

**BOARD MEMBERS:**

Leesa Beck, *Chair*
Dan Herlinger, *Vice Chair*
Bruce Wollenberg, *Secretary*
Richard Axilrod
Robert Burke
Chris Casebeer
Dan Collie
Evan D. Crook
Jeana Dressel
Justin Dullum
Holly L. Garcin
Lynn Goebel
Rene Gomez
Dianne L. Kryter
Hector Sanchez

CITY COUNCIL LIAISON: Cathy Murillo**STAFF:**

Andrea Bifano, Sr. Rental Housing Mediation Specialist
Joel Estrada, Rental Housing Mediation Specialist

City of Santa Barbara

RENTAL HOUSING MEDIATION BOARD

MINUTES

AUGUST 10, 2017

5:30 P.M.
David Gebhard Public Meeting Room
630 Garden Street
SantaBarbaraCA.gov

CALL TO ORDER

Chair Beck called the meeting to order at 5:30 p.m.

ROLL CALL

Chair Beck, Vice Chair Herlinger, Secretary, Bruce Wollenberg, Board Members, Axilrod, Burke, Casebeer, Collie, Crook, Dressel, Dullum, Garcin, Goebel, Gomez, Kryter, and Sanchez

Absent: Casebeer, and Herlinger

STAFF PRESENT

Andrea Bifano, Senior Rental Housing Mediation Specialist

GENERAL BUSINESS**A. Public Comment:**

There was no public comment to report.

B. Approval of Minutes:

Motion: Approve the minutes of the Rental Housing Mediation Board (RHMB) meeting of June 8, 2017, as submitted.

Action: Wollenberg/Gomez, 12/0/1. (Hector abstained. Casebeer and Herlinger absent.)
Motion carried.

1. **WELCOME APPOINTED MEDIATORS**

Chair Beck welcomed and introduced the newly appointed mediators: Evan D. Crook, Tenant, Holly L. Garcin, Tenant, and Dianne L. Kryter, Homeowner. They each shared a brief introduction regarding their background, and their interest in the RHMB.

2. **BOARD ETIQUETTE**

Board Member Burke brought the subject of Board Etiquette before the Board for discussion, and essentially wanted to know why the RHMB Minutes reflect Member absences as excused.

Motion: Add to the next RHMB Agenda the subject of Board Member's absences from the meetings.

Action: Burke/_____. Motion failed.

3. **BOARD COMPOSITION**

Board Member Burke brought the subject of Board Composition before the Board for discussion, and essentially shared his opinion that the number of Board Members be reconsidered.

Motion: Add to the next RHMB Agenda the subject of possible reduction of the number of Board Members.

Action: Burke/_____. Motion failed.

4. **EDUCATION AND OUTREACH AD HOC SUBCOMMITTEE**

Board Member Burke stated there was no update, and requested Ms. Bifano to set up a meeting for the Ad Hoc Subcommittee. Ms. Bifano said she would send out an email with the date, time, and location for a meeting to be held prior to the next RHMB meeting.

5. **OUTREACH**

Chair Beck discussed a future outreach at the Santa Barbara City College. Board Member Sanchez expressed interest in participating at the outreach.

6. **CASELOAD REPORT AND MEDIATOR TRAINING** *(1 hour of mediator training was provided in compliance with the California Dispute Resolution Programs Act - Regulations)*

A. Statistical 4th Quarter and Year-to-Date Report for FY 2017.

Ms. Bifano reviewed the PowerPoint presentation with the Board, which covered the Statistical 4th Quarter, and Year-to-Date Report for FY 2016 - 2017.

B. Mediator Training (per California Dispute Resolutions Programs Act).

Ms. Bifano provided the Mediator Training, and PowerPoint presentation, which covered Sections 3622(c)(8), 3622(d), and 3622(e) of the California Dispute Resolution Programs Act Regulations.

During the month of August a bilingual Face-to-Face mediation was held. The Mediators were Board Members Wollenberg, Dressel, Gomez (Translator) and Sanchez (Trainee.) Ms. Bifano staffed the mediation. The mediation was successful and a Binding Settlement was written. The mediation and the skills utilized to reach a successful outcome were discussed. Skills included, dealing with unforeseen circumstances, keeping the parties on track, the use of “pausing” during translations, acknowledgement of emotions, and defining the agreement.

7. STAFF COMMUNICATIONS

Ms. Bifano shared the next Tenant/Landlord Task Force meeting would be held on August 21, 2017, and information regarding Agendas, Minutes, and Meeting Schedule could be found at: <http://www.SantaBarbaraCA.gov/TLTF>. She further stated questions, and interest regarding the Tenant/Landlord Task Force should be directed to Sue Gray, *Community Development Business Manager*, as she staffs the Task Force.

8. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

Chair Beck announced that Ms. Bifano, Senior Rental Housing Mediation Specialist, received a 30-Year Service Award before the Santa Barbara City Council on August 1, 2017. There was a big turnout at City Hall in support of Ms. Bifano’s achievement, including Board Members, Chair Beck, Burke, Past Chair Goebel, Past Chair Dillum, and Past Chair Wollenberg, and City Co-Workers, Family and Friends. The Service Award and related speeches can be viewed online at the City of Santa Barbara City Council Meetings, Past Meeting Videos, August 1, 2017 Ceremonial items <https://www.santabarbaraca.gov/gov/cityhall/council/meetings/videos.asp>.

9. ADJOURNMENT

Chair Beck adjourned the RHMB meeting at 7:45pm.