



ANTONIO R. VILLARAIGOSA  
MAYOR

January 13, 2012

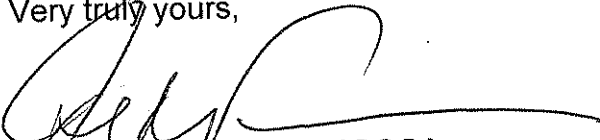
Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have today appointed Ms. Charmaine Jefferson to the Cultural Affairs Commission for the term ending June 30, 2012. Ms. Jefferson will fill the vacancy created by Celeste Alleyne, who has resigned.

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

Very truly yours,



ANTONIO R. VILLARAIGOSA  
Mayor

ARV:cg

Attachment

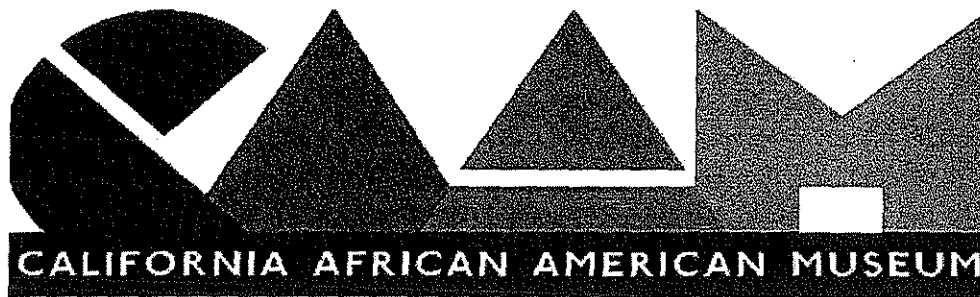
## COMMISSION APPOINTMENT FORM

**Name:** Charmaine Jefferson  
**Commission:** Cultural Affairs Commission  
**End of Term:** 6/30/2012

### Appointee Information

1. Race/ethnicity: African American
2. Gender: Female
3. Council district and neighborhood of residence: 10 - South Los Angeles
4. Are you a registered voter? Yes
5. Prior commission experience:
6. Attendance record of past commission appointment(s):
7. Highest level of education completed:
8. Occupation/profession: Executive Director, CAAM
9. Experience(s) that qualifies person for appointment: See attached resume
10. Purpose of this appointment:
11. Current composition of the commission (excluding appointee):

Name	APC	CD	Ethnicity	Gender	Term ends
Alleyne-RESIGNED, Celeste M.	East	13	African American	F	30-Jun-12
Chang, York	East	1	Asian Pacific Islander	M	30-Jun-15
Chu, Annie	South Valley	2	Asian Pacific Islander	F	30-Jun-14
Montoya, Richard	East	1	Latino	M	30-Jun-13
Ramer, Lee	West	11	Caucasian	F	30-Jun-13
Ramirez, Josephine	South	8	Latina	F	30-Jun-16
Weedman, Jonathan	South Valley	2	Caucasian	M	30-Jun-12



600 State Drive  
Exposition Park  
Los Angeles, CA 90037

213.744.7432 tel.  
213.744.2050 fax.  
[www.caamuseum.org](http://www.caamuseum.org)

**CHARMAINE JEFFERSON**  
Bio Brief

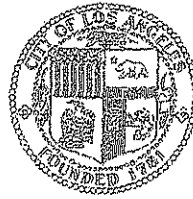
Charmaine Jefferson is Executive Director the California African American Museum (CAAM), a statewide agency in Los Angeles' Exposition Park, and Executive Vice President of its 501(c)(3) nonprofit partner Friends, the Foundation of the California African American Museum\*. She is a second term gubernatorial appointee to the California Arts Council; Board Director of Arts for LA; and, Trustee of the California Institute of the Arts where she also serves on the Finance and Trustee Nominating Committees.

A former professional dancer and an attorney, Ms. Jefferson has always provided strong administrative leadership and content support to all the arts. She holds a B.A. degree in dance from UCLA, an M.A. in dance education from NYU, and a law degree from Georgetown University Law Center. She was a Sr. Dance Program Specialist with the National Endowment for the Arts; Executive Director of Dance Theatre of Harlem; Deputy and twice Acting Commissioner of Cultural Affairs for the City of New York; Vice President of Business Affairs for dePasse Entertainment; and Director of Show Development for Disney Entertainment Productions.

An active and passionate advocate for the arts and civic engagement, she served four years on First Lady Maria Shriver's *Minerva Award Selection Committee* and recently served as a Co-Mentor to the inaugural 2010-2011 class of Los Angeles City Fellows under former Deputy Mayor Austin Beutner's Office of Economic and Business Policy. In 2011, Charmaine was honored by the International Association of Blacks in Dance in January; named KCET & Union Bank's 2011 Local Hero for Black History Month; and received the Integrity Award from the Los Angeles Women's Theatre Festival in March 2011.

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\*For more information about the California African American Museum and its free exhibitions and educational and public programs visit [www.caamuseum.org](http://www.caamuseum.org).



ANTONIO R. VILLARAIGOSA  
MAYOR

January 13, 2012

Ms. Charmaine Jefferson  
2003 S. Victoria Avenue  
Los Angeles, CA 90016

Dear Ms. Jefferson:

I am pleased to inform you that I hereby appoint you to the Cultural Affairs Commission for the term ending June 30, 2012. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require a trip downtown. If you require parking during these procedures, please call my Office at (213) 978-0600 and my staff will arrange it for you.

To begin the appointment process, please review, sign and return the enclosed City Commissioner Ethics Pledge, Commission Remuneration Form, Undated Separation Form and Background Release **within one week** of receiving this letter. These documents are necessary to help us ensure 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, (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. City law requires that you 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.



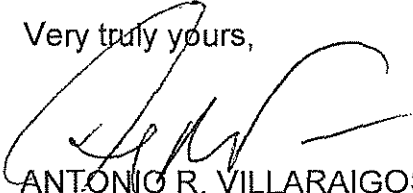
Ms. Charmaine Jefferson  
January 13, 2012  
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As part of City Council confirmation process, you will need to meet with Herb Wesson, your Councilmember, and Councilmember Paul Krekorian, the Chair of the Arts, Parks and Neighborhoods Committee, to answer 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 Arts, Parks and Neighborhoods Committee. Some time thereafter, you will also 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, Room 395, City Hall. Deputy Mayor Aileen Adams's staff will be responsible to 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.

Warmest congratulations and thank you for agreeing to continue helping in my efforts to serve the people of the City of Los Angeles.

Very truly yours,



ANTONIO R. VILLARAIGOSA  
Mayor

ARV:cg

Attachment I  
Ms. Charmaine Jefferson  
January 13, 2012

## Nominee Check List

### I. Within three days:

- ☐ **Get fingerprinted to complete 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,  
(213) 473-9343.

### II. Within one week:

Mail or fax the following forms to: Office of the Mayor, Attn: Cary Gross, 200 N. Spring St., # 303, Los Angeles, CA 90012. Fax: (213) 978-2760.

- ☐ **Ethics Pledge**
- ☐ **Remuneration Form**
- ☐ **Undated Separation Form**
- ☐ **Background Check Release**
- ☐ **Commissioner Information Sheet/Voluntary Statistics**

### III. Within 14 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms in the mail 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.
- ☐ **Residence Verification Form**

### IV. As soon as possible, schedule a meeting with:

- ☐ **Your City Councilmember Herb Wesson** (contact Shawn Wallace at 213-473-7010).
- ☐ **Councilmember Paul Krekorian, Chair of the Council Committee considering your nomination** (contact Sara Ter-Minasyan at 213-473-7002).

A member of Deputy Mayor Aileen Adams's staff can assist you with these arrangements. (Mayor's Office: 213-978-0600)