



**Rent Stabilization Board
Office of the Executive Director**

DATE: March 21, 2024
TO: Honorable Members of the Rent Stabilization Board
FROM: Honorable Members of the Budget & Personnel Committee
By: DéSeana Williams, Executive Director
SUBJECT: Recommendation to adopt Resolution 24-09 authorizing the Executive Director to modify the scope of the existing contract with Kinnectics, LLC, and to add an additional \$45,000 to the contract for fiscal year 2023-24

Recommendation

That the Board adopt Resolution 24-09. It authorizes the Executive Director to execute a contract modification with Kinnectics, LLC. The modification permits an additional amount not to exceed \$45,000, which will bring the total not to exceed amount of the contract to \$120,000. The contract scope will also be amended to include new service delivery of coaching and strategic thinking partnership to all members of the Senior Leadership Team. These new services will be available to work with managers to help them navigate challenging situations, develop critical leadership skills, and deal with complex leadership issues. The services will include tools, frameworks, and assessments as needed. The contract will also provide continued services, which will support the use of consistent leadership approaches, facilitate the Board's annual evaluations of the Executive Director and General Counsel positions, provide yearly commissioner training for Board members, and support the Executive Director and Senior Staff in the agency's ongoing organizational change effort.

Background and Need for Rent Stabilization Board Action

On September 17, 2020, the Rent Stabilization Board authorized the Acting Executive Director to execute a contract with the Centre for Organization Effectiveness (the Centre) to facilitate strategic support for the upcoming executive leadership transition for a total amount not to exceed \$16,000. Keren Stashower, the former consultant for the Centre, completed an executive transition assessment and presented her findings to staff on March 17, 2021, and to the Board at its regular March 21, 2021, meeting for both comment and input.

Ms. Stashower needed more time to complete and present the assessment, so the Board added \$5,000 in payment to account for these extra hours. The Board thereafter contracted directly with Ms. Stashower's business, Kinnectics, LLC, to provide additional support to the agency.

On December 16, 2021, the Board authorized an additional contract modification with Ms. Stashower's business, Kinnectics, LLC, so she could continue to support the agency as it looks to build on its current strengths and work on the areas for growth identified in the executive transition assessment.

Staff and the Board have been pleased with Ms. Stashower's work and have requested her consultation and assistance with developing the Board's evaluation process for the Executive Director and General Counsel positions, the first annual Commissioners retreat and staff workplace culture training.

Finally, the Executive Director recommends the Board add additional money to Ms. Stashower's contract so she can continue to support the Executive Director and Senior Staff with the agency's ongoing organizational change effort, as well as to consult with staff as it continues to address growth areas identified in the executive transition assessment and workplace culture retreats.

A more detailed breakdown of the cost proposal for these items included as the second attachment to this report.

Financial Impact

The Board has sufficient funds in its FY 2023/24 budget to allocate an additional \$45,000 for a contract modification with Kinnectics, LLC.

Name and Telephone Number of Contact Person

DéSeana Williams, Executive Director (510) 981-7368

Attachments:

1. Current Personal Services Contract with Kinnectics, LLC
2. Detailed Cost Proposal
3. Proposed Resolution 24-09

AMENDMENT TO CONTRACT

THIS CONTRACT AMENDMENT is entered into on **December 1, 2022**, between the **CITY OF BERKELEY RENT STABILIZATION BOARD** ("Board"), an agency in a Charter City organized and existing under the laws of the State of California, and **Kinnectics, LLC** ("Contractor"), a corporation doing business at 10293 Rue Cannes, San Diego, CA 92131.

WHEREAS, Board and Contractor previously entered into **Contract Number 32200060** ("Contract") on June 15, 2021, which Contract was authorized by the City of Berkeley Rent Stabilization Board Resolution No. 21-10 for a total contract amount not to exceed \$25,000; and

WHEREAS, on December 16, 2021, by Resolution No. 21-31, the Board voted to fund Contractor an additional \$20,000 for the 2021-2022 fiscal year, a total amount not to exceed \$45,000; and

WHEREAS, on October 20, 2022, by Resolution 22-25, the Board authorized amendment of said Contract as set forth below.

THEREFORE, Board and Contractor mutually agree to amend said Contract as follows:

1. The second paragraph of Exhibit A of the original Contract is amended to read as follows:

SCOPE OF SERVICES

In order to support this process, Contractor will guide the Board through an organizational assessment and culture planning process that will inform the executive search and formal transition that will include the following outcomes:

1. Support and advise Interim Executive Director and Senior Staff on leadership efforts and approaches to organizational change
2. Guide the agency through design and implementation of culture change efforts
3. Support the Board President and Commissioners through change governance and the hiring process as needed

The **Contractor** will provide regular updates on progress and activities. Planning for each phase occur collaboratively with client input and direction.

For fiscal year 2022-23, the Contractor will assist or work on the following tasks:

1. **Support of the Board’s annual evaluation of the Executive Director and General Counsel positions**
2. **Provide two commissioner trainings for Board members**
3. **Provide continued support for the Executive Director and Senior Staff with the agency’s ongoing organizational change effort, including a leadership training**

The Contractor will provide regular updates on progress and activities. Planning for each of the FY 2022-23 scope of services will occur collaboratively with the input and direction of the Executive Director and/or Board.

2. Exhibit B of the original Contract is amended to read as follows:

PAYMENT

This project shall be billed and paid for on the payment schedule below. Any charges in addition to those outlined in this scope that result from Client requests will be billed on the first subsequent installment. Support requested by the Board that extends beyond the scope of this proposal will be billed at an hourly rate of \$320. Additional materials and expenses, if any, will be billed at cost.

Executive Transition Contract Scope

Payment Schedule		
Installment	Date	Amount
1 of 6	June 15, 2021	\$15,000
2 of 6	September 1, 2021	\$5,000
3 of 6	October 1, 2021	\$5,000
4 of 6	December 17, 2021	\$10,000
5 of 6	March 1, 2022	\$5,000
6 of 6	Upon Completion of Work	\$5,000

Fiscal Year 2022-23 Contract Scope

Item	Tasks	Projected Costs
Executive Director and General Counsel evaluations for 2022 and 2023	Process support (updating evaluation items and competencies, survey, results analysis, facilitation, and support to Board Chair/Board)	\$15,000
Board Training	Training discussions with Chair, other trainers and ED, design, and preparation	\$5,000

	Delivery x2	
Leadership thought partnership, planning and facilitation	Related to culture development workshop and implementation over 12 months	\$10,000

Items from the FY 2022-23 contract scope shall be billed upon completion of the associated tasks.

The amount paid to Contractor for services provided shall not exceed **\$75,000**.

In all other respects, the contract dated June 15, 2021 shall remain in full force and effect.

IN WITNESS WHEREOF, Board and Contractor have executed this Contract Amendment as of the date written on the first paragraph of this Contract Amendment.

CITY OF BERKELEY
RENT STABILIZATION BOARD

DéSeana Williams, Executive Director

THIS CONTRACT HAS BEEN
APPROVED AS TO FORM BY
BOARD'S LEGAL STAFF:

Registered on behalf of the City Auditor by:

Matt Brown, General Counsel

Finance Department

Attest:

Deputy City Clerk

CONTRACTOR:

Name and Title

Signature

**EXHIBIT A
(Amended)**

SCOPE OF SERVICES

Kinnectics, LLC (“Contractor”) shall provide consulting services to facilitate strategic support in relation to an executive transition process at the Berkeley Rent Stabilization Board (Board) and provide support and guidance for an agency wide strategic planning effort, the identification and prioritization of organizational trainings, and the creation of processes to improve portfolio and project management.

In order to support this process, Contractor will guide the Board through an organizational assessment and culture planning process that will inform the executive search and formal transition that will include the following outcomes:

1. Support and advise Interim Executive Director and Senior Staff on leadership efforts and approaches to organizational change
2. Guide the agency through design and implementation of culture change efforts
3. Support the Board President and Commissioners through change governance and the hiring process as needed

The Contractor will provide regular updates on progress and activities. Planning for each phase occur collaboratively with client input and direction.

For fiscal year 2022-23, the Contractor will assist or work on the following tasks:

1. Support of the Board’s annual evaluation of the Executive Director and General Counsel positions
2. Provide two commissioner training for Board members
3. Provide continued support for the Executive Director and Senior Staff with the agency’s ongoing organizational change effort, including a leadership training

The Contractor will provide regular updates on progress and activities. Planning for each of the FY 2022-23 scope of services will occur collaboratively with the input and direction of the Executive Director and/or Board.

CONSULTANT

KEREN STASHOWER, M.S.W., BCC, Ph.D.

Keren specializes in strategic organizational assessment and design of large-scale planning and change efforts. She works with clients at all organizational levels to support effective organizational growth. She has provided executive coaching, designed and conducted leadership and management competency and development programs and other strategic change efforts. Keren’s current business specializations include development of customer service cultures and practices, transformational learning, collaboration across business units, leadership development and systems thinking. She manages The Centre for Organization Effectiveness’s Certified Public Manager (CPM) program, a national certification program for leaders in the public sector.

Keren has held several executive level positions. She served as Vice President/Director for Sharp Rees Stealy Medical Group, and provided quality and organization development services throughout the large multi-site, multi-specialty group. She designed and implemented a large-scale change effort aimed at improving service delivery, with measurable results. As a member

of the executive leadership team, she was responsible for design of organizational systems and structures that supported collection, dissemination and use of quality data to improve overall performance. She managed a diverse staff of 33 healthcare professionals. She also served as Director of Organization Effectiveness for Sharp HealthCare. She provided services to 5 hospitals and 3 medical groups, including design of a customer service enhancement program, physician/executive leadership development program, a supervisory training program and redesign of several key departments.

**EXHIBIT B
(Amended)**

PAYMENT

This project shall be billed and paid for on the payment schedule below. Any charges in addition to those outlined in this scope that result from Client requests will be billed on the first subsequent installment. Support requested by the Board that extends beyond the scope of this proposal will be billed at an hourly rate of \$320. Additional materials and expenses, if any, will be billed at cost.

Executive Transition Contract Scope

Payment Schedule		
Installment	Date	Amount
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Fiscal Year 2022-23 Contract Scope

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Board Training	Training discussions with Chair, other trainers and ED, design, and preparation Delivery x2	\$5,000
Leadership thought partnership, planning and facilitation	Related to culture development workshop and implementation over 12 months	\$10,000

Items from the FY 2022-23 contract scope shall be billed upon completion of the associated tasks.

The amount paid to Contractor for services provided shall not exceed \$75,000.



KINNECTICS WORK PLAN
September 2023 – June 2024

1. Executive Evaluation Process: Design, oversight, and facilitation (15k)
 - a. For ED and GC
 - b. Underway

2. Board Training (10k)
 - a. Development of presentations
 - b. Engagement strategy
 - c. On site attendance for training day

3. Continued design, development, and support for the Operating Roadmap (5k)
 - a. Finalizing plan
 - b. Methods for tracking
 - c. Communication plan
 - d. Support for presentations

4. Management Team Development (5k)
 - a. Conflict
 - b. Management strategy for reducing chaos
 - c. Trainings as needed

5. Strategic Thinking Partnership (5k)
 - a. With Executive Director
 - b. With management team members
 - c. With Board member as needed per Chair/ED
 - d. Consulting Support to training and employee development initiatives (aka project management)

All other costs, including travel reimbursement will allowed under terms of the contract agreement.

RESOLUTION 24-09

AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT MODIFICATION WITH KINNECTICS, LLC, TO AMEND THE CONTRACT SCOPE AND INCREASE THE CONTRACT BY AN AMOUNT NOT TO EXCEED \$45,000 (TOTAL CONTRACT AMOUNT NOT TO EXCEED \$120,000)

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Board and staff alike expressed an interest in reviewing the Board's workplace culture to determine what type of leader the Board ultimately hired; and

WHEREAS, the Rent Stabilization Board has engaged Kinnectics LLC ("Contractor") to provide specialized services that support the Board's and staff's organizational development and capacity building; and

WHEREAS, the Board involved staff in this process so that there would be a shared understanding between staff and the elected Commissioners regarding what is expected from the new executive director; and

WHEREAS, Keren Stashower ("Contractor") has provided training and support services for a number of City and Board staff for many years; and

WHEREAS, Board staff have been very impressed with the Contractor's ability to increase organizational capacity in a wide variety of leadership and management areas; and

WHEREAS, the Board engaged in a process with the Contractor to assess key components of the executive transition to ensure that the new executive director possessed the competencies and attributes necessary to lead the agency into the future; and

WHEREAS, the Board, on September 17, 2020, authorized the former Acting Executive Director to enter into a contract with the Contractor to complete an executive transition assessment for a total amount not to exceed \$16,000; and

RESOLUTION 24-09

AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT MODIFICATION WITH KINNECTICS, LLC, TO AMEND THE CONTRACT SCOPE AND INCREASE THE CONTRACT BY AN AMOUNT NOT TO EXCEED \$45,000 (TOTAL CONTRACT AMOUNT NOT TO EXCEED \$120,000) (Page 2)

WHEREAS, the Rent Stabilization Board has engaged Kinnectics LLC ("Contractor") to provide specialized services that support the Board's and staff's organizational development and capacity building; and

WHEREAS, the Board authorized additional funding of \$5,000 to complete work related to the organizational assessment; and

WHEREAS, the Rent Stabilization Board further contracted with Kinnectics, LLC for an additional \$20,000 to assist the agency with additional organizational improvement efforts, strategic planning, and addressing growth opportunities identified in the executive transition assessment through Fiscal Year (FY) 2021/22; and

WHEREAS, the Board, on December 16, 2021, authorized the Executive Director to execute a contract modification with Kinnectics, LLC for an additional \$20,000 to provide further consultation and support of the agency's ongoing change initiatives; and

WHEREAS, the Executive Director has recommended that the Board further engage Kinnectics, LLC to aid with the development of the Board's evaluation process for the Executive Director and General Counsel positions, to assist in organizing commissioner training for elected Board members, and to continue support of the Executive Director and Senior Staff related to the agency's ongoing organizational change effort, as well as to consult with staff as it continues to address growth areas identified in the executive transition assessment; and

RESOLUTION 24-09

AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT MODIFICATION WITH KINNECTICS, LLC, TO AMEND THE CONTRACT SCOPE AND INCREASE THE CONTRACT BY AN AMOUNT NOT TO EXCEED \$45,000 (TOTAL CONTRACT AMOUNT NOT TO EXCEED \$120,000) (Page 3)

NOW, THEREFORE, BE IT RESOLVED that the City of Berkeley Rent Stabilization Board hereby authorizes the executive director to execute a contract modification with Kinnectics, LLC, to amend the contract scope and increase the contract by an amount not to exceed \$45,000 (total contract amount not to exceed \$120,000).

Dated: March 21, 2024

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Leah Simon-Weisberg, Chair
Rent Stabilization Board

Attest: _____
DéSeana Williams, Executive Director