



KAREN BASS  
MAYOR

January 23, 2023

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Mary Lee to the Commission on Civil and Human Rights for the term ending June 30, 2024. Ms. Lee will fill the vacancy created by Leslie Ivie, who has resigned.

I certify that in my opinion Ms. Lee 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 that reads "Karen Bass".

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Mary Lee  
**Commission:** Commission on Civil and Human Rights  
**End of Term:** 6/30/2024

### Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 10 - South LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., University of California, Berkeley School of Law
7. **Occupation/profession:** Consultant, Attorney, and Community Advocate
8. **Experience(s) that qualifies person for appointment:** See attached resume/bio
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Montes, H. Marissa	East	14	Latina	F	30-Jun-23
Zelenski, Abigail	East	13	Asian Pacific Islander	F	30-Jun-23
Hasan, Aziza	East	14	Muslim	F	30-Jun-24
Parker, Keith	South	8	African American	M	30-Jun-27
Vacant					30-Jun-24
Samarjian, Natalie	Central	4	Caucasian	F	30-Jun-24
Lewis, Kandee	Harbor	15	African American	F	30-Jun-27

## **Biography of Mary M. Lee**

Mary M. Lee is a consultant, attorney, and community advocate in Los Angeles. She was formerly the Deputy Director of PolicyLink, a national advocacy organization working to advance racial equity, economic and social justice. During her 12-year tenure with PolicyLink, Mary provided research, strategic planning, technical assistance, and training to public and private agencies collaborating to build healthy communities. She also co-authored reports and journal articles on developing equitable communities, access to healthy food, the built environment, health as a civil right, and the impact of place and race on health. As a practicing attorney with more than 30 years of experience working in communities throughout California, Mary has placed special emphasis on issues of housing, land use and community economic development. Her work has always focused on the legal rights of low-income people. She began her legal career at the Legal Aid Foundation of Los Angeles (LAFLA) and then joined the Western Center on Law and Poverty as a housing attorney. She later returned to LAFLA as Managing Attorney of that agency's South-Central Los Angeles office. She subsequently maintained a private practice focusing on community economic development and housing law, including housing discrimination, landlord/tenant, foreclosure, land use law and civil rights.

Throughout her career, Mary has provided legal assistance to non-profit, community-based organizations committed to improving the quality of life in low-income neighborhoods. She has worked extensively with community groups, particularly in South Los Angeles to revitalize neighborhoods and enhance public participation in the public policy arena. Among the projects she has undertaken are strategic revitalization campaigns in the Vermont/Manchester, Hyde Park, and Central City East (commonly known as "skid row") sections of Los Angeles.

She has also worked with groups that have developed affordable housing, child-care centers, created jobs, and challenged inequitable land use and redevelopment practices of local government. For many years, Mary has worked with neighborhood groups in a number of California cities on issues related to restricting the availability of alcohol and drugs, and the negative consequences that result from substance abuse. Her efforts on behalf of non-profit organizations include drafting legislation at the state and local level, providing training and technical support, strategic planning, non-profit management and board development, administrative advocacy, and litigation in state courts. More recently she has been facilitating the development of a regional initiative building leadership and power for young people of color, and she is part of a team supporting the work of the California Reparations Task Force.

In addition, Mary has been an adjunct professor of law at Loyola Law School and taught public policy at Occidental College. For more than ten years, she taught a class she designed on Fair Housing/Fair Lending regulations as part of the Mortgage Finance certificate program within the Los Angeles Community College District at L.A. Trade Technical College. In addition, Mary taught courses on Health Policy Advocacy, Health Leadership and Community Development, and Community Participatory Research, also at the community college level, as part of a certificate program that builds community-based leadership on issues related to economic development and healthy communities.

Mary has also served as a board member of several community organizations, including the Liberty Hill Foundation and Concerned Citizens of South-Central Los Angeles, and she served as the president of the board of the Fair Housing Congress of Southern California. She is a current member of the board of the Community Coalition. Mary has undertaken work in the public sector as well. She was previously a Transportation Commissioner for the City of Los Angeles, and a campaign manager for a successful

candidate for the Los Angeles City Council. She worked as a consultant to the commission elected to reform the Los Angeles City Charter, and she completed a Community Builder fellowship with the U.S. Department of Housing and Urban Development. Mary served as a member of the Leadership Circle of the Los Angeles Food Policy Council that was established to make recommendations to local governments about food system reform strategies for the Los Angeles region. She is a former member of the Los Angeles County Community Prevention and Population Health Task Force and was also named by the Los Angeles County Board of Supervisors and the Los Angeles County Commission for Women as one of the "*Women of the Year*" for 2016. Mary recently completed a Stanton Fellowship, awarded by the Durfee Foundation.

Mary is a native of Los Angeles. She is a graduate of Pitzer College in Claremont, California, and University of California, Berkeley School of Law



KAREN BASS  
MAYOR

January 23, 2023

Dear Ms. Lee:

I am pleased to inform you that I hereby appoint you to the Commission on Civil and Human Rights for the term ending June 30, 2024. 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 contact my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org), to make arrangements for you.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and Undated Separation Letters **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 all potential commissioners to be fingerprinted as part of the background check. The Commissions Team will assist in connecting you with the Personnel 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 at 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the Ethics Commission by email at [nicole.enriquez@lacity.org](mailto:nicole.enriquez@lacity.org).

Ms. Mary Lee  
January 23, 2023  
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As part of the City Council confirmation process, meetings will be offered to Heather Hutt, your Councilmember, and Councilmember Hugo Soto-Martinez, the Chair of the Civil Rights, Equity, Immigration, Aging, and Disability 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 Civil Rights, Equity, Immigration, Aging, and Disability Committee. Sometime 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.

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 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. Mary Lee  
January 23, 2023

### Nominee Check List

**I. Within 7 days:**

\_\_\_\_\_ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

\_\_\_\_\_ Email the completed forms, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org) OR mail them to: Commissions Team, Office of the Mayor, City Hall – Room 303, 200 N. Spring Street, Los Angeles, CA 90012.

- Remuneration Form
- Undated Separation Letters

**II. Within 21 days:**

\_\_\_\_\_ 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.*

- **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 Heather Hutt

\_\_\_\_\_ Councilmember Hugo Soto-Martinez, Chair of the Council Committee considering your nomination