



Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

Rental Services Commission

Portland Housing Bureau

421 SW 6th Ave., Suite 500

Portland, OR 97204

December 17, 2019

Meeting Summary - **DRAFT**

Members Present: Margot Black, Mike Nuss, Laura Golino de Lovato, Christina Dirks, Katrina Holland, Christian Bryant (On phone): Allen Hines

Members Excused: Yoni Kahn-Jochnowitz, and Ian Davie

Staff Present: Andrés Oswill, Kim McCarty, Matthew Tschabold, Tawnya Harris.

Guest:

Audio for the “*recording time*” column below can be found under “[Meeting Recordings by Year](https://www.portlandoregon.gov/phb/76570)” here: <https://www.portlandoregon.gov/phb/76570>

Agenda Topic	Key Topics Covered	Recording Time
Call to Order, Roll Call	<ul style="list-style-type: none">• Meeting was called to order by Katrina Holland.• Roll-call was taken by Katrina Holland.	00:00:01 – 00:01:05
Staff Update	<ul style="list-style-type: none">• Matthew Tschabold introduced Kim McCarthy, the recently hired new Rental Services Manager.• Kim McCarthy, shared her experience, background and the goals she has for the Rental Services Office.• Matthew Tschabold informed the RSC that four Commissioners have resigned; Leah Sykes, Deborah Imse, Jessica Greenlee whom have expressed difficulty in serving on the RSC. Also, Hannah Holloway who accepted a position with the City of Portland.• Margot Black shared a letter she received from Commissioners that have resigned from the RSC.• Andrés Oswill shared the responses received on the Draft Administrative Rules Application and Screening. He also announced that the feedback period has closed. Final drafts of the rules will be submitted to the RSC in the near future.<ul style="list-style-type: none">○ Also, in early 2020, public hearings regarding the Administrative Rules will be held. Dates are still to be determined.	00:01:06 – 00:12:49
Application, Screening and Security Deposit Rules	<ul style="list-style-type: none">• Selina Barnes introduction and overview of the Oregon Real Estate Agency their scope of work and duties and how some of their work relates to the Administrative Rules. She provided a brief overview of the organization, shared her perspective on the City’s Administrative Rules, answered a few questions related to Interest bearing accounts, contract violations, tenant and landlord laws, and their respective governing authority.	00:12:51– 01:08:08

	<ul style="list-style-type: none"> • Andrès Owill, reviewed the previous Draft FAIR Administration Rules and the feedback received. Explained the City has reviewed • RSC reviewed the Application and Screening Rules draft which has been broken up into several parts A, B and C. • RSC discussed violations and if any comments were made regarding what landlords can consider. • Andrès Owill, gave a few examples of questions and feedback on clarifications that do not apply to the Code. • RSC tenant application periods, landlord preferences and tenants with disabilities in the Administrative Rules and feedback received. • Questions regarding how to deal with early applications and special circumstances during application open periods. Also, when an applicant with a mobility disability issue applies before the open period, if they are required to submit the application again or do, they gain preference. • RSC discussed the parameters around waitlist applications. • RSC discussed lending requirements to landlords. • Andrès Owill gave an overview of the Modification or Accommodation Notice. Found inside the Commissioners binders from a previous meeting. • Andrès Owill gave an overview of the Statement of Applicant Rights and Responsibilities Notice. • Andrès Owill shared feedback with regard to Security Deposits Rules. • Andrès Owill gave feedback for the request of a Tenant and Landlord timeline, for when a repair and maintenance request was made. • Rental History form, feedback was shared with the RSC related to move out dates, end of residence and list of rental agreement violations. • RSC, reviewed the feedback on the depreciation timeline and calculation of value. 	
<p>RSC Operating Procedures</p>	<ul style="list-style-type: none"> • Andrès Owill, provided an overview of the R&B Operating Procedures and Process Summary. City has standardized its By Laws, decision to create a separate process for the RSC. • RSC R&B met and discussed current practices and how the commission should be practicing. • Request to review each recommendation on how items should be submitted to the workplan. • Suggestion to allow Commissioners to propose any new Workplan topics by written request to the Executive Committee. If an item is proposed during a meeting it will be considered for the next Executive Committee meeting. • RSC discussed the process for listening sessions. • Motion to approve the discussion on the revisions. Approved by Laura Golino de Lovato, second by Mike Nuss. • Question regarding Public Testimony time on the RSC Agenda. Does it mean between 4:30 – 5:00, if there is no public testimony, the meeting has concluded at 4:30? 	<p>01:08:09</p> <p>-</p> <p>01:25:21</p>

	<ul style="list-style-type: none"> • RSC discussed public testimony time during the RSC meetings. Question on the table would Commissioners agree to have Public Testimony period before the agenda items. Proposed having two public testimony periods one before and one after. • Require Commissioner to attend listening sessions. Treat the sessions as a part of the duties of serving on the RSC. • Question if the meeting information for the RSC is available on the website before the meetings. Meeting materials are available. • RSC discussed Public Testimony being at the beginning of the RSC meetings, after the staff update. And also adding another Public Testimony after Agenda item. • Request to require Commissioners to attend listening sessions. • Motion on the table: Laura Golino De Lovato, Amended the motion to: Move RSC accepts the recommendation of the RAND B to adopt the process summary with the amendment that the public testimony happens after the staff update. Second agreed Mike Nuss. • Motion on the table: Having Commissioners required to attend listening sessions. was amendment, Replacement of “request” to “required”. Mike Nuss second. 	
<p>RSC Workplan</p>	<ul style="list-style-type: none"> • Katrina Holland, discussion on the RSC Work plan would look like, review of previous workplan all dates have expired. Topics were Rental Registration, a few items on FAIR. • Andr�s Oswill, provided a list of topics: Title 29 Admin Rules, FAIR Permanent Rules, Relocation Assistance Permanent Rules, Local Landlord-Tenant Law Trainings, Mediation Pilot, Rental Registration System Procurement. • Requested time on the Jan Agenda to discuss some of the code changes they brought earlier this year. • RSC questions are there any specific request that the RSC should be working on by City, Mayor’s office or other Bureaus? • Matthew Tschabold, we can find out from the Mayor if there are specific things this Commission should be working on. • Margot Black requested items to add: Tenant opportunity to purchase. Constructive evictions, Relocation and Rent Control, overall lack of accountability with landlord tenant laws and education. Revisit Relocation limits. • Suggestion to have topics available at the meetings for the RSC to review. • Christian Bryant mentioned it would be great to have a list of things to choose from. • Margot Black, review and discussion on letter received by RSC Commissioners that have resigned, and email. 	<p>01:25:22 – 01:57:36</p>
<p>Public Testimony</p>	<ul style="list-style-type: none"> • JD Platt, resident of Mile Post 5. Shared concerns with apartment and maintenance issues. • Ebon Oluchi, resident of Mile Post 5. Shared a document that was developed by tenants of Mile Post 5 previous rent was \$895 and rent was reduced to 4693 under the lytec schedule the rent was overpriced. • Shamus Cooke, volunteer with PTU. Shared his perspective on letter that was submitted to Media. 	<p>01:57:47 – 02:27:39</p>

	<ul style="list-style-type: none">• Amber Cook, resident of Mile Post 5. Shared concerns with property management, and appreciation of the work Margot is doing for tenants at Mile Post 5.• Max Rupert, resident of mile Post 5. Expressed appreciation of the work Margot is doing with the residents of Mile Post 5 and concerns with the asbestos removal efforts.• Margot Black, request to add to the list of the Workplan to conduct a case study of Mile Post 5.• Christian Bryant made a request to identify/case study of the Pros and Cons of Mile Post 5 and present it to the RSC at a later date.	
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