

REGULAR MEETING OF THE
CULVER CITY
LANDLORD TENANT MEDIATION BOARD
CULVER CITY, CALIFORNIA

July 25, 2018
7:00 p.m.

Call to Order & Roll Call

The regular meeting of the Landlord Tenant Mediation Board was called to order at 7:07 p.m. in the Patacchia Meeting Room at Culver City Hall.

Present: **Mike Berlin**, Chair
Justin Lescoulie, Vice Chair
Gary Duboff, Board Member
Taria Lewis, Board Member
Philip McCabe, Board Member
Kenneth Rothschild, Board Member
Julieanna Thompson, Board Member
Olga Vaysberg, Board Member*
Elizabeth Voncannon, Board Member
Leonardo Wilborn, Board Member

*Board Member Vaysberg arrived at 7:23 p.m.

Absent: **Judy Scott**, Board Member

Staff: **Mona Kennedy**, Housing Programs Supervisor

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Pledge of Allegiance

The Landlord Tenant Mediation Board recited the Pledge of Allegiance.

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Public Comment for Items NOT On the Agenda

No cards were received and no speakers were present.

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Consent Calendar

Item C-1

Approval of Minutes for the Regular Meeting of April 25, 2018

Chair Berlin noted that a request had been made on page 5 to agendize a discussion on whether to institute a floor at which a landlord or management does not have to show up to mediation and he wanted to see the matter agendized for the next meeting.

THE LANDLORD TENANT MEDIATION BOARD APPROVED MINUTES FOR THE REGULAR MEETING OF APRIL 25, 2018 (ABSENT MEMBERS SCOTT AND VAYSBERG).

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

(1) Administration of the Oath of Office to Appointed/Re-Appointed Board Member(s); and (2) Selection of Chair and Vice Chair

Mona Kennedy, Housing Programs Supervisor, administered the Oath of Office to Beth Hyatt and Julieanna Thompson.

Discussion ensued between staff and Board Members regarding a typographical error in the minutes of April 25, 2018 that

Item A-3

Subcommittee Bylaw Update - Receive an Update from the Bylaw Subcommittee

Mona Kennedy, Housing Programs Supervisor, reported that the City Council had formed their own subcommittee and they want to be involved with the Landlord/Tenant Mediation subcommittee; she reported a planned meeting in August; and she indicated that she would report back after that time.

Discussion ensued between staff and Board Members regarding unsuccessful efforts to schedule a meeting; a meeting to be held between Housing and Legal staff before the subcommittee meets; and a suggestion to have a subcommittee meeting to determine the direction that City Council wants to go.

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Item A-4

Best Practices - Open Discussion on Best Practices of the Board, Response Letter to Mediation Complaint

Discussion ensued between staff and Board Members regarding the response letter; tenant response; Board Member interest in the response given; redacted information; agreement after the situation arose that one tenant, one landlord and one member-at-large attend each meeting; checking in with the parties if they are comfortable with moving forward; the situation that led to the complaint; limited opportunities to meet; protocol; transparency; not offering up which position is held by the mediator; an incident where one of the parties took the paperwork from the mediator; clarification that issues in the letter are not usually shared with the landlord; the application process; confidentiality issues; instances where there is an impasse; holding a breakout session; rental history; providing an option for the paperwork to be shared between the parties; consultation with the legal department; allowing a different perspective; new owners; historical practice; education; humanizing each party; and allowing parties to opt out.

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO CHANGE THE APPLICATION TO INCLUDE AN OPTION ALLOWING HOUSING PERMISSION TO SHARE THE APPLICATION WITH THE LANDLORD.

Additional discussion ensued between staff and Board Members regarding acknowledging that the situation is delicate for all sides; confidentiality; ensuring that paperwork used in the meeting is destroyed, with the exception of the mediation agreement; City email accounts; adding a requirement that everyone in the unit impacted by the mediation be present; ensuring that those present at the mediation are the decision makers, not their representatives; the confirmation letter; roommate situations; agreement that representatives should be the persons on the lease; and clarification that Board Members are not to reply to all when responding to email.

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Public Comment for Items NOT On the Agenda

No cards were received and no speakers came forward.

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Receipt and Filing of Correspondence

None.

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Item A-1
(Continued)

(1) Administration of the Oath of Office to Appointed/Re-Appointed Board Member(s); and (2) Selection of Chair and Vice Chair

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO APPOINT MIKE BERLIN AS CHAIR OF THE LANDLORD TENANT MEDIATION BOARD FOR FISCAL YEAR 2018-2019 (ABSENT MEMBER SCOTT).

THE LANDLORD TENANT MEDIATION BOARD PASSED A MOTION TO APPOINT TARIA LEWIS AS VICE CHAIR OF THE LANDLORD TENANT MEDIATION BOARD FOR FISCAL YEAR 2018-2019 (ABSENT MEMBER SCOTT).

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Items from Landlord Tenant Mediation Board Members/Staff

Discussion ensued between staff and Board Members regarding agreement that the next Landlord Tenant Mediation Board

meeting be moved from the regular date to avoid meeting on Halloween, and instead be held on November 7, 2018.

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Adjournment

There being no further business, at 8:05 p.m., the Culver City Landlord Tenant Mediation Board adjourned its meeting to Wednesday, November 7, 2018, at 7:00 p.m.

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 For TB

Tevis Barnes
SECRETARY of the Culver City Landlord Tenant Mediation Board
Culver City, California

APPROVED 11/7/18



Mike Berlin
CHAIR of the Culver City Landlord Tenant Mediation Board
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.



Jeremy Green
CITY CLERK

26 MAR 2019
Date