

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

**December 14, 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 6:07 p.m.

**2. ROLL CALL**

<b>MEMBER</b>	<b>STATUS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>EXCUSED</b>
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.			

**Staff Present**

Braz Shabrell

Marguerita Fa-Kaji

Briana Lawrence-McGowan

Deputy City Attorney

Senior Hearing Officer (RAP)

Administrative Analyst II (RAP)

### 3. PUBLIC COMMENT

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

### 4. CONSENT ITEMS

- a. Approval of Board Minutes, 11/09/2023: Member D. Williams moved to approve the Board Minutes from 11/09/2023. Member M. Escobar seconded the motion.

The Board voted as follows:

**Aye:** D. Ingram, M. Escobar, D. Williams, J. deBoer, K. Brodfuehrer  
**Nay:** None  
**Abstain:** None

The minutes were approved.

### 5. INFORMATION AND ANNOUNCEMENTS

- a. Board Training Session—*Special Topics Training*

Deputy City Attorney Braz Shabrell administered a Special Topics Training for the Board. Topics discussed included but were not limited to:

- Tenant Filing Requirements
- Timing of Tenant Petitions
- Owner Filing Requirements
- Responses
- Incomplete Filings

### 6. SCHEDULING AND REPORTS

- a. Briana Lawrence-McGowan announced to the Board that next Tuesday, December 19, 2023, City Council will be making a decision on extending the deadline for next year's rent registration cycle. RAP's Project Manager, Allison Pretto, will come provide the Board with a rent registry update and overview in January 2024.
- b. Chair Ingram announced that City Council adopted the Board's recommendations for the changes to the tenant filing requirement and changes to the Rent Adjustment Program regulations and that the final passage will be read at the December 19, 2023, City Council meeting.

**7. RESOLUTION ADOPTING AMENDMENTS TO THE REGULATIONS FOR THE JUST CAUSE FOR EVICTION ORDINANCE TO: (1) UPDATE RENT ADJUSTMENT PROGRAM CONTACT INFORMATION TO BE INCLUDED IN TERMINATION NOTICES; AND (2) REMOVE REGULATIONS FOR A SECTION OF THE ORDINANCE THAT NO LONGER EXISTS**

- a. Chair Ingram moved to amend Attachment A to include the email address [RAP@oaklandca.gov](mailto:RAP@oaklandca.gov) after the listing of RAP's website. Member M. Escobar seconded the motion.

The Board voted as follows:

**Aye:** D. Ingram, M. Escobar, D. Williams, J. deBoer, K. Brodfuehrer  
**Nay:** None  
**Abstain:** None

The motion was approved.

- b. The Board discussed and reviewed a resolution to adopt amendments to the regulations for the Just Cause for Eviction Ordinance. Edits are being made and an updated version will be brought back at a future meeting.

**8. OPEN FORUM**

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

**9. ADJOURNMENT**

- a. The meeting was adjourned at 6:51 p.m.