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

July 28, 2021
7:00 p.m.

Call to Order & Roll Call

Chair Wilborn called the regular meeting of the Culver City Landlord Tenant Mediation Board to order at 7:02 p.m. via Webex.

Present: Leonardo Wilborn, Chair
Beth Hyatt, Vice Chair
Selena Cuffe, Board Member
Gary Duboff, Board Member
Kasey Esser, Board Member
Janice Ginther, Board Member
Justin Lescoulie, Board Member
Michael Matthias, Board Member
Elias Platte-Bermeo, Board Member
Demetria Richardson, Board Member
Julieanna Thompson, Board Member
Judy Scott, Board Member

Staff: Mona Kennedy, Housing Programs Supervisor

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Pledge of Allegiance

Member Platte-Bermeo led the Pledge of Allegiance.

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Public Comment for Items NOT On the Agenda

Mona Kennedy, Housing Programs Supervisor, indicated that no public comment had been received.

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Consent Calendar

Item C-1

Approval of Minutes for the Regular Meeting of April 28, 2021

MOVED BY MEMBER DUBOFF, SECONDED BY MEMBER THOMPSON AND UNANIMOUSLY CARRIED, THE LANDLORD TENANT MEDIATION BOARD APPROVE MINUTES FOR THE REGULAR MEETING OF APRIL 28, 2021 AS WRITTEN.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Administration of the Oath of Office to Newly Appointed or Reappointed Board Member(s) and Selection of the Chair and Vice Chair

Mona Kennedy, Housing Programs Supervisor, administered the Oath of Office to Judy Scott and reported that Members Platte-Bermeo and Matthias had previously been sworn in.

Discussion ensued between staff and Board Members regarding nominations for Chair and Vice Chair; willingness to serve; changes going on; and the importance of experience.

MOVED BY MEMBER THOMPSON, SECONDED BY MEMBER SCOTT AND UNANIMOUSLY CARRIED, THAT THE LANDLORD TENANT MEDIATION BOARD APPOINT BETH HYATT TO SERVE AS VICE CHAIR OF THE LANDLORD TENANT MEDIATION BOARD.

MOVED BY MEMBER THOMPSON AND SECONDED BY VICE CHAIR HYATT THAT THE LANDLORD TENANT MEDIATION BOARD APPOINT JUSTIN LESCOULIE TO SERVE AS CHAIR OF THE LANDLORD TENANT MEDIATION BOARD.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DUBOFF, ESSER, GINTHER, HYATT, LESCOULIE, MATTHIAS, PLATTE-BERMEO, RICHARDSON, SCOTT

NOES: CUFFE, THOMPSON, WILBORN

MOVED BY MEMBER THOMPSON AND SECONDED BY MEMBER SCOTT THAT THE LANDLORD TENANT MEDIATION BOARD APPOINT LEONARDO WILBORN TO SERVE AS CHAIR OF THE LANDLORD TENANT MEDIATION BOARD.

THE MOTION FAILED BY THE FOLLOWING VOTE:

AYES: CUFFE, HYATT, THOMPSON, WILBORN
NOES: DUBOFF, ESSER, GINTHER, LESCOULIE, MATTHIAS, PLATTE-BERMEO, RICHARDSON, SCOTT

Chair Lescoulie expressed eagerness to serve.

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Item A-2

Quarterly Report of Mediated Cases and Requests for Mediation During the Last Quarter (April 2021 Through July 2021), Discuss the Outcomes of All Mediated Cases that Occurred During the Last Quarter (April 2021 Through July 2021), In addition, Discuss all Mediation Requests During the Last Quarter

Mona Kennedy, Housing Programs Supervisor, reported zero mediation requests and zero mediations conducted.

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Item A-3

Update Regarding Implementation of Amended Ordinance and Bylaws, including Sample Notice of Rent Increase with New Language about Mediation Services, Sample Lease Addendum with New Language about Mediation Services, FAQ for Mediation Program, and Mediation Program Brochure

Mona Kennedy, Housing Programs Supervisor, reported that the item had been temporarily shelved until toward the end of the year due to the pandemic; she discussed staff workload; and the focus on Phase 2 of the COVID-19 Emergency Rental Assistance Program.

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Item A-4

Continuation of Virtual Meeting Format. Discussion on the Continuation of the Virtual Meeting Format. Make a Motion to Recommend City Council and City Clerk Approval to Continue with a Virtual Meeting Format

Mona Kennedy, Housing Programs Supervisor, reported that the City was planning on providing the option to meet in person soon or to continue meeting virtually and she noted that the option of a hybrid model was not available.

Discussion ensued between staff and Board Members regarding the consensus that the Board should plan one meeting at a time; maintaining the agenda item at each meeting; variables and unknowns; and support for continuing via Webex.

MOVED BY MEMBER WILBORN, SECONDED BY MEMBER SCOTT AND UNANIMOUSLY CARRIED, THE LANDLORD TENANT MEDIATION BOARD CONTINUE TO MEET VIA WEBEX FOR THE REMAINDER OF 2021.

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Item A-5

Best Practices - Open Discussion on Best Practices of the Board

Chair Lescoulie received clarification that staff would provide information regarding required Diversity Training to any Member who still needs to complete it.

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Public Comment for Items NOT On the Agenda

Mona Kennedy, Housing Programs Supervisor, indicated that no public comment had been received.

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Receipt and Filing of Correspondence

Mona Kennedy, Housing Programs Supervisor, indicated that no correspondence had been received.

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Items from Landlord Tenant Mediation Board Members/Staff

Member Platte-Bermeo provided background on himself; expressed eagerness to serve; and responding to inquiry, he indicated that he had not had any mediation training.

Mona Kennedy, Housing Programs Supervisor, indicated that newer Members receive online mediation training and that information would be provided to all the new Members.

Member Scott noted that the City pays for the training; Members cannot participate in mediation until they are trained; and she discussed potential alternative training available.

Member Mattias provided background on himself and was looking forward to being part of the process.

Board Members welcomed the new Members and discussed the positive experience of serving on the Board.

Member Scott asked about requirements for landlords and property owners to register and pay the registration fee noting that she had not received any information on where or how to pay the fee.

Discussion ensued between staff and Board Members regarding questions and phone calls expressing similar concerns; information coming forward in the next few months; clarification that no penalties would be charged this time; the county fee deferral; a suggestion that Culver City also defer the fee until next April; new positions added to the Housing Department that are specific to the Rent Control program; potential duties; job descriptions on the City website; salary level; frustration with customer service and organizational issues with Hinderliter de Llamas (HdL); and the upcoming meeting between staff and HdL.

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Adjournment

There being no further business, at 7:57 p.m., the Culver City Landlord Tenant Mediation Board adjourned its meeting to Wednesday, October 27, 2021 at 7:00 p.m.

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

APPROVED October 27, 2021

Justin Lescoulie
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

6 NOV 2023
Date