



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
LOS ANGELES COUNTY
RENTAL HOUSING OVERSIGHT COMMISSION
HALL OF RECORDS
320 WEST TEMPLE STREET, ROOM 150
LOS ANGELES, CALIFORNIA 90012**

<https://dcba.lacounty.gov/rental-housing-oversight-commission/>

Monday, April 17, 2023

1:00 PM

Present: Interim Chair KeAndra Cylear-Dodds, Commissioner Odest T. Riley Jr., Commissioner Pamela Agustin-Anguiano, Commissioner Clint Patterson and Commissioner Ani Papirian.

Call to Order, Land Acknowledgement and Roll Call of the April 17, 2023 Rental Housing Oversight Commission meeting.

Interim Chair KeAndra Cylear-Dodds, called the regular meeting to order at 1:05 p.m. followed by a Roll Call. Commission staff read the land acknowledgement.

I. GENERAL PUBLIC COMMENT

Public Comment

1. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission.
No members of the public were present.

II. ADMINISTRATIVE MATTERS

2. Review and take appropriate action on the Rental Housing Oversight Commission draft regular meeting minutes of April 3, 2023.

On motion of Commissioner Clint Patterson, seconded by Commissioner Odest T. Riley Sr., this item was approved as amended with the following vote:

Ayes: 4 - Interim Chair KeAndra Cylear-Dodds, Commissioner Pamela Agustin-Anguiano, Commissioner Odest T. Riley Jr. Commissioner Clint Patterson and Commissioner Ani Papirian.

3. Review and take appropriate action on the Rental Housing Oversight forms.

Staff noted that revisions are ongoing to various Commission forms and that Commission staff has added language to the Agenda regarding available translation services. During discussion, Commission staff agreed to update future Agendas with the general public comment section at the beginning of the meeting after the roll call and time needed to request translation services available.

III. REPORTS

4. County Counsel report back and possible Commission action on Public Comment guidelines for hearings.

County Counsel reported that the rubric requested by the Commission as a guide for determining appeals cases has been drafted and is being reviewed by management for approval. In response to questions posed by the Commission, County Counsel re-affirmed that the Commission will be determining appeals based only on the scope of the ordinances and whether DCBA complied with the ordinances in their decisions. During discussion, DCBA staff added that both the ordinances and recent amendments will be used as guidelines to make determinations by both the department and the Commission and that the agents for each case will attend the appeal hearings to answer any questions posed by the Commission.

5. Ad Hoc Committee report on Commissioner candidate selection progress.
Commissioner Ani Papirian reported that the Ad Hoc Committee had its first meeting on April 11, 2023 and shared the meeting minutes with the Commission. During discussion, Commissioner Papirian shared that Commission staff is in the process of canvassing the 7 eligible Commission candidates from 2021 to inquire if they are still interested in serving on the Commission and if their circumstances have changed. The Commission will then interview the remaining eligible applicants. The Commission will continue to meet semi-monthly and will provide the Commission with updates on an ongoing basis.
6. Commission Staff Report on advance notice needed for translation services for hearing participants and members of the public.
Shawna Wilson, Commission Staff, reported that the RHOC staff and DCBA management met with DCBA's translation services vendor. Ms. Wilson noted that while more common languages such as Spanish may be accommodated with less advance notice, a general practice of 7 days prior notice for hearings would be ideal. In response to questions posed by the Commission, Ms. Wilson added that notifications offering translation services for hearing participants could be sent along with the hearing notice up to two weeks in advance of appeals hearings. During further discussion, DCBA Chief of Staff Joel Ayala addressed

the Commission regarding the departments efforts in obtaining additional language translation services that are under consideration by the department. Shawna Wilson, Commission staff noted that a notice offering department contact information to members of the public are also on each Agenda posted 72 hours in advance of all meetings. In response to further questions posed by the Commission, each Agenda remains on the website until it's replaced by the new Agenda. The same notice regarding language translation services can also be posted on the first page of the Commission website. After discussion, Interim Chair KeAndra Cylear-Dodds directed staff to speak to Los Angeles County Metro and research more opportunities for the Commission to support constituents' language translation needs with a report back to the Commission.

IV. BREAK

The Commission adjourned for a brief recess at 2:04 p.m.

The Commission resumed the meeting at 2:13 p.m.

V. DISCUSSIONS

7. Discussion on Commission governing ordinances and how they relate to Commission appeal hearings.
In response to questions posed by the Commission, County Counsel stated that during hearings, the Commission's baseline directives and decisions are limited to the scope of the Commission ordinance. County Counsel added the Commission's primary objective is to determine if DCBA complied with the ordinance in their decisions. During discussion, in response to further questions posed by the Commission, DCBA Enforcement staff clarified that the Commission members will need to refer to both the ordinances and the amendments provided to the Commission during hearings. DCBA enforcement staff added that the members of the enforcement team who worked on each case being heard will attend the hearing of the case they completed in order to answer further questions posed by the Commission.
8. Discussion and possible action on the revision of Commission hearing and meeting structure as well as Commission access to case files for appeal hearings. (Continued from the meetings of March 24 and April 3, 2023).
In response to questions posed by the Commission, County Counsel clarified sections of the Brown Act regarding participation requirements of Commissioners who wish to attend meetings virtually. Commission staff also stated that the Commissioners will have view only access to the appeals section of the departments case management system for review of cases prior to appeals hearings. In response to further questions, staff will also print out the case files and mail them to Commissioners for review up to two weeks prior to hearings. During discussion, the Commission also considered the possibility of electing a Vice Chair to serve as Chair in the event Interim Chair KeAndra Cylear-Dodds is not able to attend a meeting.

Following discussion, the Commission agreed to continue further discussion and possible action for revising the meeting structure and election of permanent officers to a future meeting.

VI. MISCELLANEOUS

Matters Not Posted

9. Matters not on the Posted Agenda to be Presented and Placed on the Agenda of a Future Meeting.

Ad Hoc Committee update report to the Commission. Discussion, consideration and possible action on adding a member to the Ad Hoc Committee.

County Counsel report back on the progress with development of the rubric that will provide guidance to the Commission on RHOC hearings.

Discussion and possible action on election of permanent officers.

Discussion and possible action on future regular and alternate meeting structure for meetings.

Review and discussion of translation services on Commission documents and website.

Discussion and possible action on the meeting schedule for May 2023. Staff noted that Interim Chair Cylear-Dodds will not be available on May 1, 2023. Commissioners Papirian, Patterson and Interim Chair Cylear-Dodds will not be available May 15, 2023. May 29, 2023 is a holiday.

Public Comment

10. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission.

No members of the public were present.

Adjournment

11. Adjournment for the regular meeting of April 17, 2023.

On motion of Interim Chair KeAndra Cylear-Dodds, seconded by Commissioner Ani Papirian, there being no objection, the meeting was adjourned at 3:07 p.m.