



KAREN BASS
MAYOR

August 24, 2026

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Sheila Lewis to the Board of Harbor Commissioners for the term ending June 30, 2028.

I certify that in my opinion Ms. Lewis 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. Lewis will fill the vacancy created by the departure of Lucille Roybal-Allard.

Sincerely,

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

KAREN BASS
Mayor

KB:lap

Attachment

COMMISSION APPOINTMENT FORM

Name: Sheila Lewis
Commission: Board of Harbor Commissioners
End of Term: June 30, 2028

Appointee Information

1. **Race:** African-American
2. **Gender:** female
3. **Council District and neighborhood of residence:** 15 - Harbor
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master of Business Administration, Capella University
7. **Occupation/profession:** General Manager, Family & Reentry Services, Watts Labor Community Action Committee
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
Yolanda De La Torre	Harbor	15	L	F	6/30/2030
Beatrice Hsu	Central	4	API	F	6/30/2029
VACANT					6/30/2028
Ishmun Williams	Harbor	15	AA / L	M	6/30/2031
Edward Renwick	West LA	11	C	M	6/30/2027

SHEILA M. LEWIS, MBA

Doctor of Education (Ed.D.) Candidate | University of Southern California
General Manager, Family & Reentry Services | Watts Labor Community Action
Committee

EXECUTIVE CURRICULUM VITAE

EXECUTIVE PROFILE

Executive leader with more than 30 years of experience spanning municipal government, public administration, and nonprofit executive management. Ms. Lewis's career reflects a continuous thread of public service — from municipal government offices in Seattle and Pasadena to more than two decades of executive leadership at Watts Labor Community Action Committee (WLCAC), where she directed over a \$12-million-dollar portfolio of publicly funded initiatives spanning family stability, youth development, financial empowerment, food security, and justice reentry. Her background combines direct government service, civic appointment, and large-scale public-sector contract and fiscal oversight.

CORE EXECUTIVE QUALIFICATIONS

- Executive Leadership
- Public Administration
- Government Relations
- Strategic Planning
- Fiscal Stewardship
- Budget & Contract Administration
- Grant Development
- Community Development
- Board Governance
- Community Engagement
- Organizational Change
- Performance Accountability

PROFESSIONAL & GOVERNMENT EXPERIENCE

General Manager, Family & Reentry Services | Watts Labor Community Action Committee

2005 – Present

Provide executive leadership for one of WLCAC's largest operating divisions, with responsibility for strategic planning, fiscal oversight, contract administration, compliance, personnel management, program development, and community partnerships.

- Direct approximately 20 publicly funded government contracts totaling approximately \$18 million.
- Secured more than \$3.7 million in COVID-19 emergency relief funding.
- Founded the Mudtown Free Farmers Market to expand food security in South Los Angeles.
- Built and expanded family stabilization, workforce development, VITA tax preparation, food security, and justice reentry initiatives.
- Cultivated strategic partnerships with government agencies, educational institutions, nonprofits, and private-sector stakeholders.

Director, Inner City Youth (ICY) Department | Watts Labor Community Action Committee

Within WLCAC tenure

Founded and directed WLCAC's Inner City Youth Department, building the division's strategic direction, fiscal management, and staff leadership from the ground up.

- Built after-school, summer enrichment, leadership development, mentoring, college preparation, workforce readiness, and family engagement programming.

- Established community partnerships supporting sustained program growth and public accountability.

Commissioner, CD5 Neighborhood Commission | City of Pasadena — appointed under Victor Gordo
2003-2004

Appointed to advise the City Council on neighborhood planning, community engagement, public policy, and quality-of-life initiatives affecting Council District 5.

Field Deputy | Office of Councilmember Joyce Streater, City of Pasadena *1997 – 2002*

Served as the councilmember's direct community liaison, managing constituent services, neighborhood outreach, and local policy coordination.

Program Director | Office of Mayor Norman B. Rice, City of Seattle *1993 – 1997*

Directed mayoral office programming, coordinating citywide initiatives and public engagement on behalf of the Office of the Mayor.

EDUCATION

Doctor of Education (Ed.D.) Candidate, Organizational Change and Leadership

University of Southern California *Current GPA: 4.0 | Expected 2027*

- Dissertation: Leadership Identity and Self-Efficacy Among Dark-Skinned Black Women in Executive Leadership.
- Completed Institutional Review Board (IRB) research ethics and human subjects' certification requirements.

Master of Business Administration (MBA) | Capella University *GPA: 4.0*

Bachelor of Science, Business Administration | Capella University *GPA: 4.0*

PROFESSIONAL CERTIFICATIONS & RESEARCH COMPLIANCE

University of Southern California | Collaborative Institutional Training Initiative (CITI) Program

- Human Research – Social-Behavioral Human Subjects (Basic) — Completed April 28, 2026; valid through April 28, 2029.
- Good Clinical Practice (GCP): Social and Behavioral Research Best Practices for Clinical Research (Basic Course) — Completed April 28, 2026; valid through April 28, 2029.
- Social Media and Research Recruiting (Basic Course) — Completed April 28, 2026; valid through April 28, 2029.

COMMUNITY LEADERSHIP & CIVIC AFFILIATIONS

- Harbor Pines Resident, Los Angeles Harbor Area
 - Former President, Lincoln Idaho Neighborhood Association
 - Former Citizen Police Officer, Pasadena Police Department
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August 24, 2026

Dear Ms. Lewis:

Congratulations! I am pleased to inform you of your appointment to the Board of Harbor Commissioners for the term ending June 30, 2028, subject to confirmation by the Los Angeles City Council.

On behalf of the people of Los Angeles, thank you for your willingness to serve. Our boards and commissions are a vital part of the City's governance, and your leadership and expertise will play an important role in shaping the future of Los Angeles.

To move forward, there are a few steps you must complete prior to the Council's consideration of your appointment. My Commission Affairs team has prepared an attached checklist with deadlines and submission instructions, and they are available to support you throughout the confirmation process.

Once again, congratulations, and thank you for your commitment 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 letters of the first and last names being capitalized and prominent.

KAREN BASS
Mayor

KB:lap

Attachment I
Ms. Sheila Lewis
August 24, 2026

Nominee Check List

I. Within 7 days of appointment:

- ☐ Submit the completed forms, found on the last three pages of this letter, to: 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 a fingerprinting appointment to complete your background check.
 - The Commissions team will connect you with the Personnel Background Unit.
- ☐ Complete and file a Statement of Economic Interests (Form 700).
- ☐ Submit the CEC Form 60 (Ethics Clearance Form) to the City Ethics Commission.
 - The City Council cannot act on your nomination until the Ethics Department receives and submits your filings.
 - Note: you will be required to submit the same forms again after you are sworn in

II. Council Member Meetings:

You may be asked to meet with Councilmembers prior to your hearings.

- ☐ Your City Councilmember Tim McOsker
- ☐ Councilmember Traci Park, Chair of the Council Committee, considering your nomination

III. Public Meetings at City Hall:

- ☐ Trade, Travel, and Tourism Committee Hearing
 - The Clerk's office will contact you once your item has been scheduled.
- ☐ Full Council Hearing and Oath of Office
 - The Clerk's office will contact you once your item has been scheduled.

V. Standing Requirements

- Notify the Commissions team of any changes in address or contact information.
- If you wish to resign, you must submit a resignation letter to myr-commissions@lacity.org.