



Rent Stabilization Board

RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, May 4, 2023 – 5:30 p.m.

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

Minutes – *Approved*

1. Roll Call: Executive Director Williams called Roll.
Members Present: Alpert, Mizell, Simon-Weisberg and Walker.
Staff Present: L. Bursell, S. Cole and D. Williams.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: M/S/C (Alpert/Simon-Weisberg). Motion to approve the agenda. Voice Vote. Carried: 4-0-0-0.
4. Public Comment: No public comment.
5. Approval of the February 22, 2023 meeting minutes (attached to agenda): M/S/C (Simon-Weisberg/Alpert). Motion to approve the February 22, 2023 meeting minutes. Voice Vote. Carried: 4-0-0-0
6. Synthesia Digital Video Education Demonstration: Executive Director Williams gave a brief presentation and video demonstration on Synthesia, a digital media generation platform which can be used to create outreach and informational video content.
7. Discussion and possible recommendation for Board and Staff attendance at the Annual Local Progress Convention: The Committee discussed the upcoming Local Progress Convention scheduled for September 6th to September 9th in St Louis Missouri and possible attendance by Commissioners and Staff, no action was taken.
8. Funding of the Low-Income Tenant Pass-through Reimbursement Program (See attached Presentation): Senior Planner Bursell gave a brief presentation on the current funding source for the annual Low-Income Tenant Pass-Through Reimbursements and the need to source additional funds by Fiscal Year 2025-2026 or end Tenant Reimbursements.
9. Update, Discussion, and Possible Action on the Current Staffing Model and Recommendation to add a 1.0 (FTE) Staff Position (see attached report): M/S/C (Alpert/Mizell). Motion to recommend to the full Board the adoption of Staff's proposal to add 1.0 (FTE) Staff Position of an Assistant Management Analyst to the Finance Unit. Voice Vote. Carried: 4-0-0-0.

10. 3rd Quarter Fiscal Year 2023 Budget Update (See attached spreadsheet): Senior Planner Bursell gave a brief presentation on the Fiscal Year 2022/2023 Budget, Revenue and Expenditures as of the 3rd Quarter.
11. Discussion and Possible Action on Fiscal Year 2023/24 Budget Process (See attached Committee Timeline): The Committee briefly discussed the upcoming Fiscal Year 2023/2024 Budget and timeline for completion of the Budget review process before presentation to the Full Board, no action was taken.
12. Office Relocation Process Update (verbal report only): Executive Director Williams gave a brief update on the Architects assessments of possible new office locations and timeline for the next phase in the relocation process.
13. Future agenda items: The Committee agreed to discuss these items at the next meeting.
 - ➔ Rent Board Office Relocation Process and Progress
 - ➔ Budget Review and Timeline for Fiscal Year 2023/2024
 - ➔ Report on Reserve Budget Policy of similarly sized jurisdictions and institutions.
 - ➔ Review of Commissioner Stipends for Meeting Absences.
14. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, June 1, 2023 at 5:30 p.m.
15. Adjournment: M/S/C (Alpert/Simon-Weisberg) Motion to Adjourn. Voice Vote. Carried: 4-0-0-0. Meeting adjourned at 6:37 p.m.

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

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