

**BOARD MEMBERS:**

Dan Herlinger, *Chair*  
Bruce Wollenberg, *Vice Chair*  
Hector Sanchez, *Secretary*  
Richard Axilrod  
Cory Baker  
Robert Burke  
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

### MAY 9, 2019

5:30 P.M.  
David Gebhard Public Meeting Room  
630 Garden Street  
[SantaBarbaraCA.gov](http://SantaBarbaraCA.gov)

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**CALL TO ORDER**

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

**ROLL CALL**

Chair Herlinger, Vice Chair Wollenberg, Secretary Sanchez, Board Members, Axilrod, Baker, Burke, Dressel, Dullum, Eastman, Gutierrez, Kryter and Roberson

Absent: Board Members, Collie, Crook

**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 (RHMB) meeting of **April 11, 2019**, as submitted.

**Action:** Burke/Wollenberg 12/0/0. (Collie, Crook absent.) Motion carried.

1. **CASELOAD REPORT AND MEDIATION TRAINING** *(1.25 hours of mediator training was provided in compliance with the California Dispute Resolution Programs Act - Regulations)*

**A. Statistical Third Quarter and Year-to-Date Report FY 2018 – 2019**

- **PowerPoint**

Chair Herlinger and staff reviewed the Third 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 and PowerPoint**

Ms. Bifano provided a Mediation training per the California Dispute Resolutions Programs Act Regulations Sections 3622 (d)\*(e)\*\*. The training covered the skilled utilized to achieve a successful Bilingual Multi-Party Mediation held during the month of April 2019, regarding 9 different households within one apartment complex, consisting of 10 participants of both Landlord and Tenant groups, and 5 RHMB Mediators/Board Members and staff: Dullum, Roberson (translator), Sanchez (translator), and Kryter (observer).

2. **SEMI-ANNUAL RECRUITMENT TO CITY COUNCIL ADVISORY GROUPS**

**A. Application Deadline:** Tuesday, April 23, 2019, at 5:00 p.m.

**B. Vacancy: 1 Landlord**

Chair Herlinger stated that the City Clerk's office was conducting their Semi-Annual Recruitment. He further shared that the recruitment for the RHMB was for only one Landlord vacant position of the 15 member Board. He stated that if the position was not filled, then the City Clerk's Office would advertise for the vacancy during the Annual Recruitment.

3. **DISCUSSION REGARDING THE COMPOSITION OF THE BOARD**

In the interest of time, discussion was postponed to a future meeting.

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

- **Video:**

Ad Hoc Chair Burke, and Subcommittee Member Dullum reported on the educational video.

\* The practical training shall consist of a minimum of 10 hours, which shall include role plays of simulated disputes and observations of actual dispute resolution services, including intake procedures as well as actual dispute resolution proceedings.

\*\*The training shall provide for personal assessment and evaluation of the [mediator and] trainee.

The nearly completed educational video on the Rental Housing Mediation Program (RHMP) and the mediation process was shared with Board Members for their review and feedback (video to ultimately be attached to the RHMP website). Much praise and recognition for their outstanding work was given to Ad Hoc Chair Burke for his original concept of the video and the need to educate the community, and Subcommittee Members: RHMB Chair Herlinger, Justin Dullum (video production) and Richard Axilrod.

- **Mediator Badges:**

Staff presented the RHMB badges for the Board's review, which was very positive. The badges will be worn during mediations and at public outreach events. Staff will retain the badges in their office for future use.

## 5. **OUTREACH**

- **Fair Housing Month:**

On April 16, 2019, Mayor Murillo issued a Fair Housing Proclamation at the City Council meeting held at City Hall in recognition of National Fair Housing month.

Ms. Bifano was presented with the Proclamation on behalf of the Rental Housing Mediation and Fair Housing Programs. Elizabeth Stotts, Fair Housing Officer City of Santa Barbara, and Rental Housing Mediation Board Members Axilrod and Gutierrez attended in support of the Proclamation held in Council Chambers. Jennifer Smith, Attorney and Executive Director from the Legal Aid Foundation of Santa Barbara County spoke about the importance and recognition of the State and Federal Fair Housing Laws.

- **Discussion**

Staff will inform Board Members of future outreach.

## 6. **ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

Chair Herlinger stated that no Board meetings would be held during the Summer months, unless there would be a need to hold a meeting.

## 7. **ADJOURNMENT**

Chair Herlinger adjourned the meeting at 7:30pm.