

**PASADENA RENTAL HOUSING BOARD MEETING MINUTES
OCTOBER 11, 2023 – 6:00 P.M.
ROBINSON PARK RECREATION CENTER, MULTI-PURPOSE ROOM**

OPENING Chair Bell called the meeting of the Pasadena Rental Housing Board to order at 6:04 p.m.

ROLL CALL: Chair Ryan Bell
Vice Chair Brandon Lamar (Absent)
Board Member Deborah Dunlop
Board Member Lourdes Gonzalez
Board Member Allison Henry
Board Member Emanuel Najera
Board Member Barbara Pitts
Board Member Dianne Romero Chavez
Board Member Arnold Siegel
Board Member Yaneli Soriano Santiago
Board Member Adela Torres
Alternate Board Member Peter Dreier (At-Large)
Alternate Board Member Aaron Markowitz (Tenant)

Staff: Karen Tiedemann, Goldfarb Lipman Attorney-Via Zoom
Agnes Cho, bhyv Consulting
Nazanin Salehi, Goldfarb Lipman Attorney-Via Zoom
Suzanne Madison, Allegra Consulting
Desiree Acosta, Recording Secretary

EMERGENCY MOTION: Chair Bell stated that due to illness, Member Santiago has requested Board authorization to allow her to participate remotely for this meeting, Wednesday, October 11, 2023, in accordance with emergency circumstances as detailed and pursuant to Government Code Section 54953(F)(2)(A)(ii). Following a brief discussion, it was moved by Member Siegel, seconded by Member Gonzalez, to approve Member Santiago's request, and allow her to participate remotely via Zoom. (Motion approved) (Absent: Vice Chair Lamar and Member Santiago)

Member Santiago joined the meeting at 6:06 p.m. via Zoom In accordance with Brown Act requirements, Member Santiago stated that no one was present with her in the room while she participated remotely.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA Kathryn Ferguson, Pasadena resident, stated concerns with Gray Star Management Company at Orange Grove Circle, and requested advice on how to proceed with recuperating overpayment of rent based on Measure H (noting that her question was emailed to the Rental Housing Board).

Wayne McMillian, Pasadena resident, requested clarification on Measure H and how he can submit a complaint.

Dennis Jebbia, Pasadena resident, stated concerns regarding meeting minutes submitted for approval, as well as issues with PRHB email and delays in responses, however, stated he did receive a response back today from a prior email.

Benito Sanchez, Pasadena resident, stated his support for the PRHB's approval of relocation assistance, noting that in reference to a prior public comment, no one other than himself speaks for him or his family.

APPROVAL OF MINUTES

It was moved Vice Chair Lamar, seconded by Member Pitts, to approve the minutes of August 23, 2023, regular meeting, as submitted:

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Romero Chavez, Soriano Santiago, Torres, Chair Bell, Alternate Member Markowitz

NOES: None

ABSTAIN: Member Siegel

ABSENT: Vice Chair Lamar

NEW BUSINESS

ADOPTION OF A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD AUTHORIZING THE CHAIR OF THE BOARD TO ENTER INTO A CONTRACT AMENDMENT WITH ALLEGRA CONSULTING, INCREASING THE TOTAL NOT-TO-EXCEED AMOUNT OF THE CONTRACT FROM \$25,000 TO \$74,999, AND EXPANDING THE SCOPE OF THE CONTRACT

Recommendation: It is recommended that the Pasadena Rental Housing Board approve the following:

- (1) Find that the proposed actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (common sense exemption); and
- (2) Adoption of a resolution of the Pasadena Rental Housing Board authorizing the Chair of the Board to enter into a contract amendment with Allegra Consulting increasing the total not-to-exceed amount of the contract from \$25,000 to \$74,999 and expanding the scope of the contract.

Chair Bell introduced the item, and Member Henry from the Outreach/Communication committee summarized the details of the proposed action, and responded to questions.

Following a brief discussion on upcoming workshop meetings for tenants and landlords, reuse of artwork, and the need for additional workshops in different languages, it was moved by Board Member Henry, seconded by Board Member Chavez, to approve the recommended action:

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Romero Chavez, Siegel, Soriano Santiago, Torres, Chair Bell, Alternate Member Markowitz

NOES: None
ABSTAIN: None
ABSENT: Vice Chair Lamar

ADOPTION OF A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD AUTHORIZING THE CHAIR OF THE BOARD, IN CONSULTATION WITH AD HOC STAFFING COMMITTEE, TO ENTER INTO CONTRACTS WITH STAFFING AGENCIES TO PROVIDE TEMPORARY STAFFING FOR HOUSING COUNSELORS AND AN INTERIM EXECUTIVE DIRECTOR

Recommendation: It is recommended that the Pasadena Rental Housing Board approve the following:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (common sense exemption); and
- (2) Adopt a resolution of the Pasadena Rental Housing Board authorizing the Chair of the Board, in consultation with the ad hoc staffing committee, to enter into contracts with staffing agencies to provide temporary staffing for housing counselors and interim executive director.

Chair Bell introduced the item, and Member Gonzalez summarized the proposed action as recommended by the ad hoc Staffing Committee.

Chair Bell left the meeting at 6:42pm

Chair Bell stated his possible intention to apply for one of the positions, recused himself from the discussion, and left the meeting.

Motion:

Following discussion, it was moved by Board Member Najera, seconded by Member Henry, to appoint Member Gonzalez as acting Chair, in absence of the Chair and Vice Chair, to lead the discussion.

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Romero Chavez, Siegel, Soriano Santiago, Torres, Alternate Member Markowitz

NOES: None
ABSTAIN: None
ABSENT: Chair Bell and Vice Chair Lamar

Discussion ensued regarding the hiring of interim staff, contract amounts with staffing agencies, the possibility of entering into multiple staffing contracts, the need to amend the resolution to authorize the Vice Chair to sign contracts on behalf of the Pasadena Rental Housing Board, status of staffing agencies as local businesses, hiring process and interviews, and the role of ad hoc Staffing Committee, bhyv, and legal counsel in the hiring process.

Adam Bray-Ali, not stated, spoke in opposition to the proposed action.

Motion: Following discussion, it was moved by Member Markowitz, seconded by Member Henry, to approve the recommended action, amended to set the not-to exceed amount of staffing contracts at \$74,999, and also authorize the Vice Chair to sign related contracts:

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Romero Chavez, Siegel, Soriano Santiago, Torres, Alternate Member Markowitz

NOES: None

ABSTAIN: None

ABSENT: Chair Bell and Vice Chair Lamar

INFORMATIONAL ITEMS

Chair Bell returned to the meeting at 7:18 pm

PRESENTATION ON SURVEY OF RENTAL REGISTRY JURISDICTIONS AND BEST PRACTICES

Recommendation: This information is presented for information only; no action is required at this time.

Chair Bell introduced Agnes Cho, bhvy consultant to the PRHB, who summarized the rental registry survey as part of a PowerPoint presentation. Ms. Cho introduced Jay Kelekian, a consultant for bhvy, who provided a brief background on his qualifications, and responded to questions.

Discussion ensued regarding the process for registering LLC owners, as well as the process for determining ownership of properties, whether it is possible to request if owners have additional properties in other cities, and whether other resources such as Code Compliance and City departments such as Housing might be available in identifying rental properties in the City.

Adam Bray-Ali, not stated, stated concerns with the presentation, the registry timeline, and the proposed integration with other City departments, as well as the lack of understanding on how to determine property owners given that each parcel has a registered owner with the County, which is public record.

Following discussion, on order of the Chair, and consensus of the PRHB, the information was received and filed.

BOARD TRAINING: PRESENTATION ON MEASURE H, PROVIDING AN OVERVIEW OF PROVISIONS CONTAINED IN CITY CHARTER ARTICLE XVII-THE PASADENA FAIR AND EQUITABLE HOUSING CHARTER AMENDMENT

Recommendation: This information is presented for information only; no action is required at this time.

Chair Bell introduced the item, and Karen Tiedemann, Goldfarb Lipman, presented the training as part of a PowerPoint presentation.

Board Member Markowitz requested additional information and clarification regarding subleases in relation to subtenants in sole position of the leased area.

Chair Bell paused the training and stated that due to time constraints, the training would be held until the next PRHB meeting, but noted that the presentation is posted on the PRHB webpage.

Following discussion, on order of the Chair, and consensus of the PRHB, the information was received and filed, with the training to continue at a later date when sufficient time is available.

AD HOC COMMITTEE REPORTS:

- A. STAFFING**
- B. FOUNDATIONS/STRUCTURE**
- C. COMMUNITY OUTREACH**
- D. POLICY AND PROGRAM DEVELOPMENT**

Chair Bell gave a brief report on the ad hoc Foundations/Structure Committee, in the absence of Vice Chair Lamar, noting that the Committee will be meeting with City staff regarding term sheet, and will report back to the PRHB shortly thereafter.

Board Member Gonzalez reported that ad hoc Staffing Committee will be having an upcoming meeting shortly and will report out when more information is available.

Board Member Henry reported on the work of the ad hoc Community Outreach Committee, including the planning and outreach for two upcoming educational workshops, with over 90 registrations received for the landlord workshop, and 80 registrations received for the tenants. She also noted that the Committee is continuing work on the Relocation Fact Sheet.

In relation to Rent Mail email responses, Member Henry reported that bhyv consultants provided the following statistical information through September 29, 2023:

- 233 emails received, with all emails receiving a response

- Email topics/questions/issues include exemptions from Measure H, allowable rent increases, evictions, requests for forms, rent rollback procedures, relocation assistance, Section 8 housing, and landlord tenant disputes/harassment issues
- Weekly email averages between 45-60 emails per week
- Average email responses: 20 minutes of staff time to research and respond; approximately 1 to 2 days for staff to send a response to sender

Member Henry stated that the likeliness that a full-time housing counselor will be needed to handle emails and phone calls in the future and that it will be necessary to procure resources to access ownership information.

Board Member Markowitz provided an update from the ad hoc Policy and Program Development Committee, reviewing the work being done on 1806 Regulations related to no-fault evictions, moving forward with the rental registry, and that additional forms for relocation assistance are being prepared.

FUTURE AGENDA ITEMS

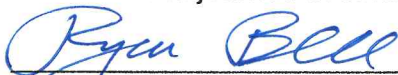
Chair Bell noted that current future items that will be heard by the PRHB in the coming weeks included the following:

- Continuation of training and overview of Measure H/City Charter Article XVIII – The Pasadena Fair and Equitable Housing charter Amendment for Board Members
- Review and discussion regarding the roles and responsibilities of Board Members
- Review and discussion on 1806 Regulations

Following discussion, by order of the Chair, and consensus of the Board, the information was received and filed.

ADJOURNMENT:

On the order of the Chair, the meeting of the Pasadena Rental Housing Board was adjourned at 8:42 p.m.



 RYAN BELL, Chair
 Pasadena Rental Housing Board

ATTEST:



 Desiree Acosta
 Recording Secretary