



KAREN BASS
MAYOR

July 25, 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. Keren Waters to the Board of Neighborhood Commissioners for the term ending June 30, 2027.

I certify that in my opinion Ms. Waters 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. Waters will fill the vacancy created by the departure of Jennifer Valdivia.

Sincerely,

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Keren Waters
Commission: Board of Neighborhood Commissioners
End of Term: 6/30/2027

Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 12 - North Valley
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Private Client Account Executive, Risk Strategies Company, and Consultant and Event Planning, Glammas, LLC.
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
Atkinson, Joy	South LA	10	African American	F	6/30/2025
Darett-Quiroz, Margarita	East LA	1	Latinx	F	6/30/2026
Erving, Randell	West LA	5	African American	M	6/30/2026
Regalado, Raymond	Harbor	15	Latinx	M	6/30/2024
Shaffer, Leonard	South Valley	3	Caucasian	M	6/30/2024
VACANT	North Valley				6/30/2027
Wehbe, Debra	Central	13	Caucasian	F	6/30/2023

KEREN WATERS

Experience

Experienced insurance veteran, exceptionally strategic in solving the unique and complex insurance needs of business management, affluent and high profile client accounts.

Trusted relationship builder, committed to ongoing staff development, client and insurance carrier confidence and satisfaction.

Implemented efficient and effective quality control, compliance and marketing best practices for risk underwriting and risk management.

Developed innovative private client and business management client insurance practices.

Employment History

Private Client Account Executive
Risk Strategies Company

December 2022-Present
Burlingame, CA

Glammas, LLC.
Consulting and Event Planning

October 2022-Present
Granada Hills, CA

Director of Private Client Services
Personal Lines Manager
ISU Dukar Fyfe Insurance and Risk Management

November 2019-October 2022
Calabasas, CA

Senior Private Client Executive
Arthur J. Gallagher

April 2017-November 2019
Woodland Hills, CA

Senior High Net Worth Account Manager
GNW Evergreen/HUB International

May 2006-April-2017
Encino, CA

Senior Account Manager
Tegner-Miller Insurance Brokers

July 1998-May 2006
Santa Monica, CA

Temporary Account Manager
Insurance Overload Staffing

January 1998-June 1998
West Los Angeles, CA

KEREN WATERS

Education and Licenses

California State University Los Angeles	June 2019-July 2019
College of Professional and Global Education	Los Angeles, CA
Certified Insurance Services Representative (CISR)	March 2006-Present
California Property and Casualty Insurance License	March 1988-Present

Systems Experience

AMS 360, Epic, Microsoft Word, Microsoft Excel, Carrier Websites, Real Estate Sources

Volunteer Experience

LAPD Jeopardy Chaperone	1998-2000 Valley Glen, CA
Stop 440 Community Preservation Project Community Representative	2016-2017 Granada Hills, CA
Vice-President; Chair-Outreach and Publicity Committee; Planning and Land Use Management Committee Member Granada Hills North Neighborhood Council, City of Los Angeles	2017-Present Granada Hills, CA
Elected Officials Liaison Valley Disaster Preparedness Fair	2020 Virtual
Commissioner Sunshine Canyon Landfill-Community Advisory Committee	2021-Present Sylmar, CA



KAREN BASS
MAYOR

July 25, 2023

Dear Ms. Waters:

I am pleased to inform you that I hereby appoint you to the Board of Neighborhood Commissioners for the term ending June 30, 2027, 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, John Lee, your Councilmember, and Councilmember Eunisses Hernandez, the Chair of the Neighborhoods and Community Enrichment Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Ms. Keren Waters
July 25, 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 Neighborhoods and Community Enrichment 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 the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Keren Waters
July 25, 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 John Lee
- ☐ Councilmember Eunisses Hernandez, Chair of the Council Committee considering your nomination

IV. Public Meetings at City Hall:

- ☐ Neighborhoods and Community Enrichment Committee Hearing
- ☐ Full Council Hearing