



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. Steve Diaz to the newly created House LA Citizens Oversight Committee for the term ending June 30, 2026.

I certify that in my opinion Mr. Diaz is qualified for the work that will devolve upon him, 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: Steve Diaz
Commission: House LA Citizens Oversight Committee
End of Term: 6/30/2026

Appointee Information

1. **Race:** Latinx
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:**
7. **Occupation/profession:** Deputy Director, LA CAN
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):**

Steve Diaz

Professional Profile

- Fifteen years of Community Organizing experience with a focus on tenant organizing and grassroots policy advocacy
- Over seven years of experience in non-profit management and staff/volunteer supervision
- Extensive knowledge in Landlord Tenant Law, the LA Political Landscape, Leadership Development and Staff Supervision, and Campaign Development and Management

Experience

Deputy Director, LA CAN (2019- Present)

- Supervise LA CAN staff on day-to-day organizing and programming activities, which includes managing and monitoring goals, work plans, and outcomes.
- Co-lead the hiring process for all organizational staff and implement the on boarding process.
- Support Executive Director with human resources and operation's needs.
- Ensure contracts, insurance, and financial compliance systems are operating effectively to manage the organization's financial and legal risks.
- Support clear, consistent, and inclusive management practices across the organization.
- Support the Leadership Team with fundraising, this includes grant management, and project tracking.
- Design and manage key projects and special initiatives that relate to LA CAN Housing and homelessness work area.

Director of Organizing, LA CAN (2013 - 2019)

- Responsible for LA CAN's homelessness, housing, and civil rights policy analysis process and campaign development and implementation
- Supervise LA CAN staff on day-to-day organizing and programming activities, which includes managing and monitoring goals, work plans, and outcomes.
- Create and oversee leadership development program, including training materials and curriculums and community internship program.
- In partnership with Executive Director, lead LA CAN's coalition work, including relationship building, group decision-making processes, and collective campaign work.
- Primary organizational contact for political offices and government agencies, including, but not limited to, LA City Council, LA County Board of Supervisors, the LA Housing Authority, the Department of Housing and Community Development, Los Angeles Homeless Services Authority, etc.
- Co-lead the development and implementation of LA CAN's community lawyering projects –
- Co-lead the hiring process for all organizer and community intern positions.
- Supports management team with various human resources and operation's needs.

Community/Tenant Organizer, LA CAN (April 2004 - 2013)

- Managed LA CAN's field organizing efforts, including intensive door-knocking drives - Assisted rent-controlled and subsidized housing tenants in organizing and strengthening tenant groups at

multiple properties.

- Facilitated tenant leadership in setting goals, strategizing, and building campaigns to save and improve low-income and slum housing.
- Developed fliers, newsletters, action alerts, fact sheets, and other recruitment materials - Coordinate direct actions, media coverage, and other tactics for campaigns, as well as documenting campaign work and progress.
- Co-led member training and political education on political process issues, community organizing, advocacy, campaign planning, and implementation.

Organizer Intern, Los Angeles Community Action Network (LA CAN) (January 2003 - April 2004) –

- Participated in community organizing efforts to engage and recruit community members, such as door knocking, street outreach, and one-on-one meetings.
- Planned, coordinated, and facilitated regular meetings with community members to discuss housing, worker, and other local, state, and national immigrants' rights issues.
- Conducted educational activities and meetings for community members to inform them of issues that impact their lives.
- Engaged in advocacy efforts on behalf of the homeless, low-income, rent control and subsidized housing residents with other organizations, groups, and government institutions.

Education and Fellowships

- Midwest Academy Organizing for Social Change Training (Fall 2003)
- Center for Third World Organizing California Community Action Training (2004)
- UCLA Community Scholars Project (2006 - 2007)
- Center for Third World Organizing California Leadership Training (2012)
- Midwest Academy Supervising Organizers Training (2015)
- Compass Point Next Generation Leaders of Color (2015 - 2016)
- The Non-Profit Partners Emerging Leaders Program (2019)
- 2021-22 Racial Equity Fellows (2021-2022)
- The John W. Mack Movement Building Fellows (2022)



KAREN BASS
MAYOR

February 28, 2023

Dear Mr. Diaz:

I am pleased to inform you that I hereby appoint you to the House LA Citizens Oversight Committee for the term ending June 30, 2026. 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.

Mr. Steve Diaz
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 written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment I
Mr. Steve Diaz
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 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