



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 Ms. Emily Martiniuk to the newly created House LA Citizens Oversight Committee for the term ending June 30, 2026.

I certify that in my opinion Ms. Martiniuk 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:** Emily Martiniuk  
**Commission:** House LA Citizens Oversight Committee  
**End of Term:** 6/30/2026

### Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 6 - North Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Associates Degree, Pharmacy Technician, Boston College
7. **Occupation/profession:** Mobile Notary Public, Self-Employed, and Public Speaker
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):**

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**Emily Martiniuk**

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**Education****National Notary Association**

Commissioned California Notary Public

National Notary Association six hour instruction seminar, followed by testing by proxy by California Secretary of State, commission renewal every four years.

**Chatsworth CA**

2004-Present

**Boston College**

Associates degree, Pharmacy Technician

California requirements for pharmacy technician.

**Burbank CA**

1/2010-12/2010

**Corporation for Supportive Housing**

Corporation for Supportive Housing Speak-Up Advocate

One year instruction in public speaking and homeless advocacy.

**Los Angeles CA**

2016-2017

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**Experience****Corporation for Supportive Housing Speak-Up Advocate**

Corporation for Supportive Housing Associate

Event speaker, focus groups, lobby work.

**Los Angeles**

2017-Present

**United Way**

Event Speaker

**UCLA/USC PCHOOSE Lived experience Group**

Study Participant

Analyze the difference between on and off-site Permanent Supportive Housing.

**Los Angeles**

2020-2022

**Hilton Foundation**

Event Speaker, Focus Groups.

**Los Angeles**

2017-Present

**Karen Bass Townhall on Homelessness**

Host and Emcee.

**Los Angeles**

March 2022

**Los Angeles Regional Housing Advisory Council**

Voting member

Oversee the implementation of Proposition H, and Proposition HHH.

**Los Angeles**

2018- Covid-19

**United States House of Representatives**

Event Speaker

Congresswoman Barbara Lee, National Alliance to End Homelessness.

**Washington D.C.**

July 17,2017



KAREN BASS  
MAYOR

February 28, 2023

Dear Ms. Martiniuk:

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](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. Emily Martiniuk  
February 28, 2023  
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As part of the City Council confirmation process, a meeting will be offered to Councilmember Nithya Raman, the Chair of the Housing and Homelessness Committee, to answer any questions she 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  
Ms. Emily Martiniuk  
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.**

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