

**PASADENA RENTAL HOUSING BOARD MEETING MINUTES
DECEMBER 20, 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 6:00 p.m.

ROLL CALL: Chair Ryan Bell
Vice Chair Brandon Lamar
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
Chanée Franklin-Minor, bhyv Consulting-Via Zoom
Agnes Cho, bhyv Consulting-Via Zoom
Ecat Burton-bhyv Consulting-Via Zoom
Nazanin Salehi, Goldfarb Lipman Attorney-Via Zoom
Desiree Acosta, Recording Secretary

Chair Bell introduced Phillip Leclair the Interim Executive Director for the Pasadena Rent Stabilization Department. Mr. Leclair provided a brief description and thanked the Board for the opportunity to serve in this capacity.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA Simon Ybarra, Pasadena resident, requested that the Board consider a proposal for Ellis Act convictions and to submit this to the City Council.

Marcy Currie, Pasadena resident, requested administrative records from the PRHB and staff, and stated her concerns regarding the December 13, 2023 PRHB meeting, regarding a hearing request submitted by Dr. Gary Hampton, her husband.

Dr. Gary Hampton, Pasadena resident, stated his concerns regarding the December 13, 2023 PRHB meeting, noting the statements made by Vice Chair Lamar related to his hearing request to the PRHB.

Swaji Williams, Pasadena resident, stated concerns regarding the proposed hiring model for Rent Stabilization Department staff, and noted that the Department will not be hiring hearing officers for several months.

Peggy Names, Pasadena resident and landlord, applauded the Board's process, and for taking its time in reviewing materials and information that comes before the Board prior to making decisions.

INFORMATIONAL ITEMS

STAFFING MODEL AND COST ANALYSIS FOR PASADENA RENT STABILIZATION DEPARTMENT

Recommendation: This item is presented for information only to the Pasadena Rental Housing Board; no action is contemplated at this time.

Chair Bell introduced the item, and Chanée Franklin-Minor and Ecat Burton, representing bhyv Consulting, presented information as part of a PowerPoint presentation and provided an overview of the information item. Chanée Franklin-Minor reminded the Board that this is an informational item, and the Board will not be taking any action on any of the presented information at this time.

Alternate Board Member Dreier suggested that an Office Manager be hired to help support current work of the PRHB and Department. In response, Interim Executive Director Phillip Leclair stated that the goal is to come back to the Board in January, when the Board can consider all recommendations and will be needed to complete this task.

In response to the setting of the unit fee (needed to determine the PRHB and Rent Stabilization Department budget), Chanée Franklin-Minor stated that the per unit fee established in Oakland was too low due to politics at that time. Ecat Burton noted that the formula for establishing the per unit fee is straightforward: it is the total department budget divided by the number of units in the City.

Board Member Henry stated concerns regarding the number of reported hours that Board Members are serving in their positions, and requested that Chair Bell recalculated the figures presented as part of the presentation. She also noted that the Board had no onboarding or training as to who to fill out timecards.

In response, Chair Bell stated that explained the process to determine the figures presented as part of the presentation, and Chanée Franklin-Minor stated that the figures are an estimated average and pointed out that hours worked by Board Members will go down once full-time staff are hired.

Following Board discussion, the following individual provided public comments.

Dennis Jebbia, Pasadena resident, requested clarification regarding Page 3, Table 2, in the consultant's report.

Adam Bray-Ali, residence not stated, submitted and spoke on written correspondence suggested a tiering process when establishing the rent fee, and also expressed concerns regarding Board Members applying for the newly created City positions.

Dr. Gary Hampton, Pasadena resident, expressed his concerns regarding the hours worked and compensation received by members of the PRHB.

Peggy Names, Pasadena resident and landlord, urged the Board to take the full 20 hours per week permitted by the City Charter to study all materials in order to be well-informed when it comes time to make decisions.

Bridget, Pasadena resident, spoke in support of the per unit fee proposed in the staff report, stating it is a reasonable amount.

Desiree Acosta, Recording Secretary, reported that the City Clerk's Office received correspondence on the item, which was distributed to the Board and made part of the public record.

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

CONSIDERATION OF FIRST DRAFT OF PASADENA RENTAL HOUSING BOARD REGULATIONS CHAPTER 5: PETITION PROCESS AND CHAPTER 6: HEARING PROCEDURES

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

- (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) Consider the first draft of the Pasadena Rental Housing Board Regulations Chapter 5: Petition Process and Chapter 6: Hearing Procedure, provide the public with an opportunity to comment on the draft regulations, and provide staff with feedback on the draft regulations.

Chair Bell introduced the item, and Karen Tiedemann and Nazanin Salehi, legal counsel to the PRHB, who summarized the item as part of a PowerPoint presentation and responded to questions.

It was noted by Alternate Board Member Markowitz that hard copy Board agenda packet was missing a few pages regarding Chapter 6: Hearing Procedures, but pointed out that the full agenda packet is posted on the PRHB website for the public.

Board Member Santiago requested: clarification and a definition on the word subpoena for the Board's understanding; that language interpreters be at least eighteen years of age or older; and for Chapter 6: Hearing Procedures document, on Page 4, No. 3 Hearing Notice, Subsection b, Reasonable Accommodations, that language or translation be added to the list of reasonable accommodations.

Desiree Acosta, Recording Secretary, reported that the City Clerk's Office received correspondence on the item, which was distributed to the Board and made part of the public record.

Following Board discussion, the following individuals provided various public comments and inquires on the matter:

Simon Ybarra, Pasadena resident, requested clarification regarding the inspection process.

Adam Bray-Ali, residence not stated, spoke in opposition to the draft regulations and stated his concerns with the PRHB.

Dr. Gary Hampton, Pasadena resident, expressed concerns regarding the proposed petitioning process.

Eunice Aceng, Pasadena resident, thanked the Board for their work, and requested information regarding the Rental Roll-Back program, and any available resources for tenant.

Peggy Names, Pasadena resident and landlord, stated her concerns with the Board, consultants, or City staff providing legal aid to tenants.

Bridget, a Pasadena resident, stated the urgency for the Board to move forward and implement the hearing process to help tenants resolve disputes with landlords.

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

AD HOC COMMITTEE REPORTS:

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

Chair Bell introduced the item.

With regard to an update on the Foundations ad hoc committee, Vice Chair Lamar stated there was nothing to report at this time.

Board Member Gonzalez provided an update regarding the ad hoc Staffing Committee, reporting the hiring of the interim Executive Director Phillip Leclair, and the work being done to hire the Housing Counselors positions, which will be posted on Friday for the permanent positions.

Board Member Henry reported on the work of the ad hoc Community Outreach Committee, noting that their next meeting is scheduled for January 8, 2024

Alternate Board Member Markowitz provided an update for the ad hoc Policy and Program Development Committee, noting that the Committee is seeking public comments before January 1st on the proposed hearing petition and regulations in order for the Committee to update the drafts, which he stated would not be the last opportunity for input.

Following Board discussion, the following individual provided public comments.

Dr. Gary Hampton, Pasadena resident, requested that the PRHB consider allowing public comments at the end of the meeting.

Peggy Names, Pasadena resident and landlord, urged the Board to make a public statement, and include in outreach, that the PRHB is seeking to fill staffing positions with local residents.

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

FUTURE AGENDA ITEMS

Chair Bell noted that future items that will be heard by the PRHB in the at future meetings include the following:

- Eviction process and how it works under State law.
- Relocation fees for Mom-and-Pop landlords.
- Revisit location of regular Board meetings.
- Formalize Committee meetings and Ad hoc structure.

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

ADJOURNMENT:

On the order of the Chair, the meeting of the Pasadena Rental Housing Board was adjourned at 9:26 p.m.

Ryan Bell

RYAN BELL, Chair
Pasadena Rental Housing Board

ATTEST:

Desiree Acosta

Desiree Acosta
Recording Secretary