

**BOARD MEMBERS:**

Dan Herlinger, Chair
Bruce Wollenberg, Vice Chair
Hector Sanchez, Secretary
Richard Axilrod
Cory Baker
Dan Collie
Evan D. Crook
Jeana Dressel
Justin Dullum
Janet Eastman
Rigoberto Gutierrez
Dianne L. Kryter
Michelle Roberson

CITY COUNCIL LIAISON: Oscar Gutierrez**STAFF:**

Andrea Bifano, Sr. Rental Housing Mediation Specialist

City of Santa Barbara

RENTAL HOUSING MEDIATION BOARD

MINUTES

OCTOBER 10, 2019

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

CALL TO ORDER

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

ROLL CALL

Chair Herlinger, Secretary Sanchez, Board Members, Axilrod, Collie, Dressel, Gutierrez, Kryter and Roberson

Absent: Vice Chair Wollenberg, Board Members, Baker, Crook, Dullum, and Eastman

STAFF PRESENT

Andrea Bifano, Sr. Rental Housing Mediation Specialist

GENERAL BUSINESS

A. Public Comment:

No Public Comment.

B. Approval of Minutes:

Motion: Approve the minutes of the Rental Housing Mediation Board meeting of **May 9, 2019**, as submitted.

Action: Herlinger/Axilrod, 8/0/0. (Vice Chair Wollenberg, Board Members, Baker, Crook, Dullum, and Eastman absent.) Motion carried.

1. NONDISCRIMINATION - HARASSMENT POLICY

Presentation by Sarah Gorman, City Clerk Services Manager

Sarah Gorman gave a mandatory informative presentation on the City of Santa Barbara's Non-discrimination and Harassment Policy and Employee Complaint Procedure. She also provided a 10 page informational Policy packet for each Board Member.

2. CASELOAD REPORT AND MEDIATION TRAINING (per the California Dispute Resolution Programs Act)**A. Statistical Fourth Quarter and Year-to-Date Report FY 2018 – 2019**

- PowerPoint

Chair Herlinger and staff reviewed the Fourth Quarter and Year-to-Date Program Activity Totals for FY 2018-2019. This included services provided to the residents of the City of Santa Barbara and contracted municipalities: City of Goleta and City of Carpinteria.

B. Mediation Training:

- Mediation Case Review PowerPoint
 - Three Board conducted mediations

Ms. Bifano led an interactive group training on mediation per the California Dispute Resolutions Programs Act Regulations Sections 3622 (d). The training covered the skills utilized to achieve a total of three successful Multi-Party Mediations held during the months of July and October 2019. The Mediators participating in the mediations included: Chair, Herlinger, Vice Chair Wollenberg, Board Members: Roberson, Axilrod, Kryter and Dillum.

3. ANNUAL RECRUITMENT FOR CITY COUNCIL ADVISORY GROUP

Chair Herlinger shared the following Annual Recruitment Interview and Appointment schedule for City Council Advisory Groups as follows:

A. Interviews by the City Council:

- Tuesday, October 8, 2019, at 4:00 p.m. (Estimated Time)
- Tuesday, October 15, 2019, at 4:00 p.m. (Estimated Time)
- Tuesday, October 22, 2019, at 6:00 p.m.

B. Appointments: Tuesday, November 12, 2019**4. OUTREACH**

Chair Herlinger shared the following dates and the location of a past and a future Outreach event:

The Carpinteria Children's Project was held on June 27, 2019 and July 25, 2019.

The upcoming Housing Santa Barbara Day to be held on October 19, 2019 from at 10:00am to 2:00pm at De La Guerra Plaza. A volunteer form for the event was distributed to Board

Members. Those who would be able to participate signed the form and provided the time period that they would be able to attend.

5. **CITY OF SANTA BARBARA ORDINANCE 5885**

Chapter 26.40 to Require One-Year Lease Offers to Residential Tenants

Group discussion ensued regarding the City Council's adoption of the new Mandatory Lease Ordinance No. 5885. It became effective on June 7, 2019. The City Attorney's office gave Landlords a 90-Day implementation period to offer a one year lease. In cases of non-renewal of leases, the Ordinance states "the tenant shall be offered a one-session conciliation meeting with the landlord using the Santa Barbara Rental Housing Mediation Board, if available..." The Ordinance was distributed to the Board Members for their review. Chair Herlinger stated, "The Ordinance will lead to more mediations. In cases pertaining to non-renewal of leases, the mediations will be mandatory versus voluntary."

6. **SCHEDULING MEDIATORS FOR MEDIATIONS**

Chair Herlinger opened the discussion of the Program's need for identifying Mediator availability to assist in the future scheduling of mediations. A scheduling form listing days and times of the week was distributed for Board Members to complete.

7. **RENTAL HOUSING MEDIATION SPECIALIST POSITION RECRUITMENT**

Chair Herlinger shared that the recruitment of the Rental Housing Mediation Specialist position continued to be in process.

8. **ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

On the morning of August 15, 2019, Board Member Robert Burke, was presented with a Proclamation/Certificate of Recognition by Mayor Cathy Murillo. In attendance was Vice Chair, Wollenberg, Board Member Kryter, Ms. Bifano, April Hickey (friend), and her sons Brenden and Sebastian Hickey. Board Member Burke was honored for his leadership and nine years of outstanding dedicated volunteer mediation service to the Board. Additionally he was recognized for his foresight and work on two Ad Hoc Subcommittees: The Bylaw Ad Hoc Subcommittee, which ultimately led to the adoption of City Council Resolution No. 15-062 resulting in the Program name change from the *Rental Housing Mediation Task Force* to *Rental Housing Mediation Program*, and *Rental Housing Mediation Board*; and the Outreach and Education Subcommittee. As Chair to the Education and Outreach Ad Hoc Subcommittee, and desire to promote and educate the community on the valuable benefits of the Program's mediation services, he originated the idea of an educational video to be attached to the Program's website. He participated and worked on the script and photos for the video. On the afternoon of August 15, 2019, Board Member Burke passed away.

Chair Herlinger read the Proclamation and passed it around for the Board Members to view. April Hickey (friend), and her son Brendon shared fond memories and accomplishments of Board Member Burke to the Board, along with photos taken throughout his lifetime.

9. **ADJOURNMENT**

Meeting adjourned at 7:30 p.m.