



KAREN BASS  
MAYOR

September 8, 2025

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. Jeffrey Skobin to the Board of Police Commissioners for the term ending June 30, 2027.

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

Mr. Skobin will fill the vacancy created by the departure of Mary Lee.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass".

KAREN BASS  
Mayor

KB:lap

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Jeffrey Skobin  
**Commission:** Board of Police Commissioners  
**End of Term:** 6/30/2027

### Appointee Information

1. **Race:** Latinx/ Caucasian
2. **Gender:** male
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:** B.A., Buisness Administration, University of Southern California
7. **Occupation/profession:** Vice President of Business Operations and Chief Marketing Officer, Galpin Motors
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
Sanchez-Gordon, Teresa	East LA	13	Latinx	F	6/30/2029
Garcia, Fabian	North Valley	7	Latinx	M	6/30/2028
Shields, Rasha	South Valley	2	Middle Eastern / Arab	F	6/30/2026
VACANT					6/30/2027
Southers, Erroll	West LA	11	African American	M	6/30/2030

# Jeff Skobin

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## **Professional Experience**

### **Galpin Motors - Los Angeles, CA**

#### **Vice President of Business Operations and Chief Marketing Officer**

Jan 2018 - Present

- Oversee all departments and activities in Marketing and Advertising, Compliance, Human Relations (HR), Community Relations, Legal, Internet Technology (IT), Facilities, Construction, Real Estate, and Galpin's Horseless Carriage Restaurant and Catering.
- Serves on the organization-wide Executive Committee, playing an integral role in policy and procedure development and implementation.

#### **Marketing Manager**

Oct 2003 - Dec 2018

- Managed all areas of marketing for all Galpin dealerships.

### **Eurostar Inc**

#### **Director of Marketing Operations**

Sep 2002 - Oct 2003

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## **Education**

### **University of Southern California - Los Angeles, CA**

Bachelor of Business Administration

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## **Community Involvement**

- Current Board Member:
    - Mayor's Valley Advisory Board,
    - Heschel Day School
    - Project 8
  - Previously served on the board of New Directions For Youth and Several Chambers of Commerce, including Sherman Oaks, Chatsworth/Porter Ranch, and West Valley.
  - Regularly supports community organizations and attends events throughout the San Fernando Valley.
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KAREN BASS  
MAYOR

September 8, 2025

Dear Mr. Skobin:

I am pleased to inform you that I hereby appoint you to the Board of Police 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 e-Disclosure 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 Samantha Rodriguez at the City Ethics Commission by email at [samantha.rodriguez@lacity.org](mailto:samantha.rodriguez@lacity.org).

As part of the appointment process, John Lee, your Councilmember, and Councilmember John Lee, the Chair of the Public Safety Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Mr. Jeffrey Skobin  
September 8, 2025  
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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 Public Safety 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](mailto: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](mailto: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:lap

Attachment I  
Mr. Jeffrey Skobin  
September 8, 2025

## **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](mailto:myr-commissions@lacity.org) OR mail them to:

Office of the Mayor  
Attn: Luz Portillo  
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 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 John Lee, Chair of the Council Committee considering your nomination

### **IV. Public Meetings at City Hall:**

- ☐ Public Safety Committee Hearing
- ☐ Full Council Hearing