



Rent Stabilization Board

**RENT STABILIZATION BOARD**  
**BUDGET & PERSONNEL COMMITTEE MEETING**

**Thursday, December 14, 2023 – 2:00 p.m.**

**Rent Stabilization Board Law Library – 2001 Center Street, 2<sup>nd</sup> floor, Berkeley**

**Minutes – *Approved***

1. Roll Call: Board Secretary A. Mueller called Roll at 2:18 p.m.  
Members Present: Alpert, Mizell, Simon-Weisberg and Walker (Remote). Chair Simon-Weisberg chaired the meeting.  
Staff Present: M. Brown, A. Mueller and D. Williams.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: M/S/C (Alpert/Mizell). Motion to approve the agenda. Roll call vote. YES: Alpert, Mizell, Simon-Weisberg and Walker; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
4. Public Comment: No public comment.
5. Approval of the October 5, 2023 meeting minutes (attached to agenda): M/S/C (Alpert/Mizell). Motion to approve the October 5, 2023 meeting minutes. Roll call vote. YES: Alpert, Mizell, Simon-Weisberg and Walker; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
6. Presentation on Performance Management Software PerformYard: Executive Director Williams gave a brief presentation on the Performance Management Software, PerformYard and planned use for part of the annual staff performance evaluations.
7. Rent Board staffing vacancy update (verbal report only): Executive Director Williams gave a brief update on current vacancies in the Finance, Registration and Public Information units and plans for recruitment and updates to the current staffing model.
8. Office relocation process update (verbal report only): Executive Director Williams gave a brief update on the new floorplans and relocation timeline.
9. Update on the Property Files Scanning Project (verbal update only): Executive Director Williams gave a brief update on the ongoing plans to digitize the Property Files and update the current records retention schedule.

10. CLOSED SESSION – Pursuant to California Government Code Section 54957(b)(1), the Board will also convene in closed session for a Public Employee Evaluation of Performance:

Title: General Counsel, no action taken.

11. Future agenda items:

- ➔ Rent Board Office Relocation Process and Progress
- ➔ Budget Review update for Fiscal Year 2023/2024
- ➔ Report on Reserve Budget Policy of similarly sized jurisdictions and institutions.
- ➔ Review of Commissioner Stipends for Meeting Absences.

12. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, January 11, 2024 at 5:30 p.m.

13. Adjournment: M/S/C (Alpert/Mizell) Motion to Adjourn. Roll call vote. YES: Alpert, Mizell, Simon-Weisberg and Walker; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0. Meeting adjourned at 4:22 p.m.

**STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368**

COMMITTEE: Soli Alpert, Nathan Mizell, Leah Simon-Weisberg, Dominique Walker (Chair)