



KAREN BASS
MAYOR

June 12, 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. Jennifer Gaeta to the House LA Citizens Oversight Committee for the term ending June 30, 2025.

I certify that in my opinion Ms. Gaeta 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. Gaeta will fill the vacancy created by the departure of Mark Wilson.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Jennifer Gaeta
Commission: House LA Citizens Oversight Committee
End of Term: 6/30/2025

Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 4 - South Valley
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Doctor of Ministry, Graduate Theological Foundation, South Bend, ID
7. **Occupation/profession:** Executive Director, Los Angeles House of Ruth
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):**

Commissioner	APC	CD	Race	Gender	Term End
Greenlee, Alan	South Valley	4	Caucasian	M	6/30/2026
Mendez-Lemus, Elda	South Valley	4	Latinx	F	6/30/2026
Lipa, Jacob	South Valley	4	Caucasian	M	6/30/2024
Sharma, Deepika	Central	4	API	F	6/30/2026
Martiniuk, Emily	North Valley	6	Caucasian, API, Latinx	F	6/30/2024
Diaz, Steve	South LA	8	Latinx	M	6/30/2025
Jeffery, Quaneshia	South LA	9	African American	F	6/30/2025
Reed, Leilani	West LA	11	African American	F	6/30/2025
Chen, Debbie	East LA	13	API	F	6/30/2025
Morales, Alma	Central	13	Latinx	F	6/30/2025
Cea, Charlie	Central	13	Latinx	M	6/30/2024
Coulter, Michelle	East LA	14	Latinx	F	6/30/2026
Sanchez, Antonio	East LA	14	Latinx	M	6/30/2026
VACANT					6/30/2024
VACANT					6/30/2026

JENNIFER GAETA, SSS, LCSW



OBJECTIVE

Desire to obtain membership on Mayors Housing Committee.

I have over 40 years of working in the community specifically with disenfranchised individuals and families.

My experience is hands on in determining and meeting needs of those not able to advocate for themselves. Raising public and private funds. NOT working for a large organization. Working in the smaller scale organizations that have lasting contact with the client base. Ensuring that ALL dollars are spent on client welfare and ensuring that families are housed and supported so that they are successful in their futures. We do not lose out client families in the maze of words, words, words and no action.

EXPERIENCE

1994 – present

LOS ANGELES HOUSE OF RUTH Los Angeles CA

Executive Director of emergency, crisis, transitional shelter and permanent supportive housing program serving homeless and battered women and their children.

Development and expansion of shelter program is essential element of the Executive Director job description

Working toward expansion of services especially related to Permanent Housing as essential element.

- Supervise professional case management staff
- Supervise and direct grant writer and public relations program
- Supervise and manage provision of services
- Manage 7 governmental funding contracts
- Direct a staff of twenty persons
- Develop new aspect of homeless program for better outcomes
- Serve on multiple homeless and neighborhood coalitions for Boyle Heights
- Interface regularly with thirteen-member Board of Directors

Responsible for real property at 18 program sites.

- Managed development of real property including rehabilitation of existing
- structure for permanent supportive housing
- Directed purchase of additional real property
- Increased capacity of services by three quarters

1995- 2015 (concurrent with shelter director)

SISTERS OF SOCIAL SERVICE ASSISTING Encino, CA

EDUCATION

2020

GRADUATE THEOLOGICAL
FOUNDATION

Doctor of Ministry, South Bend, ID

1993

COLLEGE OF NOTRE DAME
Belmont CA

Certification in Art Therapy

1980

IMMACULATE HEART COLLEGE
Masters Degree in Feminist
Spirituality

1986

UNIVERSITY OF SOUTHERN
CALIFORNIA, Los Angeles CA
Master of Social Work degree.
Major course emphasis in
Mental Health

1979

CALIFORNIA STATE UNIVERSITY
LOS ANGELES, Los Angeles CA
Bachelor of Social Work degree

KEY SKILLS

- VISIONING FUTURE AND
HOW TO FILL NEEDS OF
THE MOST VULNERABLE
- SUPERVISING AND
CREATING
- PROGRAM
DEVELOPMENT
- PLANNING
- FUNDRAISING

Managed care of frail elderly religious Sisters. Supervise nursing staff and assist in care planning as well as psychosocial wellbeing of the resident. Assist each resident in final state of life planning. The sister's range in age from 85 – 101.

1994-2001 9 concurrent with shelter)

DIRECTOR OF PSYCHOLOGICAL SERVICES, ST. JOHN'S SEMINARY

- Individual psychotherapy with entering seminarians
- Referral to outside services when necessary
- Taught Pastoral counseling classes with emphasis on need of parents and teens

1992-1994

ST. JOSEPH MEDICAL CENTER Burbank CA

LCSW Hospice Social Worker for in-home hospice program of hospital.

- Managed caseload of hospice patients
- Provided grief counseling to patients and family members
- Participated as member of interdisciplinary medical team
- Supervised MSW clinical interns
- Developed format for and facilitated bereavement group
- Intense work with aging population and their families

1990 – 1992

CHRIS BROWNLIE AIDS HOSPICE Los Angeles CA

Executive Director of Residential Hospice. Transitioned old nursing dorm into skilled nursing facility. First residential facility dedicated to AIDS patients. Managed daily operations of hospice program

- Supervised from a management perspective the social workers, medical staff and financial managers
- Directed public relations program
- Directed a staff of fifty persons

Director of Support Services. Responsibilities included:

- Assessment of resident/family bereavement needs
- Development and evaluation of a plan of care
- Supervision of support service personnel (Activities Director,

Bereavement Counselor and Volunteer Coordinator)

1995-1999

REGIS HOUSE Los Angeles CA

Executive Director of multi-service center providing a variety of programs to low-income community. Services especially focused on needs of young children, mothers, teens and seniors

- Plan and execute fiscal, business and program operations
- Direct a staff of fifteen persons
- Achievements included developing two additional service sites, including planning needs assessment, planning and implementing program, and obtaining funding

1980 – 1986

Program Director. Planned, coordinated and executed all aspects of program:

- Coordinated activities of all programs
- Supervised staff and facility
- Directed summer youth programs

PROFESSIONAL ASSOCIATIONS

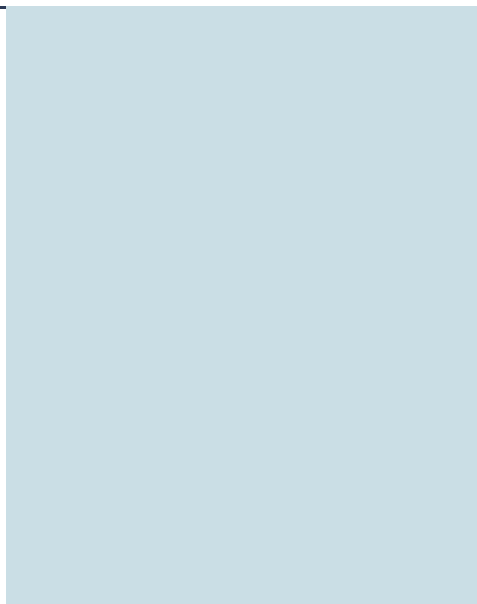
- National Association of Social workers since 1985 Served on the California Chapter Board 2004-2007
- Leadership Counsel of Women Religious 1995-2000, 2000-2005, 2005-2010. Served on Region 14 board 2006-2009
- Board of Directors Sisters of Social Service 2005-2010, 2010-2015, 2015-2019. Executive Secretary
- Board of Directors Camp Mariastella current
- Board of Director Holy Spirit Retreat Center 1995-2005
- Fellow Claremont School of Theology – Writing Fellowship
- City of Los Angeles Agency on Community development appointment by Council area 11 Supervisor Cindy Miscikowski 1988-1990
- Boyle Heights Chamber of Commerce – Member
- National Society on Aging
- SPA 4 Community council- Homeless Services

COMMUNICATION

LEADERSHIP

REFERENCES

Available on request





KAREN BASS
MAYOR

June 12, 2023

Dear Ms. Gaeta:

I am pleased to inform you that I hereby appoint you to the House LA Citizens Oversight Committee 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, Nithya Raman, your Councilmember and Chair of the Housing and Homelessness Committee, may wish to meet with you to answer any questions she has. Our office will assist with arranging this meeting.

Ms. Jennifer Gaeta
June 12, 2023
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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 Housing and Homelessness 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,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Jennifer Gaeta
June 12, 2023

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: Commissions Team
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. 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 and Chair of the Council Committee considering your nomination, Nithya Raman

IV. Public Meetings at City Hall:

- ☐ Housing and Homelessness Committee Hearing
- ☐ Full Council Hearing