



ERIC GARCETTI
MAYOR

April 22, 2015

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Mai Lassiter to the Board of Library Commissioners for the term ending June 30, 2020. Ms. Lassiter's current term expires on June 30, 2015.

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', written over a light blue horizontal line.

ERIC GARCETTI
Mayor

EG:dlg

Attachment



COMMISSION APPOINTMENT FORM

Name: Mai Lassiter
Commission: Board of Library Commissioners
End of Term: 6/30/2020

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 resume
- 9. Purpose of this appointment:** Reappointment
- 10. Current composition of the commission:**

Name	APC	CD	Ethnicity	Gender	Appt date	Term end
Bettinelli, Gregory	West	11	Caucasian	M	23-Oct-13	30-Jun-16
Cao, Bich Ngoc	East	13	Asian Pacific Islander	F	14-Aug-13	30-Jun-18
Lassiter, Mai	Central	4	African American	F	23-Oct-13	30-Jun-15
Salinas, Josefa	West	11	Latina	F	23-Oct-13	30-Jun-19
Walters, Rita D.	Central	4	African American	F	15-Feb-02	30-Jun-17

Mai Lassiter
Commissioner
Term Ending: 6-30-15

Mai Lassiter has actively supported a variety of charitable organizations as a board member, volunteer and fundraiser. Most recently, Lassiter has focused on organizations benefiting children and political causes. She is Vice Chair of the Board of Trustees at The Center for Early Education, 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.

Her volunteer experience includes serving on the Los Angeles County Museum of Art Contemporary Friends of LACMA Committee and as a member of the Board at the Library Foundation of Los Angeles. A member of the Board of Trustees of Rihanna's recently established Clara Lionel Foundation, Lassiter helped create, fund and mount the Foundation's first annual Diamond Ball. She has been a committed fundraiser for the Democratic National Committee since 2003 and was a California Delegate to the 2012 Democratic National Convention. She also served as a member for the National Finance Committee for Obama 2012.

Lassiter is a consultant on marketing and branding strategies for Overbrook Entertainment, owned by her husband. She also serves as an advisor for Overbrook's corporate philanthropy. She was Vice President of Marketing at Sony Music Entertainment/Columbia Records for 10 years. She holds a Bachelor of Arts degree from Wesleyan University.



ERIC GARCETTI
MAYOR

April 22, 2015

Ms. Mai Lassiter

Dear Ms. Lassiter:

I am pleased to inform you that I hereby reappoint you to the Board of Library Commissioners 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 Cary Gross in my Office at (213) 978-0621 to make arrangements for you.

To begin the reappointment 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.

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 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

Ms. Mai Lassiter
April 22, 2015
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when your reappointment 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 reappointment 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. Cary Gross 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 "E. Garcetti". The signature is written in a cursive, flowing style.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Mai Lassiter
April 22, 2015

Nominee Check List

I. Within seven days:

Mail, fax or email the following forms to: Cary Gross, Office of the Mayor, Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: cary.gross@lacity.org.

_____ **Remuneration Form**

_____ **Undated Separation Forms**

_____ **Background Check Release**

_____ **Commissioner Information Sheet/Voluntary Statistics**

II. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms in 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**

III. 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.