

**HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD
FULL BOARD SPECIAL MEETING**

November 9, 2023

6:00 P.M.

CITY HALL

**1 FRANK H. OGAWA PLAZA, HEARING ROOM #1
OAKLAND, CA 94612**

MINUTES

1. CALL TO ORDER

The Board meeting was administered in-person by B. Lawrence-McGowan from the Rent Adjustment Program (RAP), Housing and Community Development Department. B. Lawrence-McGowan explained the procedure for conducting the meeting. The HRRRB meeting was called to order by Chair Ingram at 6:04 p.m.

2. ROLL CALL

| MEMBER | STATUS | PRESENT | ABSENT | EXCUSED |
|----------------|-------------------|----------------|---------------|----------------|
| D. WILLIAMS | Tenant | X | | |
| J. DEBOER | Tenant | X | | |
| Vacant | Tenant Alt. | | | |
| M. GOOLSBY | Tenant Alt. | | | X |
| D. INGRAM | Undesignated | X | | |
| C. OSHINUGA | Undesignated | | | X |
| M. ESCOBAR | Undesignated | | | X |
| Vacant | Undesignated Alt. | | | |
| Vacant | Undesignated Alt. | | | |
| D. TAYLOR | Landlord | | | X |
| K. BRODFUEHRER | Landlord | X | | |
| C. JACKSON | Landlord Alt. | X* | | |
| Vacant | Landlord Alt. | | | |

**Member C. Jackson joined the meeting at 6:25 pm.*

Staff Present

| | |
|-------------------------|---------------------------------|
| Braz Shabrell | Deputy City Attorney |
| Marguerita Fa-Kaji | Senior Hearing Officer (RAP) |
| Briana Lawrence-McGowan | Administrative Analyst II (RAP) |
| Asha Reed | Office of the City Clerk |
| Britney Davis | Office of the City Clerk |
| Krystal Sams | Office of the City Clerk |

3. PUBLIC COMMENT

- a. No members of the public spoke during public comment.

4. CITY CLERK’S OFFICE PRESENTATION— FORM 700

- a. Staff from the City Clerk’s office gave a brief overview and presentation on filing form 700 to the Board.

5. CONSENT ITEMS

- a. Approval of Board Minutes, 10/26/2023: Member J. deBoer moved to approve the Board Minutes from 10/26/2023. Member C Jackson seconded the motion.

The Board voted as follows:

Aye: D. Ingram, D. Williams, J. deBoer, K. Brodfuehrer, C. Jackson
Nay: None
Abstain: None

The minutes were approved.

5. APPEALS*

- a. L23-0037, Julia Apartments LP v. Tenants

No parties were present for this appeal hearing. Chair Ingram moved to postpone this appeal hearing to the end of the meeting to allow the parties more time to appear. Member C. Jackson seconded the motion.

The Board voted as follows:

Aye: D. Ingram, D. Williams, J. deBoer, K. Brodfuehrer, C. Jackson
Nay: None
Abstain: None

The motion was approved.

- b. L23-0033, 295 29th Street Owner LLC v. Tenants

Appearances: Andrew VanSlyke Owner Representative

After parties’ arguments, questions to the parties, and Board discussion,

Chair Ingram moved to remand the case back to the Hearing Officer for a hearing on the merits. The Board finds that the owner appellant has met the prerequisites to file a petition and that the 6-month standard does not apply to certificate of exemption petitions. Member C. Jackson seconded the motion.

The Board voted as follows:

Aye: D. Ingram, D. Williams, J. deBoer, K. Brodfuehrer, C. Jackson
Nay: None
Abstain: None

The motion was approved.

c. L23-0037, Julia Apartments LP v. Tenants

No parties were present for this appeal hearing. Chair Ingram moved to dismiss the owner's appeal subject to good cause for failure to appear. Member C. Jackson seconded the motion.

The Board voted as follows:

Aye: D. Ingram, D. Williams, J. deBoer, K. Brodfuehrer, C. Jackson
Nay: None
Abstain: None

The motion was approved.

6. INFORMATION AND ANNOUNCEMENTS

a. Board Training Session—*Rules of Evidence & Appeals*: Deputy City Attorney Braz Shabrell administered a Board training session. Topics discussed included but were not limited to:

- Evidence Submission Prior to Hearings
- Evidence at Hearings
- Hearing Officer Decisions
- Evidence on Appeal
- Standard of Judicial Review

7. SCHEDULING AND REPORTS

- a. Special Topics Training—December 14, 2023: Board members discussed what they'd like their special topics training to be focused on. After Board discussion, Chair Ingram proposed learning more about the Rent Registry. Member C. Jackson proposed learning more about RAP Notice and Service Requirements. Member K. Brodfuehrer proposed learning more about RAP's petition filing and response processes and procedures.

8. OPEN FORUM

- a. No members of the public spoke during open forum.

9. ADJOURNMENT

- a. The meeting was adjourned at 7:24 p.m.