



KAREN BASS
MAYOR

August 7, 2024

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Billie Green to the Board of Taxicab Commissioners for the term ending June 30, 2025.

I certify that in my opinion Ms. Green is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Ms. Green will fill the vacancy created by the departure of Andrea Garcia.

Sincerely,

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Billie Green
Commission: Board of Taxicab Commissioners
End of Term: 6/30/2025

Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 10 - South LA
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Associate of Arts Degree, Los Angeles Pierce College
7. **Occupation/profession:** Retired, Office Manager/Deputy, Los Angeles City Council District 10
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Race	Gender	Term End
Colaiaice, Andre	Central	5	Caucasian	M	6/30/2027
Welliver, Steven	Central	5	Caucasian	M	6/30/2024
VACANT					6/30/2025
VACANT					6/30/2026
Rosas, Mary	North Valley	12	Latinx	F	6/30/2028

Billie J. Green

Functional summary

Experience training, managerial in communications, healthcare and government. Recognized for the ability to work effectively at all levels in an organization and the community. Provide proactive approaches to problem solving in the office and the community. Can collaborate with other deputies and co-workers on projects and may provide leadership development training.

Professional Experience

Los Angeles City: Council District 10

Office Manager/ Deputy (Retired)

- For fifteen years, worked as Office Manager/Deputy for Los Angeles City Council member Herb J. Wesson, Jr., representative of the 10th Council District. I held a dual role of Office Manager and Deputy working with Neighborhood associations and focus on assisting residents with Section 8 and other housing-related issues as well as serving as a liaison for Senior residents and City departments.

Inside Outside Communications

Telecommunications Specialist/Trainer

- Own and operate Inside Outside Communications, a service providing company. We provided the most professional and qualified trainers in Southern California.
- Provide specialize training classes and learning solutions in telecommunications for end user on computerize telephone system, voice mail systems and E-911 systems. Provided training for E-911 operators for the State of California and Las Vegas. Contracted with GTE/ Verizon as a Trainer for varies projects, Lead Trainer on many projects.
- Ensured that training was conducted properly and completed in a timely matter. Supervised others and subcontracted out to other vendors.
- Worked with vendor to troubleshoot software/hardware on computerize telephone systems.
- Assist Verizon Project Manager in the implementation of E-911 system CDF San Bernardino. Lead Trainer/ Technical Support on project.

City Of Los Angeles:

Assistant Lead Trainer/Trainer

- Supported the Lead Trainer in all activities in the Training Department. Supervising staff, coordinating and scheduling training, developing training material, and working with print shop on obtaining final product in a timely manner.
- Responsible for conducting train the trainer presentations on an as needed basis.
- Conducted training presentations at various facilities within the Los Angeles County.

- Conducted training classes independently and collaboratively
- Developed the training manual for the Election Division

Black Hollywood Education & Resource Center:

Event Coordinator

- Coordinate all of Black Hollywood Education & Resource Center events during the year. Programs such as Sistat doin' it For Themselves Short Film Festival, Artistry in Motion animation seminar, Reel Black Men Short Film Festival, and the S.E. Manly Short Film Festival & Market Place. Coordinate the logistics for all programs and work directly with the President and Program Director.
- Manage annual events calendar, plan and implement all of the organizations events.
- Participate in new ideas committee with staff.
- Negotiate contracts and cost of services to be provided. Supervise and work with vendors
- Ensure that all events are conducted and completed in a timely matter.

Tenet Healthcare Corporation:

Voice Network Administrator

- Managed the voice network and call accounting systems at the corporate location, supervised operators, receptionists and the cable coordinator, and submitted budget for annual communications equipment requirements.
- Initiated, developed, and implemented corporate training center to provide training for 1200 employee to increase productivity and job performance, resulting in a 20 % decrease in employee telephone errors.
- Evaluated and compared telecommunications vendor service contracts to ensure lowest volume pricing achieving a 10% decrease in costs annually; reduced cost of line and cellular service, and improved quality of service.
- Provided supervision of staff of eight, in-service training for employees, including corporate department heads and executives. Coordinated telephone moves and changes, including programming system's database. Worked with telephone companies to troubleshoot problem lines and trunks.

**Volunteer
experience**

Beverly Hills/Hollywood NAACP – Beverly Hills, CA

Positions: President Nov. 1994 – Jan 2000, Vice President, Life Membership Chairperson, Image Awards Dinner Coordinator and Fundraising Chairperson

Accomplishments:

As President of the Beverly Hills/Hollywood NAACP for five years. In that capacity, I manage an annual budget of \$100,000; oversaw 300 volunteer and a membership of 1200. With this funding, and other community support, I

supervised the operation of many programs. Some which are ACT-SO program, Theatre Awards, Support Black Business, Freedom School, Medgar Evers Community, Service Award, Stay in School Back to School, Get Out to Vote, Voter Registration Drives, Voter Education and other election related activities.

Education

1980 - 1982 Los Angeles Pierce College Woodland Hills, CA
Associate of Arts Degree

Skills

Public Speaking
Using lecture and hand-on learning techniques
Quick learner and highly motivated
Good computer skills, including Word, Excel and PowerPoint



KAREN BASS
MAYOR

August 7, 2024

Dear Ms. Green:

I am pleased to inform you that I hereby appoint you to the Board of Taxicab Commissioners for the term ending June 30, 2025, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

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 Personnel's 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 via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at nicole.enriquez@lacity.org.

As part of the appointment process, Heather Hutt, your Councilmember, and the Chair of the Transportation Committee, may wish to meet with you to answer any questions she may have. Our office will assist with arranging this meeting.

Ms. Billie Green
August 7, 2024
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Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Transportation Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at myr-commissions@lacity.org.

Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at myr-commissions@lacity.org.

Congratulations, and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

Karen Bass

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Billie Green
August 7, 2024

Nominee Check List

I. Within 7 days:

- ☐ Email the below completed documents, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to:

Office of the Mayor
Attn: Thomas Arechiga
200 N. Spring Street, Room 303
Los Angeles, CA 90012

- Remuneration Form
- Undated Separation Letters (2)

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

II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):

- ☐ 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. Be sure to take no more than 21 days to file, per City law.

- 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 Councilmember of your nomination, so that they may reach out to schedule a meeting with you should they wish.

- ☐ Your City Councilmember, and Chair of the Council Committee considering your nomination, Heather Hutt

IV. Public Meetings at City Hall:

- ☐ Transportation Committee Hearing
- ☐ Full Council Hearing