



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
LOS ANGELES COUNTY
RENTAL HOUSING OVERSIGHT COMMISSION
HALL OF RECORDS
500 WEST TEMPLE STREET, ROOM 374A
LOS ANGELES, CALIFORNIA 90012**

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

Monday, July 10, 2023

1:00 PM

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

Call to Order, Land Acknowledgement and Roll Call of the July 10, 2023 Rental Housing Oversight Commission meeting.

Interim Chair KeAndra Cylear-Dodds, called the regular meeting to order at 1:20 p.m. followed by a Roll Call. Commissioner Pamela Agustin-Anguiano joined meeting at 1:29 p.m. 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 June 26, 2023.

On motion of Commissioner Clint Patterson, seconded by Commissioner Odest T. Riley Sr., this item was taken after item 4 and approved with the following vote:

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

Abstained: 1 - Vice Chair Ani Papirian

3. Discussion and possible action on meeting schedule for August 2023.

Commission staff reported on the room availability and schedule for Rental Housing Oversight Commission meetings. During discussion, Chair KeAndra Cylear-Dodds noted she will begin maternity leave starting August 2023, Vice Chair Ani Papirian and Commissioner Clint Patterson will be unavailable on August 7, 2023. On motion of Chair KeAndra Cylear-Dodds, there being no objection, the meeting of August 7, 2023 was cancelled due to lack of quorum. During further discussion, in response to questions posed by the Commission, Shawna Wilson, Staff noted that hearings can be added to future Agendas with a possible start date of July 24, 2023. After discussion, there being no objection, this item was received and filed.

III. DISCUSSION

4. Discussion with Department of Consumer and Business Affairs Director and Deputy Director on Commission governing ordinances, and currently approved procedures as they relate to Commission appeal hearings. (Continued from the meetings of April 17, May 1, June 1 and June 26, 2023)

During discussion, County Counsel reported that the procedure guidance rubric is still with management waiting on approval but should be available for distribution to the Commission within a week. The legal memo will follow and be distributed to Commissioners separately. Ms. Liliana Campos, Assistant County Counsel added that the legal memo drafted by County Counsel is taken from the handbook and that the Commission can reach out with any questions it has regarding procedures listed in the Memo and the Rubric. During further discussion, Shawna Wilson, RHOC Program Manager added the Commission had been provided a sample case to use as a practice file to become familiar with how future case files and forms would look moving forward. In response to concerns posed by the Commission, Dana Pratt, Deputy Director, DCBA, agreed to research mileage, Commissioner parking availability and arrangements and report back to the Commission at a later date.

Responding to further questions posed by the Commission, Liliana Campos, County Counsel discussed actions that could be taken by the Commission surrounding meetings where there is a lack of quorum. During further discussion, Chair Keandra Cylear-Dodds noted that when there are more members of the Commission, it might make more sense to place a vote for second Vice Chair on a future Agenda.

BREAK

The Commission adjourned for break at 2:05 p.m. and reconvened at 2:21 p.m.

5. Mock Hearing, discussion and possible action on revision of Commission hearing and meeting structure, alternate meetings and Commission access to case files for appeal hearings (Continued from the meetings of March 24, April 3, April 17, May 1, June 1 and June 26, 2023).

Staff reviewed a sample of hearing structure and discussed the hearing timeline and hearing materials with members of the Commission. In response to questions posed by the Commission, Brigit Greeson Alvarez, County Counsel stated the Commission has the right to view unredacted material for hearings and that there is no Brown Act guidance on how or what material should be redacted. Liliana Campos, County Counsel added that as the Commission's Counsel, she recommends redactions that would compromise the hearing participants' right to privacy. During discussion, Shawna Wilson, Staff added that the forms sent to appeals participants clarify what witnesses, representatives and translative services will be involved or needed at the hearing. These items will be included in the back of the hearing packet given to the Commission prior to all hearings. During further discussion, in response to questions posed by the Commission, Liliana Campos, County Counsel clarified that the Commission is not an administrative body but purely advisory acting on behalf of the Board of Supervisors (Board). Any changes in Commission structure or ordinance would require a letter to the Board. Ms. Campos added DCBA and County Counsel have been collaborating on a Commission handbook that the Commission will be able to have upon completion and that in the interim, the Commission can establish an Ad Hoc committee that would collaborate with DCBA and County Counsel to review proposed procedures and make recommendations for the completion of the handbook. The rubric and legal memo are intended as interim guidance for the Commission to utilize to start holding hearings while waiting for the finalized and Board adopted Commission handbook. During further discussion, in response to questions posed by the Commission, DCBA Enforcement staff shared the process it uses to reach and enforce decisions it makes with constituents with regard to the Rent Stabilization Ordinances. After discussion, on motion of Chair KeAndra Cylear-Dodds, seconded by Commissioner Odest T. Riley Jr., the Commission agreed to continue moving forward with conducting hearings while waiting for the Commission handbook to be completed with the following vote:

**Ayes: 4 - Chair KeAndra Cylear-Dodds, Vice Chair Ani Papirian
Commissioner Odest T. Riley Jr. and Commissioner Clint
Patterson.**

Abstained: 1 - Commissioner Pamela Agustin-Anguiano

6. Discussion and possible action on formation of new Ad Hoc Committee on Commission Policy. (Continued from the meeting of June 1 and June 26, 2023).

Chair KeAndra Cylear-Dodds identified Vice Chair Ani Papirian and Commissioner Agustin-Anguiano as volunteers for the Ad Hoc Committee on procedure and guidelines for the Commission Handbook.

On motion of Vice Chair Ani Papirian, seconded by Commissioner Pamela Agustin-Anguiano, this item was approved with the following vote:

Ayes: 4 - Chair KeAndra Cylear-Dodds, Vice Chair Ani Papirian and Commissioner Pamela Agustin-Anguiano and Commissioner Clint Patterson.

Abstained: 1 - Commissioner Odest T. Riley Jr.

7. County Counsel report back and possible Commission action on rubric, standards and guidelines for hearings (Continued from the meetings of May 1 and June 1, 2023).

This item was addressed during discussion of item 4.

8. Ad Hoc Committee report and possible action on Commissioner candidate selection progress. (Continued from the meetings of May 1, June 1 and June 26, 2023).

Shawna Wilson, Staff, reported the three Commission candidates approved by the Rental Housing Oversight Commission have been approved by the Director of Department of Consumer and Business Affairs and are in process to be referred to the Board of Supervisors for review, and possible appointment to the Commission. There being no objections, without further discussion, this item was received and filed.

IV. MISCELLANEOUS

Matters Not Posted

9. Matters not on the posted Agenda to be presented and placed on the Agenda of a future meeting.

Adjournment

10. Adjournment for the regular meeting of July 10, 2023.
On motion of Chair KeAndra D. Cylear-Dodds, seconded by Commissioner Odest T. Riley Jr., there being no objection, the meeting was adjourned at 3:41 p.m.