



KAREN BASS  
MAYOR

February 28, 2023

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. Mark Wilson to the newly created House LA Citizens Oversight Committee for the term ending June 30, 2025.

I certify that in my opinion Mr. Wilson is qualified for the work that will devolve upon him, and that I make the appointment solely in the interest of the City.

Sincerely,

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Mark Wilson  
**Commission:** House LA Citizens Oversight Committee  
**End of Term:** 6/30/2025

### Appointee Information

1. **Race:** African American
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 8 - South LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Socio Anthropology, California State University Dominguez Hills, and Business Administration, University of Phoenix
7. **Occupation/profession:** President & CEO, Coalition for Responsible Community Development (CRCD)
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):**

## **Employment History**

### **Coalition for Responsible Community Development**

Los Angeles, California 90007

Employed: January 1, 2005 to Current

Founder / President & CEO

#### **Responsibilities Includes:**

- In partnership with the Board of Directors develop strategic direction and long-term plans for the organization
- Develop strategic economic and workforce development programming and projects with the team including affordable housing and job training
- Develop and Recruit Board Members
- Oversee Accounting and Financial Management Systems
- Oversee Risk Management and Human Resource Systems
- Recruit and Supervise Department Directors
- Oversee Fund Development System and Plan
- Oversee Program Development in Permanent Supportive Housing, Workforce Development, Small Business Development, Neighborhood and Community Beautification, and Community Leadership Development
- Oversee and Lead Strategic Planning Process
- Oversee Staff Development Activities and Trainings

### **Dunbar Economic Development Corporation**

Los Angeles, California 90011

Employed: March 1, 2000 to December 2004

Director of Community Economic Development

#### **Responsibilities Included:**

- Manage Construction / Affordable Housing Development Projects
- Manage Construction of Community Facilities
- Designed and Development Youth Leadership Programs
- Designed and Developed Workforce Development Programs

- Designed Staff Development and Training
- Managed a Staff of 31 Full-Time Employees
- Agency and Department Strategic Planning
- Grant Writing
- Grant Management and Reporting
- Program and Project Evaluation
- Community Organizing and Leadership Development

**Southern Christian Leadership Conference/**

**Martin Luther King Legacy Association**

**Youth Empowerment Project**

Los Angeles, California 90067

Employed: July 1995 to February 2000

: Director, Youth Empowerment Project

Responsibilities Included:

- Oversaw Development of Community Youth Facilities Construction Project
- Youth Leadership Development Training Curriculum Development
- Program Development for Local Youth in South Los Angeles
- Civic Engagement Training Development
- Partnership Development with University of Southern California and Manual Arts High School
- Designed Staff Development Training and Activities
- Designed Annual Leadership Development Retreats for Youth
- Designed Youth Advocacy Campaigns for Youth
- Managed a Staff of 15 Full-Time Staff Members

**Education and Special Training / Certifications**

California State University Dominguez Hills

Socio Anthropology

University of Phoenix

Business Administration

Certified in Following:

- Construction Management
- Affordable Housing Project Management

- Affordable Housing / Tax Credit Finance
- Domestic Violence and Violence Prevention
- Youth Leadership Development
- Small Business Management
- Geneva Diplomatic Affairs



KAREN BASS  
MAYOR

February 28, 2023

Dear Mr. Wilson:

I am pleased to inform you that I hereby appoint you to the House LA Citizens Oversight Committee for the term ending June 30, 2025. 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).

Mr. Mark Wilson  
February 28, 2023  
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As part of the City Council confirmation process, meetings will be offered to Marqueece Harris-Dawson, your Councilmember, and Councilmember Nithya Raman, the Chair of the Housing and Homelessness 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 Housing and Homelessness 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  
Mr. Mark Wilson  
February 28, 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 Marqueece Harris-Dawson

\_\_\_\_\_ Councilmember Nithya Raman, Chair of the Council Committee considering your nomination