ERIC GARCETTI
MAYOR

December 18, 2015

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Jill Cohen to the Cultural Affairs Commission for the term ending June 30, 2020. Ms. Cohen will fill the vacancy created by Javier Gonzalez, who has resigned.

I certify that in my opinion Ms. Cohen is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: **Jill Cohen**
Commission: **Cultural Affairs Commission**
End of Term: 6/30/2020

Appointee Information

1. **Race/ethnicity:** Caucasian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 3 - South Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.S., Art History, Boston University
7. **Occupation/profession:** Assistant to the Mayor and Deputy Director of Protocol
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Appt Date	Term End
Edelman, Mari	West	5	Caucasian	F	09-Aug-13	30-Jun-18
Bell, Maria A	West	5	Caucasian	F	01-Oct-12	30-Jun-17
Jefferson, Charmaine	South	10	African American	F	28-Mar-12	30-Jun-17
Lopez, Josefina	East LA	13	Latina	F	17-Jun-14	30-Jun-18
Molina, Sonia	Central	4	Latina	F	25-Nov-13	30-Jun-16
Paquette, Eric	Central	4	Caucasian	M	17-Oct-13	30-Jun-19

Jill Ornitz Cohen

[redacted]

Professional Summary

Seasoned Manager that has supported multiple C-Suite executives in the Entertainment Industry and Politics. Skilled at coordinating and completing major projects, including large-scale events and campaigns. Extensive experience interfacing with high-profile individuals in entertainment, politics, technology, the art world, and communications. Comfortable in a fast-paced and constantly changing environment.

PROFESSIONAL EXPERIENCE

Assistant to the Mayor and Deputy Director of Protocol

OFFICE OF MAYOR ERIC GARCETTI, Los Angeles, CA April 2014- November 2015

- Coordinated all meetings and visits with dignitaries and foreign Consul Generals, in regards to the City of Los Angeles and the Mayor.
- Organized and executed events at the Getty House, official residence of the Los Angeles Mayoral family. Events attendance ranged in scale from 10-300 attendees.
- Responsible for all Executive office coordination as the Executive Assistant to the Mayor, including; written and verbal correspondence, daily interface with the Mayor, coordination of staffing and events Worked closely with the Mayor's executive scheduling team regarding daily meetings and travel.

Office Manager to Plastic Surgery Office

Sept. 2001 – April 2014

ANDREW T. COHEN, M.D., FACS, Beverly Hills, CA

- Created and maintained office space for Aesthetic Surgery office.
- Managed day-to-day financial operations, including; accounts payable/receivable, payroll and billing to primary insurance companies.
- Hired and managed full-time administrative staff and contract nurses.
- Coordinated all Publicity and Marketing campaigns.

Executive Assistant to Michael S. Ovitz

Jan. 1992 – Sept. 2001

ARTISTS MANAGEMENT GROUP, Beverly Hills, CA
Artist's representation and Production Company founded by Ovitz.

- Handled business correspondence and facilitated communication between clients, company and industry executives.
- Managed office relocation for over 50 executives and the support staff.
- Planned and executed large-scale holiday gift buying and donation project for company.
- Oversaw the creation and placement of ads in trade magazines and event journals.
- Maintained active status in the Artists Management Group Trainee Program, including analyzing scripts under consideration and attending education sessions.

CKE AND ASSOCIATES, LLC, Beverly Hills, CA
Private company owned and operated by Ovitz.

- Coordinated the transition from Disney to private offices, including hiring and training office staff.
- Assisted the Chairman of the UCLA Capital Campaign in fundraising for the UCLA School of Medicine.
- Worked with author Robert Slater, on the biography OVITZ, coordinating interviews with celebrity clients and industry executives, photos and research.

THE WALT DISNEY COMPANY, Burbank, CA
Executive Assistant to Company President, Michael Ovitz.

- Oversaw the daily operations of Mr. Ovitz's office, including; scheduling, travel and the coordination of administrative assistants within the Executive office.
- Accompanied Mr. Ovitz and other Disney executives on extensive throughout the U.S. and abroad, to provide logistical and administrative support.
- Responsible for the coordination of many private and larger events (up to 500 attendees), such as a number of Walt Disney/ABC retreats, including the executive retreat, and a meeting for 20 – 30 Disney executives and Chinese government officials in Beijing, China
- Created large scale holiday gift purchases and donations.

CREATIVE ARTISTS AGENCY, Inc., Beverly Hills, CA
Executive Assistant to Chief Executive Officer, Michael Ovitz.

- Interacted on all levels with top agency personnel and celebrity clients (producers, actors, directors).
- Coordinated Philanthropic events, chaired by Ovitz, including the annual Aesculapians benefit for the UCLA School of Medicine (1200 guests) and a DNC fundraiser honoring President Clinton.
- Collaborated with the curator of Mr. Ovitz's personal art collection, including purchases and loan-outs to galleries and museums.
- Planned and executive large scale holiday gift buying, as well as individual gifts.

Executive Assistant to Francis Ford Coppola July 1994 – Jan. 1996
AMERICAN ZOETROPE, San Francisco, CA

- Oversaw the business, travel and personal schedule for Mr. Coppola.
- Reviewed script notes and research for original scripts.
- Arranged casting sessions and all creative rehearsals for the feature, JACK.
- Coordinated publicity for Mr. Coppola and American Zoetrope, as well as coordinated publicity with studios during production.
- Organized events of up to 2000 guests for American Zoetrope & Niebaum-Coppola Winery.
- Processed travel visas for Coppola, the Belize Consul General and owner of Blancaneaux Lodge.

Office Assistant & Set Production Assistant June 1991 – Dec. 1991
MOTION PICTURE CORP., Santa Monica, CA

- Assessed projects under consideration, including writing formal script coverage, for all producers and development executives.
- Worked directly with Casting Directors and Co-Producers to organize readings and rehearsals.
- Assisted in the planning and coordination of premiere parties.
- Served as liaison between production and talent on the feature film, MIRACLE BEACH and the Showtime Original Movie, SKETCH ARTIST.
- Hired and coordinated all extra talent.

EDUCATION

BOSTON UNIVERSITY, College of Liberal Arts- B.S., Art History

INTERIOR DESIGN INSTITUTE, A.A., Interior Design

VOLUNTEER WORK

PET ORPHANS OF SOUTHERN CALIFORNIA, Van Nuys, CA

SOVA- FOOD PANTRY, Van Nuys, CA

ERIC GARCETTI
MAYOR

December 18, 2015

Ms. Jill Cohen
[redacted]

Dear Ms. Cohen:

I am pleased to inform you that I hereby appoint you to the Cultural Affairs Commission for the term ending June 30, 2020. 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 call Claudia Luna in my office at (213) 978-0621 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **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 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, California 90012. The division phone number is (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. You are required to 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.

As part of the City Council confirmation process, you will need to meet with Bob Blumenfield, your Councilmember, and Councilmember Mitch O'Farrell, the Chair of the Arts, Parks and River 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 River 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. Claudia Luna will 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.

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

Sincerely,

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Jill Cohen
December 18, 2015

Nominee Check List

I. Within three days:

_____ **Get fingerprinted to complete a 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, California 90012. Phone: (213) 473-9343.

II. Within seven days:

Mail, fax or email the following forms to: Legislative Coordinator, Office of the Mayor, Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: Claudia.Luna@lacity.org.

_____ **Remuneration Form**

_____ **Undated Separation Forms**

_____ **Background Check Release**

_____ **Commissioner Information Sheet/Voluntary Statistics**

III. 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**

IV. As soon as possible, the Mayor's Office will schedule a meeting with you and:

_____ **Your City Councilmember Bob Blumenfield** (contact at (213) 473-7003).

_____ **Councilmember Mitch O'Farrell, Chair of the Council Committee considering your nomination** (contact at (213) 473-7013).

Staff in the Mayor's Office of Intergovernmental Relations will assist you with these arrangements.