



ERIC GARCETTI  
MAYOR

September 19, 2013

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Mai Lassiter to the Board of Library Commissioners for the term ending June 30, 2015. Ms. Lassiter will fill the vacancy created by Paula Madison, who has resigned.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Garcetti'.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Mai Lassiter  
**Commission:** Board of Library Commissioners  
**End of Term:** June 30, 2015

### Appointee Information

1. **Race/ethnicity:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** BA, Wesleyan University
7. **Occupation/profession:** See attached biography
8. **Experience(s) that qualifies person for appointment:** See attached biography
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Appointment Date	Term Ends
Cao, Bich Ngoc <i>(subject to City Council confirmation)</i>	East	13	Asian Pacific Islander	F	14-Aug-2013	30-Jun-18
Hirano-Nakanishi, Marsha J.	East	14	Asian Pacific Islander	F	05-Mar-09	30-Jun-16
Madison, Paula - RESIGNED	South Valley	2	African American	F	10-Aug-10	30-Jun-15
Tinoco, Eduardo M.	South Valley	2	Latino	M	07-Nov-11	30-Jun-14
Walters, Rita D.	Central	4	African American	F	15-Feb-02	30-Jun-17

## MAI LASSITER

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Mai Lassiter has actively supported a variety of charitable organizations as a board member, volunteer and fundraiser. Most recently, Lassiter has focused specifically on organizations benefiting children and political causes. She is a Trustee at The Center for Early Education and serves as Co-Chair of the school's multimillion Capital Campaign to increase the school's endowment as well as expand and improve its facilities. She also serves on the Board's Branding Committee.

Lassiter is a founding member of FOCUS, an affiliate group of Children's Hospital Los Angeles and of the Harry S. Huggins Memorial Scholarship Fund at the Community Foundation for Greater New Haven (CT) where she oversees the annual college scholarship awards selection. She has acted as the Los Angeles liaison for the African Leadership Academy, a South African academy created as a bridge between African students and the world's top universities. Lassiter was also a member of the Fundraising Committee of the Magic Johnson Foundation.

Her volunteer experience includes serving on the Los Angeles County Museum of Art Contemporary Friends of LACMA committee.

A committed fundraiser for the Democratic National Committee since 2003, Lassiter has hosted successful events for candidates on the national, state, and local levels. An active member of her community, she was a California Delegate to the 2012 Democratic National Convention. Lassiter also served as a member of the National Finance Committee for Obama 2012.

Lassiter also acts as a consultant on marketing and branding strategies for Overbrook Entertainment, owned by her husband, James Lassiter. She serves as an advisor for Overbrook's corporate philanthropy, overseeing corporate giving and sponsorship. She served as an executive at Sony Music Entertainment/Columbia Records for 10 years where she was Vice President of Marketing. Lassiter began her career as a Production Assistant at ABC News. A native of California, she holds a Bachelor of Arts degree from Wesleyan University.



ERIC GARCETTI  
MAYOR

September 19, 2013

Ms. Mai Lassiter

Dear Ms. Lassiter:

I am pleased to inform you that I hereby appoint you to the Board of Library Commissioners for the term ending June 30, 2015. 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 Justin Gonzalez in my Office at (213) 300-9935 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Ethics Pledge, 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.

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As part of the City Council confirmation process, you will need to meet with Tom LaBonge, your Councilmember, and Councilmember Mitch O'Farrell, the Chair of the Arts, Parks, Health, Aging 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, Health, Aging and River Committee. Some time 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. Julie Ciardullo with the Mayor's staff 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,

A handwritten signature in black ink, appearing to read "Eric Garcetti". The signature is stylized and cursive.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Mai Lassiter  
September 19, 2013

### 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: Julie Ciardullo, Office of the Mayor,  
Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012  
or fax: 213-978-2760 or email: julie.ciardullo@lacity.org.

- \_\_\_\_\_ **Ethics Pledge**
- \_\_\_\_\_ **Remuneration Form**
- \_\_\_\_\_ **Undated Separation Forms**
- \_\_\_\_\_ **Background Check Release**
- \_\_\_\_\_ **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 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, the Mayor's Office will schedule a meeting with you and:**

- \_\_\_\_\_ **Your City Councilmember Tom LaBonge (contact at 213-473-7004).**
- \_\_\_\_\_ **Councilmember Mitch O'Farrell, Chair of the Council Committee  
considering your nomination (contact at 213-473-7013).**

Staff in the Mayor's Office of External Affairs will assist you with these  
arrangements.