**Meeting Minutes**

**Renters’ Solutions Subcommittee (RSS)**

September 1, 2022 5:30 PM Meadows at Bentley Drive, 8004 Bentley Dr.

**Subcommittee Members Present:**

* Kristin Davila, *Co-chair*
* Nikki Johnson, *Co-chair*
* Tina Aranda, *Member*
* Brian Birdy, *Member*
* Toni Cambria, *Member*
* Andre Greene, *Member*
* Dan Rossiter, *Member*

**Subcommittee Members Absent:**

* Latoyia Coleman, *Member*
* Kimbreley Mora, *Member*

**City Staff Members Present:**

* Sara Wamsley-Estrada, *Housing Policy Administrator*
* James McKenzie, *Lead facilitator*
* Mona Muro, *NHSD*
* Connie Tobe, *NHSD*
* Marivel Arauza, *NHSD*

**Meeting called to order**

1. Commissioner Johnson called the meeting to order at 5:35 PM.
2. Commissioner Davila provided a welcome the public and reviewed public participation protocols
3. James McKenzie from NHSD provided an overview of housing resources available at the Welcome Table

**Briefing and Possible Action on the following items**

1. Briefing by Connie Tobe from NHSD Housing Stability Division on Agenda Item: “Overview of NHSD Housing Stability Programs”
   * Subcommittee members were briefed on Eviction Intervention, Relocation Assistance, and Fair Housing Counseling programs
   * Subcommittee members were able to ask clarifying questions on program specifics and requirements
   * NHSD announced they will have a Housing Stability staff member present at future RSS meetings for program referrals and answering program questions
   * Commissioner Davila requested follow-up with NHSD Housing Stability Division on a future training to property management staff on eviction prevention resources
2. Briefing by James McKenzie from NHSD Housing Policy Division on Agenda Item: “SHIP Priority Items”
   * Subcommittee members were briefed on the Strategic Housing Implementation Plan (SHIP) overview and specific SHIP strategies relevant to RSS purview
   * Subcommittee members were able to ask clarifying questions on SHIP strategies
   * Subcommittee members reviewed the results of the SHIP strategy priority items identified in a previous subcommittee member email survey
   * NHSD staff recommended the subcommittee focus workplan on PPN 5: System-wide Eviction and Foreclosure Program or CHS 1: Develop a One-Stop Housing Shop
3. Discussion by Co-Chair Johnson on Agenda Item: “Workplan Development”
   * Subcommittee members requested NHSD provide an overview on SHIP strategy CHS 1: Develop a One-Stop Housing Shop
   * Subcommittee member Dan Rossiter requested NHSD staff provide a gap analysis for both SHIP strategy PPN 5 and CHS 1 at the next meeting to inform workplan discussion

**Public Comments**

1. Uel Trejo spoke on collaboration opportunity for RSS to participate in Development Services Department taskforce -- landlord registration program
2. Courtney Rosen spoke on the need for mobile friendly Housing Relocation Assistance online application and NHSD website accessibility

**Staff Updates**

* James McKenzie with NHSD provided an update that the Renters’ Solutions Subcommittee Frequently Asked Questions (FAQ) document was posted to the RSS homepage on the NHSD website
* James McKenzie with NHSD provided a reminder the next Renters’ Solutions Subcommittee meeting will be on Thursday October 6th, 2022, from 5:30 – 7:00 PM.
  + Tina Aranda proposed The Meadows at Bentley Drive as the location for the October meeting, Co-Chairs agreed to the proposed location

**Adjournment**

There being no further business, Co-chair Johnson thanked our hosts at The Meadows at Bentley Drive and adjourned the meeting. The meeting adjourned at 7:05 PM.