



Rent Stabilization Board

RENT STABILIZATION BOARD
OUTREACH COMMITTEE MEETING

Monday, January 8, 2024 – 6:00 p.m.

Rent Stabilization Board Law Library – 2001 Center Street, 2nd floor, Berkeley
Teleconference location: 1132 Regiment Lane, Acworth GA, 30101

PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE AND VIRTUAL PARTICIPATION.

For in-person attendees, face coverings or masks that cover both the nose and the mouth are encouraged. If you are feeling sick, please do not attend the meeting in person.

To access this meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device by clicking on this URL:

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To join by phone: Dial 1-669-900-6833 and enter Webinar ID: 871 7375 2279 and Passcode: 705112. If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Committee Chair.

To submit an email comment for the Committee's consideration and inclusion in the public record, email ndahl@berkeleyca.gov with the Subject line in this format: "PUBLIC COMMENT ITEM FOR OUTREACH COMMITTEE". Please observe a 150-word limit. Time limits on public comments will apply. Written comments will be entered into the public record. **Email comments must be submitted to the email address above by 4:00 p.m. on the day of the Committee meeting in order to be included.**

Please be mindful that this will be a public meeting and all rules of procedure and decorum apply for both in-person attendees and those participating by teleconference or videoconference.

This meeting will be conducted in accordance with Government Code Section 54953 and all current state and local requirements allowing public participation in meetings of legislative bodies. Any member of the public may attend this meeting at the posted location(s). Questions regarding this matter may be addressed to DéSeana Williams, Executive Director of the Rent Board, at 510-981-7368 (981-RENT). The Committee may take action related to any subject listed on the Agenda.



COMMUNICATION ACCESS INFORMATION:

This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services Specialist at (510) 981-6418 (voice) or (510) 981-6347 (TDD) at least three (3) business days before the meeting date.

Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.



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RENT STABILIZATION BOARD OUTREACH COMMITTEE MEETING

Monday, January 8, 2024 – 6:00 p.m.

**Rent Stabilization Board Law Library – 2001 Center Street, 2nd floor, Berkeley
Teleconference location: **1132 Regiment Lane, Acworth GA, 30101****

AGENDA

1. Roll call (1 min)
2. Land Acknowledgment Statement: *The Berkeley Rent Stabilization Board recognizes that the rental housing units we regulate are built on the territory of xučyun (Huchiun-(Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors, and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's landlords and tenants have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878 and since the Rent Stabilization Board's creation in 1980. As stewards of the laws regulating rental housing, it is not only vital that we recognize the history of this land but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today.*
3. Approval of the Agenda (2 min)
4. Approval of the Minutes of the November 13, 2023 Meeting (3 min)
5. Public Comment (5 min)
6. Recap of UC Berkeley Outreach – Tenants' Rights Week Nov. 27-30, 2023 (10 min)
7. Eviction Data Update (10 min)
8. Discussion of Language Access Policy and Style Guide (25 min)
9. Next Meeting Date (Feb 12, 2024 a holiday) (5 min)
10. Future Agenda Items (5 min)
 - Eviction Moratorium Outreach Efforts
 - Next Steps with Tenant Survey
 - Peralta Community Outreach
 - Using GANTT charts for Outreach Planning
 - Language Access Policy
 - Proactive Outreach and Collaboration with BHA, BMR and S+C Programs, Etc.
11. Announcements (3 min)



Rent Stabilization Board

12. Adjournment

(2 min)

STAFF CONTACT: Nathan Dahl, Public Information Unit Manager (510) 981-4935

COMMITTEE: Soli Alpert (Chair), Stefan Elgstrand, Andy Kelley, Vanessa Marrero



Rent Stabilization Board

**RENT STABILIZATION BOARD
OUTREACH COMMITTEE MEETING**

Monday November 13, 2023 – 6:00 p.m.

Rent Stabilization Board Law Library – 2001 Center Street, 2nd floor, Berkeley

Minutes (Unapproved)

1. Roll call: N. Dahl called Roll.
Members present: Alpert, Elgstrand, Kelley, and Marrero.
Members Absent: None
Staff Present: N. Dahl
2. Land Acknowledgment Statement: The Land Acknowledgment Statement was played.
3. Approval of the Agenda: M/S/C (Kelley/ Marrero) Roll call vote. YES: Alpert, Elgstrand, Kelley, and Marrero; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
4. Approval of the Minutes of the October 16, 2023 Meeting: M/S/C (Kelley Elgstrand) Motion to approve the Minutes of the September 11, 2023_Meeting. Roll call vote. YES: Alpert, Elgstrand, Kelley and Marrero; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
5. Public Comment: No public comment.
6. Year End Summary of Community Outreach Events: No Action Taken.
7. Annual AGA/Security Deposit Interest Postcard Draft Preview: No Action Taken.
8. Eviction Moratorium Outreach Efforts Update: No Action Taken.
9. Next Steps with Tenant Survey: No Action Taken.
10. Next Meeting: Scheduled for Monday, January 8, 2023 at 6:00 p.m. at the Rent Board Law Library, 2001 Center Street, 2nd Floor, Berkeley.
11. Future Agenda Items:
 - Eviction Moratorium Outreach Efforts
 - Next Steps with Tenant Survey
 - Peralta Community Outreach
 - Using GANTT charts
 - Language Access Policy

12. Announcements: Commissioner Marrero - Regional Advisory Committee for the western region. Exploring opportunity gaps for housing and transportation.

13. Adjournment: M/S/C (Kelley/ Elgstrand) Motion to adjourn. Roll call vote. YES: Alpert, Elgstrand, Kelley and Marrero; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0. Meeting adjourned at 7:18 p.m.

STAFF CONTACT: Nathan Dahl, Public Information Unit Manager (510) 981-4935

COMMITTEE: Soli Alpert (Chair), Stefan Elgstrand, Andy Kelley, Vanessa Marrero



Rent Stabilization Board

DATE: October 2, 2019

TO: Rent Stabilization Program staff

FROM: Jay Kelekian, Executive Director

SUBJECT: Policy regarding translation and/or interpretation options available during normal office hours

DEFINITIONS: In the context of this policy, the word “translation” refers to converting the written word from one language to another; and “interpretation” refers to verbally conveying the meaning of text or speech from one language to another.

PURPOSE: To clarify expectations around utilizing Rent Board (RSB) staff designated to provide translation and/or interpretation of specified languages into English; and to provide a process for utilizing the Language Line Solutions service when necessary.

POLICY: When service delivery during normal office hours requires translating and/or interpreting Spanish, Mandarin or Cantonese, staff should first contact designated RSB employees who are paid a differential to provide this assistance. If the designated RSB translator/interpreter is not available and the client’s need is *not* urgent, staff should attempt to schedule the client’s return visit or call for a time when the designated RSB translator/interpreter is available. If the translation/interpretation is needed for a hearing or mediation, the RSB translator’s/interpreter’s availability should be considered when the event is scheduled.

If the client’s situation is exigent and there are no designated RSB translators/interpreters available, the [Language Line Solutions](#) service should be used, subject to the following process:

- ***Scheduled*** use of the Language Line service for **Spanish, Mandarin or Cantonese must be pre-approved by Jay or, if he is unavailable, the unit supervisor.**
- All use of the Language Line service should be logged and kept on file by each unit supervisor.
- All use of the Language Line service should be reported to Aimee via e-mail, once per month, by each unit supervisor or their designee. (Reporting non-usage is not necessary.)
- All Language Line usage reports should include the following data:

Language Line Solutions usage log					
Service Date	Language	Activity (incl. client’s name and/or property address)	Duration (approx.)	Staff Member	Approver
10/1/19	Spanish	Counseling (Tenant @ 1234 Main St., Unit #A)	20 min.	M. Byrnes	Jay Kelekian
10/2/19	Korean	Hearing for T-5774 (John Q. Citizen)	1.5 hrs.	O. Calimbias	--



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[Rent Board \(https://rentboard.berkeleyca.gov/\)](https://rentboard.berkeleyca.gov/)

[School District \(https://www.berkeleyschools.net/\)](https://www.berkeleyschools.net/)

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(/) > **Accessibility**

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Section 508 requires us to ensure that City employees with disabilities, and members of the public with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by City employees, or members of the public who are not

individuals with disabilities, unless an undue burden would be imposed on us. To meet this commitment, we strive toward our web pages meeting or exceeding the Section 508 standards.

If you have a disability and the format of any materials on our web pages interferes with your ability to access the information, please contact the City's webmaster at webmanager@cityofberkeley.info (<mailto:webmanager@cityofberkeley.info>). The webmaster will undertake the proper procedure to ensure your request receives a response. To enable us to respond in a manner most helpful to you, please indicate the nature of the accessibility problem, the web address of the requested material, you preferred format in which you want to receive the material (electronic format (ASCII, etc.), standard print, large print, etc.) and your contact information.

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BHA Programs

For Landlords

For Tenants

About BHA

BHA/AHB Boards

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 (/) > Other > Limited English Speakers

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Limited English Speakers

We want to communicate effectively with all of our customers. See directory below for specific language help at BHA.

English.....Lacy Underwood

510-981-5483

Language for People with Limited English Proficiency (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the HCV program. In certain circumstances, failure to ensure that People with LEP can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the "Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Affecting Limited English Proficient Persons," published December 19, 2003 in the Federal Register and HUD's 2007 "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Notice Jan, 22, 2007) BHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as People with Limited English Proficiency (LEP). Those with LEP do not speak English as their primary language and have a limited ability to read, write, speak or understand English. For the purposes of the Administrative Plan, those with LEP are HCV applicants and participants, individuals who could potentially be served by BHA, and family members of applicants and participants. In order to determine the level of access needed by those with LEP, BHA will balance the following four factors: (1) the number or proportion of those with LEP eligible to be served or likely to be encountered by the Housing Choice Voucher program; (2) the frequency with which those with LEP come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the PHA and costs. Balancing these four factors will ensure meaningful access by those with LEP to critical services while not imposing undue burdens on BHA.

BHA Policy

In order to comply with written-translation obligations, BHA will take the following steps:

BHA will provide written translations of vital documents into Spanish, Chinese and Mandarin, as requested and as BHA's budget allows. BHA will provide oral translation where reasonable for applicants with LEP and participants who speak other languages.

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