



Rent Stabilization Board

RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, January 11, 2024 – 5:30 p.m.

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

Minutes – *Approved*

1. Roll Call: Staffer Shamika Cole called Roll at 5:37 p.m.
Members Present: Mizell, Alpert, Simon-Weisberg and Committee Chair Walker.
Staff Present: 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.
YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.
4. Public Comment: No public comment.
5. Approval of the December 14, 2023 meeting minutes (attached to agenda): M/S/C (Simon-Weisberg/Alpert). Motion to approve the December 14, 2023 meeting minutes.
YES: 4 NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
6. Discussion and Possible Action on the Rent Board Staffing Model modification:
Executive Director Williams gave a brief verbal report on the need for a staffing model modification to the Public Information Unit and that future information and reporting will be forthcoming. NO ACTION TAKEN.
7. Discussion and Possible Action on the Process to Adopt the Fiscal Year 2024/25 Registration Fee for Fully Covered and Measure MM units (verbal only): Executive Director Williams provided the committee with an update on the Fiscal Year 24/25 fee discussion and informed the committee that additional reporting will be forthcoming in February and March. NO ACTION TAKEN
8. Office relocation process update (verbal report only): Executive Director Williams gave a brief update on the Rent Board office relocation. Office relocation communication strategies were discussed.
 - Committee member Alpert suggested that relocation communication be included on outgoing material beginning 30 days to two weeks prior to relocating. Also, that the current location maintains signage outside the building for at least six-months indicating the Rent Boards new location.

- Committee member Simon-Weisberg suggested an open house for elected officials.
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.
 10. Future agenda items:
 - ➔ Rent Board Office Relocation Process and Progress
 - ➔ Rent Board Property Filing Project
 - ➔ Budget Review update for Fiscal Year 2023/2024
 - ➔ Process to Adopt the Fiscal Year 2024/25 Registration Fee
 - ➔ Report on Reserve Budget Policy of similarly sized jurisdictions and institutions.
 - ➔ Review of Commissioner Stipends for Meeting Absences.
 11. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, February 8, 2024 at 5:30 p.m.
 12. Adjournment: M/S/C (Simon-Weisberg/Alpert) Motion to Adjourn. YES: 4 NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0. Meeting adjourned at 6:19 p.m.

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

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