles, CA

- Volunteered with groups and organizations to help make measurable differences for program recipients.
- Supported engaging, fun and smooth-running events by helping with organization and planning.
- Greeted visitors and answered questions about program requirements and opportunities.
- Coordinated food, clothing and household items for disadvantaged individuals and families.
- Organized toy drive for disadvantaged populations during holiday season.

Education

Manual Arts Senior High School

2019/08 – Current, Los Angeles CA

Awards/Activities

- President, Black Student Leader Alliance (Grade 12)
- AP U.S History (Grade 11)
- President, Manual Arts High School Black Student Union (Grade 11)
- Jrotc (Grade 12)



KAREN BASS
MAYOR

February 28, 2023

Dear Ms. Jeffery:

I am pleased to inform you that I hereby appoint you to the House LA Citizens Oversight Committee for the term ending June 30, 2024. 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 contact my Commissions team by email at myr-commissions@lacity.org, to make arrangements for you.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and Undated Separation Letters **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 all potential commissioners to be fingerprinted as part of the background check. The Commissions Team will assist in connecting you with the Personnel Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your Commission, 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 at 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 by email at nicole.enriquez@lacity.org.

Ms. Quaneshia Jeffery
February 28, 2023
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As part of the City Council confirmation process, meetings will be offered to Curren Price, your Councilmember, and Councilmember Nithya Raman, the Chair of the Housing and Homelessness 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 and Homelessness 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.

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 that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Quaneshia Jeffery
February 28, 2023

Nominee Check List

I. Within 7 days:

_____ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

_____ Email the completed forms, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to: Commissions Team, Office of the Mayor, City Hall – Room 303, 200 N. Spring Street, Los Angeles, CA 90012.

- Remuneration Form
- Undated Separation Letters

II. 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**

III. The Mayor’s Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.

_____ Your City Councilmember Curren Price

_____ Councilmember Nithya Raman, Chair of the Council Committee considering your nomination