



KAREN BASS  
MAYOR

August 14, 2025

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Olivia McGovern to the Cannabis Regulation Commission for the term ending June 30, 2029.

I certify that in my opinion Ms. McGovern 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. McGovern will fill the vacancy created by the departure of Mario Melendez.

Sincerely,

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

KAREN BASS  
Mayor

KB:lap

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Olivia McGovern  
**Commission:** Cannabis Regulation Commission  
**End of Term:** June 30 2029

### Appointee Information

1. **Race:** API/ Caucasian
2. **Gender:** female
3. **Council District and neighborhood of residence:** 4 - Central
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., Southwestern Law School, Los Angeles
7. **Occupation/profession:**
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
Melendez, Mario	Central	5	Latinx, Native American	M	6/30/2025
Nash, David	South Valley	2	Caucasian	M	6/30/2025
Mason, Thryeris	South LA	8	African American	F	6/30/2027
Farmby, Anton	South Valley	2	African American	M	6/30/2027
Bierman, Adam	East LA	1	Caucasian	M	6/30/2026

# Olivia McGovern

## **EDUCATION**

**Southwestern Law School**, Los Angeles, CA

*Juris Doctor*, May 2025

**University of California, Berkeley**, Berkeley, CA

*Bachelor of Arts*, Political Science, May 2017

## **EXPERIENCE**

**Los Angeles Superior Court**, Los Angeles, CA

*Judicial Extern to Judge Gail Killefer*, January 2025 – April 2025

- Researched and drafted a bench memorandum analyzing the legal standards and procedural requirements for citizen's arrests; prepared written recommendations for the court on demurrers
- Observed proceedings in civil, criminal, family, probate, and federal courts

**Aleshire & Wynder LLP**, Irvine, CA

*Law Clerk*, June 2024 – August 2024

- Analyzed Environmental Impact Reports for CEQA compliance; researched the applicability of the Housing Accountability Act and State Density Bonus Law to development proposals
- Researched new housing laws to update housing process memorandum; drafted code enforcement letters
- Responded to Public Records Act requests; researched competitive bid policies
- Analyzed plaintiffs' claims for mass tort case against local municipality

**City of Los Angeles**, Los Angeles, CA

*Law Clerk, City Attorney's Office, Public Pensions General Counsel Division*, May 2023 – July 2023

- Drafted legal memorandums about gifts of public funds and vested rights doctrines; researched legality of online signatures and notary publics; researched pension plan policies
- Attended fiduciary board meetings regarding regular business, investment policies, and litigation updates; observed interviews with outside counsel

*Public Relations Specialist, Department of Cannabis Regulation*, October 2021 – August 2022

- Served as intergovernmental relations liaison; prepared weekly departmental reports for the mayor's office and individualized quarterly newsletters for fifteen City Council offices; wrote newsletters for the department's listserv
- Responded to media requests; synthesized commercial cannabis licensing policies and data; coordinated interviews with executive team
- Facilitated the production of stakeholder-informed report on cannabis policy by collaborating with executive team and community engagement consultant on editing final report

*Legislative Deputy, Office of Councilwoman Monica Rodriguez*, September 2017 – October 2021

- Tracked, analyzed, and briefed Councilwoman on issues pending before the City Council
- Wrote motions and resolutions; coordinated with city departments to advance legislation
- Staffed the Public Safety Committee bimonthly meetings; set agenda and created briefing notes
- Worked with city staff to develop and implement an ordinance that allows city departments to disconnect utilities at unlicensed commercial cannabis businesses
- Drafted press releases, media alerts, and talking points in English and Spanish; wrote weekly newsletter and annual report content; planned and staffed special events and press conferences
- Created the city's Youth Development Task Force; developed Task Force meeting agendas; coordinated with city staff to host bimonthly, bilingual Brown Act-compliant meetings



KAREN BASS  
MAYOR

August 14, 2025

Dear Ms. McGovern:

I am pleased to inform you that I hereby appoint you to the Cannabis Regulation Commission for the term ending June 30, 2029, 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, Nithya Raman, your Councilmember, and Councilmember Imelda Padilla, the Chair of the Government Operations Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Ms. Olivia McGovern  
August 14, 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 Government Operations 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  
Ms. Olivia McGovern  
August 14, 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 Nithya Raman
- ☐ Councilmember Imelda Padilla, Chair of the Council Committee considering your nomination

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

- ☐ Government Operations Committee Hearing
- ☐ Full Council Hearing