



Rent Stabilization Board

## **RENT STABILIZATION BOARD**

### **BUDGET AND PERSONNEL COMMITTEE MEETING**

**Thursday, February 9, 2023 – 5:30 p.m.**

#### **Minutes – *Approved***

1. Roll Call: Executive Director Williams called Roll.  
Members Present: Alpert, Mizell, Simon-Weisberg and Walker.  
Staff Present: L. Bursell and D. Williams.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement read by Executive Director Williams was played.
3. Approval of agenda: M/S/C (Alpert/Simon-Weisberg) Motion to move Item 11 before Item 9. Roll call vote. YES: Alpert, Mizell, Simon-Weisberg and Walker; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
4. Election of Committee Chair: Recommendation to elect Commissioner Walker as Chair of the Budget and Personnel Committee, Commissioner Walker accepted. M/S/C (Simon-Weisberg/Walker). Motion to nominate Commissioner Walker as Chair of the Budget and Personnel Committee. Roll call vote. YES: Alpert, Mizell, Simon-Weisberg and Walker; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
5. Public Comment: None
6. Approval of the November 7, 2022 meeting minutes (attached to agenda): M/S/C (Simon-Weisberg/Alpert) Motion to approve the November 7, 2022, Committee meeting minutes. Roll call vote. YES: Alpert, Mizell, Simon-Weisberg and Walker; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
7. Budget Cycle Orientation and Process Overview (staff presentation): Senior Planner Bursell gave a presentation on the Budget and Personnel Committee's role during the Annual Budget Cycle Review, Setting of the Annual Registration Fee, Modifications to the Staffing Model, Evaluating the use of the Board's Reserves due to unexpected Expenditures, Executive Director and General Counsel Evaluation. The Committee members asked questions and discussed the different tasks, timelines, and deadlines.
8. Update on 3Di System Data Cleanup Process (verbal report only): Executive Director Williams gave a brief report to the Committee on the ongoing Data Cleanup in the new 3Di Database System. The Committee discussed possible improvements to the usability of the 3Di site ahead of the next Registration Cycle and will discuss further at a future meeting, no action taken.

9. Office Relocation process (verbal report only): Executive Director Williams gave a brief report on preparations for the Rent Board Office relocation ahead of the current lease expiration in February 2024. The Committee agreed to include the Office relocation process and progress as a standing item on the agenda.
10. Discussion and Possible Action regarding Mid-Fiscal Year Budget Review, including an Update on Recent Changes to the Staffing Model (see attached report): Senior Planner Bursell gave a presentation on the Mid-Fiscal Year Budget Review. Executive Director Williams gave an update on current recruitment efforts for vacant positions and answered questions from Committee members, no action taken.
11. Discussion and Possible Action on the Process to Adopt the FY 2023/24 Registration Fee for Fully Covered and Measure MM units (staff presentation): Senior Planner Bursell gave a presentation on recommendations for the FY2023/2024 Registration Fee for Fully covered and Measure MM units. Following a discussion on the staff presentation Commissioner Alpert requested an additional report on comparisons in an increase of the Registration Fee, Inflation, and Median rents in Berkeley, and Commissioner Mizell requested that all presentation materials be included on the Rent Board Website and made available ahead of future meetings when possible.
12. Future agenda items: The Committee agreed to discuss these items at the next meeting.
  - ➔ Rent Board Office Relocation Process and Progress
  - ➔ Annual Registration Fee
  - ➔ Staffing Model, Capacity, and Vacancies
  - ➔ Budget Review and Timeline for Fiscal Year 2023/2024
13. Discussion and possible action to set the next meeting: The Committee agreed to set its regular meeting day as the First Thursday of the month at 5:30 p.m. The Committee will meet next on Wednesday, February 22, 2023, at 3:30 p.m.
14. Adjournment: M/S/C (Alpert/Simon-Weisberg) Motion to Adjourn. Roll call vote. YES: Alpert, Mizell, Simon-Weisberg and Walker; NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0. The meeting adjourned at 7:05 p.m.

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

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