



City of Mountain View

Minutes

Rental Housing Committee

Saturday, October 21, 2023

11:00 AM Michaels Restaurant, 2940 North Shoreline Blvd,
Mountain View, CA 94043

1. CALL TO ORDER

The meeting was called to order at 11:12 a.m.

2. ROLL CALL

Present 5 - Chair Edie Keating, Vice Chair Guadalupe Rosas (11:26 a.m.), Member Robert Cox, Member Kevin Ma, and Alternate Alex Brown

3. ORAL COMMUNICATIONS FROM THE PUBLIC - None

4. FACILITATED RENTAL HOUSING COMMITTEE TEAM-BUILDING SESSION

4.1 Rental Housing Committee Team-Building Session

The Rental Housing Committee engaged in a facilitated dialog amongst its members, regarding roles and responsibilities, norms for working together, with staff and the public.

Shawn Spano, the RHC's Communication Consultant, facilitated the team-building session.

5. ADJOURNMENT - At 2:08 p.m., Chair Keating adjourned the meeting to the next regular RHC meeting to be held on Monday, November 13, 2023 at 7:00 p.m. in the Council Chambers and Video Conference.

Summary Notes
Rental Housing Committee Retreat
October 21, 2023

Attendees:

- Committee Members: Edie Keating, Guadalupe Rosas, Kevin Ma, Robert Cox, and Alex Brown
 - Staff: Anky van Deursen, Wayne Chen, and Nazanin Salehi
 - Facilitator and Scribe: Shawn Spano
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Retreat Purposes (as stated on the Retreat agenda):

- ✓ Opportunity for an all-new Rental Housing Committee to get to know each other.
- ✓ Quick refresher on RHC powers and duties and code of conduct (City and RHC Code of Conduct).
- ✓ Discuss and foster agreement on how to engage with each other, staff and the public to be most effective (issues of civility and professionalism and the City's three core values: 1) Provide Exceptional Services, 2) Act with Integrity and 3) Treat others with Respect.

I. Getting to Know Rental Housing Committee Members

Committee members engaged in an extensive introduction activity, each sharing their reasons and motivations for joining the RHC and describing their decision-making process and how they approach the work of the RHC.

II. RHC Powers, Duties, and Rules of Conduct

Committee members were given the opportunity to ask questions and clarify the official powers, duties, and rules of conduct of the RHC as documented in CFSRA Section 1709 and the Rules of Conduct for RHC meetings and the City Council Rules of Conduct.

III. RHC Engagement, Relations, and Communication

Committee members engaged in a facilitated discussion to share their views about how they should communicate with each during meetings, and they should engage with staff and the public.

IV. RHC Norms, Principles, and Behaviors

Committee members identified the norms, principles, and behaviors for communicating with each during meetings, asking staff questions, and responding to the public.

- Committee communication during meetings:
 - Committee members should speak up and provide the reasoning for their position and vote, especially if they disagree with other Committee members

and/or staff's recommendation.

- All Committee members should comment on the topic or issue under consideration – the Chair facilitates and invites comments.
 - The Chair should invite everyone to speak, even if they agree with the staff recommendation.
 - After all comments are made, the Chair should check if further discussion is needed.
 - Assume staff's recommendation unless explicitly different.
 - Explore getting to a unanimous decision, if possible but not necessary
 - Discussion should be grounded in fact and law.
 - On appeals, comment on what was persuasive to you.
 - Use procedure judiciously.
 - Be concise when speaking.
 - Have one microphone for each Committee member.
 - Speak into the microphone.
 - Translate important items and materials in Spanish.
 - Come to meetings prepared.
 - Have fun.
- Asking staff questions
 - Ask questions whenever they occur to you, the earlier the better.
 - Ask all your questions at once or spread them out (again, as they occur to you).
 - Copy all staff when you email your questions.
 - Handling abusive public comments
 - Avoid escalating or arguing back, maintain composure and professionalism.

V. Additional Action Items

- Staff will explore switching or rotating the RHC meeting day from Monday to another day of the week.
- Staff will provide badges for Committee members to wear during meetings.