



KAREN BASS
MAYOR

March 21, 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. Diane Robertson to the Civil and Human Rights Commission for the term ending June 30, 2027. Ms. Robertson will fill the vacancy created by Keith Parker, whom I removed effective May 5, 2023 or at the time Mr. Parker's successor is confirmed by the City Council.

I certify that in my opinion Ms. Robertson 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'. The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Diane Robertson
Commission: Civil and Human Rights Commission
End of Term: 6/30/2027

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:** JD, New York Law School
7. **Occupation/profession:** Vice President, In-House Counsel, Legal Affairs, Paramount Global / CBS Television Studios
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):**

DIANE ROBERTSON

SUMMARY

Driven Entertainment Attorney with a proven track record of directing successful legal and business affairs for major entertainment studios. An expert problem-solver and strategic thinker with a passion for win-win outcomes. Independent and proactive yet adept at building collaborative relationships that are critical to meeting complex business objectives and the bottom line.

EXPERIENCE

Paramount Global / CBS Television Studios, Los Angeles, CA 2007-Present

Vice President, In-House Counsel, Legal Affairs

- Draft and negotiate above and below-the-line agreements for scripted and unscripted television programming as well as development agreements, such as rights acquisitions.
- Provide legal advice and counsel to internal clients on a variety of issues including intellectual property, insurance, production clearances, defamation, fair use, parody, rights of publicity/privacy, employment of minors, risk management, and more.
- Effectively manage relationships and collaborate with internal and external stakeholders to problem-solve in a timely manner and adeptly evaluate legal risks against creative and business objectives.
- Launched the studio's day-time talk show "The Talk" and night-time talk show "The Late Late Show with James Corden.
- Serve as a West Coast Co-Chair of Paramount's black employees resource group.

Warner Horizon Television, Los Angeles, CA 2006-2007

T.V. Production Counsel

- Sole attorney handling all legal matters related to the production of unscripted/reality television programming.
- Drafted and negotiated production contracts and releases including talent and participant agreements, materials releases, guest appearance releases, and location releases.
- Provided legal advice and reviewed content related issues and clearances.

ABC News Productions, New York City 2004-2006

Business & Legal Affairs

- Handled business and legal affairs for ABC's independent in-house documentary news production company.
- Drafted and maintained form agreements and analyzed and summarized various agreement terms

Fitzpatrick, Cella, Harper & Scinto, New York City 2001-2003

Trademark Associate

- Provided legal advice to clients on the usage, protection, and enforcement of trademarks.
- Evaluated the viability of and completed and filed trademark applications.
- Drafted reporting letters and responses to Office Actions including formulation of arguments against refusals and/or rejections to applications from the U.S. Patent & Trademark Office.
- Prepared formal assignments and agreements for trademark matters.

EDUCATION

- New York Law School, New York City, JD, 2001
- Bernard M. Baruch College, New York City, BA, Business Journalism, 1997

BAR ADMISSION

- State of New York, 2nd Department, 2002
- State of California, Registered In-House Counsel, 2008-Present

BOARD SERVICE

Los Angeles Conservancy, Los Angeles, CA 2021-Present

Board Member and Board Representative, DEI Task Force

The Los Angeles Conservancy is a nonprofit membership organization whose mission is to work through education and advocacy to recognize, preserve, and revitalize the historic architectural and cultural resources of Los Angeles County.

African American Historic Places-LA Project, Los Angeles, CA 2022-Present

Advisory Committee Member

AAHP-LA Project is a collaborative effort between the Getty Conservation Institute and Los Angeles City Planning, Office of Historic Resources to identify, protect, and celebrate the city's Black heritage. The project provides the opportunity to rethink historic preservation policies and processes to better support social justice and equity goals. This work will offer a potential model for future initiatives related to other communities in Los Angeles and beyond.

John M. Langston Bar Association, Los Angeles, CA Jan 2017-Jan 2023 (6 years)

Board Member and Co-Chair, Outreach & Community Action Committee

The mission of John M. Langston Bar Association is to empower leadership, advance the professional development of its membership, and promote the administration of justice in the Black community and the community at large.

COMMUNITY SERVICE / VOLUNTEERISM

Empowerment Congress West Area Neighborhood Council, Los Angeles, CA

Terms: June 2019-2020 and June 2021-2022

Board Member/Elected Area 3 Representative (Leimert Park)

Neighborhood Councils are advisory bodies, who advocate for their communities with City Hall on important issues like development, homelessness, and emergency preparedness.

Preserve Leimert Park February 2022-Present

Steering Committee Member

Preserve Leimert Park is comprised of Leimert Park homeowners who undertook a 12-month outreach effort to educate the community about the National Register of Historic Places to ensure homeowners feel empowered make an informed decision about their support or opposition.

L.A. REPAIR Participatory Budgeting Steering Committee, Los Angeles CA June 2022-August 2022

Committee Member

Selected to represent the communities of West Adams-Baldwin Village-Leimert Park (and surrounding neighborhoods) on Los Angeles City's first L.A. REPAIR (L.A. Reforms for Equity and Public Acknowledgment of Institutional Racism) Participatory Budgeting Steering Committee, which determined the guiding principles and rules for how participatory budgeting will be implemented in Los Angeles.

Organizer of multiple community efforts and initiatives.

PROGRAMS and HONORS

- Graduate of the African American Board Leadership Institute (AABLI), Los Angeles, CA, a leadership development course that prepares African American professionals for positions on non-profit boards.
- Graduate of the Los Angeles African American Women's Public Policy Institute (LAAAWPPI), a training program that prepares women to run for elective office, seek government appointments, understand public policy decision-making, and sharpen their leadership skills. Honoree at LAAAWPPI's 12th Annual Women in Action Awards Gala in 2017.
- Selected for the 50 Women Can Change the World in Media & Entertainment Cohort in 2018, an initiative that was part leadership development, part think tank, part movement building and made up of a diverse cross-section of women in the industry.



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Robertson:

I am pleased to inform you that I hereby appoint you to the Civil and Human Rights Commission for the term ending June 30, 2027. 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, 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.

Ms. Diane Robertson
March 21, 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 written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Diane Robertson
March 21, 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 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