



December 5, 2024

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Stephanie Graves to the Los Angeles Homeless Services Authority Commission for the term ending June 30, 2027.

I certify that in my opinion Ms. Graves 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. Graves will fill the vacancy created by the departure of Jessica Lall.

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:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Stephanie Graves
Commission: Los Angeles Homeless Services Authority Commission
End of Term: 6/30/2027

Appointee Information

1. **Race:** Latinx
2. **Gender:** Female
3. **Council District and neighborhood of residence:** -
4. **Are you a registered voter in the City of Los Angeles?** N/A
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., University of Southern California
7. **Occupation/profession:** Chief Executive Officer, Lee Andrews Group
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
Bass, Karen	Central	13	African American	F	6/30/2026
Chinchilla, Melissa	East LA	14	Latinx	F	6/30/2026
Greuel, Wendy	South Valley	4	Caucasian	F	6/30/2026
Saunders, Tanisha	West LA	11	African American	F	6/30/2026
VACANT					12/5/2027

STEPHANIE GRAVES



EDUCATION

Bachelor of Arts / Juris Doctor
University of Southern California

BOARD AFFILIATIONS + CIVIC LEADERSHIP

- **Central City Association of Los Angeles**, Board Member (Past Chair, 2019-2022)
- **Los Angeles Area Chamber of Commerce**, Board Member
- **Los Angeles Business Council**, Board Member
- **Mayor's Fund for Los Angeles**, Board Member

ABOUT ME.

Stephanie Graves is a recognized leader in communications, outreach, and brand strategy, with over two decades of experience in public relations and strategic engagement across California. As the CEO of Lee Andrews Group since 2013 she has led Lee Andrews Group through double-digit annual growth, and has transformed the agency into a multi-award-winning firm known for its deep-rooted community impact, innovation, and dedication to social responsibility.

PROFESSIONAL EXPERIENCE.

Lee Andrews Group / 2013-Present.

CEO

- Spearheads an award-winning agency specializing in public relations, community outreach, marketing, and brand development for large-scale public projects in transportation, environmental sustainability, healthcare, and infrastructure.
- Established the firm as a leading authority in strategic communications, contributing to double-digit growth and a reputation for excellence in community engagement and social impact.
- Collaborates closely with local governments, nonprofits, and stakeholders to implement programs that foster economic growth, environmental stewardship, and equitable community development.
- Led numerous initiatives that enhanced community involvement in complex projects, effectively bridging gaps between underserved populations and public agencies.

Steinberg Institute / 2023-Present.

Chair of the Board

- Leads the board of a prominent California-based think tank dedicated to improving mental health and substance use care systems statewide.

KEY SKILLS +
COMPETENCIES

- **Strategic Communications:**
Expert in designing and implementing large-scale public engagement strategies, adept at navigating complex stakeholder relationships.
- **Mental Health and Homelessness Expertise:** Deep experience advocating for mental health reform and homelessness solutions, with a focus on sustainable policy development and community-driven support systems.
- **Leadership and Collaboration:**
Highly respected leader with a track record of inspiring and mobilizing cross-sector teams toward shared goals that benefit both the community and stakeholders.

HONORS + AWARDS

O'Dwyer's Top PR Firm

Recognized as a leading PR firm for excellence in public relations and communications.

Prism Awards

Awarded for outstanding achievements in **Community Relations, Diversity, Equity, and Inclusion (DEI), and Accessibility Programs**

International Stevie® Awards

Community Engagement (Silver, 2023; Bronze, 2024) – Recognized for impactful initiatives in community engagement and outreach.

Women in Business – Honored for leadership and contributions as a woman in the business sector, driving meaningful change and growth.

EXPERIENCE CONTINUED

Steinberg Institute / 2023-Present.

Chair of the Board

- Leads the board of a prominent California-based think tank dedicated to improving mental health and substance use care systems statewide.
- Drives initiatives focused on homelessness prevention, crisis intervention, and supportive housing, aligning with California's broader goal to provide sustainable and compassionate care to those experiencing homelessness.
- Works with state and local government officials to advocate for policies and programs addressing the intersection of mental health and homelessness, bringing valuable expertise to policy development and funding efforts.
- Mobilizes resources and leverages partnerships to amplify the institute's initiatives, advancing the mission of accessible, community-focused mental health services and housing solutions across California.



KAREN BASS
MAYOR

December 5, 2024

Dear Ms. Graves:

I am pleased to inform you that I hereby appoint you to the Los Angeles Homeless Services Authority Commission 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.

As part of the appointment process, Councilmember Nithya Raman, the Chair of the Housing and Homelessness Committee, may wish to meet with you to answer any questions she have. Our office will assist with arranging this meeting.

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 Housing and Homelessness 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.

Ms. Stephanie Graves
December 5, 2024
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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.

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 the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Stephanie Graves
December 5, 2024

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 OR mail them to:

Office of the Mayor
Attn: Thomas Arechiga
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. The Mayor's Office will notify the below Councilmember of your nomination, so that they may reach out to schedule a meeting with you should they wish.

- ☐ Councilmember Nithya Raman, Chair of the Council Committee considering your nomination

III. Public Meetings at City Hall:

- ☐ Housing and Homelessness Committee Hearing
- ☐ Full Council Hearing