



Rent Stabilization Board

DATE: May 6, 2021
TO: Honorable Members of the Rent Stabilization Board
FROM: Budget & Personnel Committee
By: Matt Brown, Acting Executive Director (MB)
Lief Bursell, Senior Planner

SUBJECT: Recommendation to adopt Resolution 21-10 authorizing the Executive Director to enter into a contract with Kinnectics, LLC in an amount not to exceed \$25,000.

Recommendation

That the Board adopt a resolution authorizing the Executive Director to execute a contract with Kinnectics, LLC in an additional amount not to exceed \$25,000. The Budget & Personnel Committee reviewed this proposal at its April 22, 2021 meeting and recommended that the full Board support it.

Background and Need for Rent Stabilization Board Action

On September 17, 2020, the Rent Stabilization Board authorized the Executive Director to execute a contract with the Centre for Organization Effectiveness (the Centre) to facilitate strategic support for the upcoming executive leadership transition for a total amount not to exceed \$16,000. Keren Stashower, former consultant for the Centre, completed an executive transition assessment and presented her findings to staff on March 17, 2021 and to the Board at its regular, March 21, 2021 meeting for both comment and input.

The Centre's initial contract amount of \$16,000 was based on an estimate that it would take 50 hours of consultant time to complete an executive transition assessment. The actual work to complete the assessment has taken the Ms. Stashower almost 75 hours, and she has requested an additional \$5,000 in payment to account for these extra hours and that the Board contract directly with her business, Kinnectics, LLC.

The executive transition assessment presented to the Board identified six areas of focus for the hiring of a new, permanent Executive Director. The following three areas were identified as existing agency strengths: 1) Board development and support; 2) Protection and implementation of the Rent Stabilization Ordinance; and 3) Rent Stabilization Board advocacy. The final three areas were identified for potential agency growth/improvement: 1) Internal structure and processes; 2) Strategy and direction; and 3) People engagement and development. While these areas were identified for purposes of informing the recruitment of a new Executive Director, staff have already begun discussing a plan to begin addressing them before the executive

transition is complete.

Staff have consulted with Ms. Stashower¹ on how to best move forward given these findings. Staff have been pleased with the high quality of Ms. Stashower's work and recommend that the Board authorize the Executive Director to enter into a contract directly with Ms. Stashower's business, Kinnectics, LLC, so she can continue to support the agency as it looks to build on its current strengths and work on the areas for growth identified in the executive transition assessment. Staff propose that the agency address these growth opportunities through an agency wide strategic planning effort, the prioritization of organizational trainings, and the creation of processes to improve portfolio and project management.

Ms. Stashower estimates that she will need to spend an additional 80 hours with the Rent Board to complete these next steps. At an hourly rate of \$250, this will cost the agency an additional \$20,000. This additional scope plus the hours of work needed to complete the executive transition assessment require a total of \$25,000. Staff envision this work would start immediately and extend well into Fiscal Year 2021/22. Moreover, staff may come back to the Board to request additional funding should there exist a need to further consult with Ms. Stashower regarding this critical work.

Financial Impact

The Board has sufficient funds in its FY 2020/21 uncommitted reserve to allocate \$25,000 for a new contract with Kinnectics, LLC.

Name and Telephone Number of Contact Person

Matt Brown, Acting Executive Director (510) 981-7368

¹ Staff and the Board have only communicated with Ms. Stashower throughout the work on this project. Since the initial ratification of the contract with the Centre for Organization Effectiveness, Ms. Stashower has left the Centre and is now working independently. She has agreed to provide the Board and staff with additional work on this and similar projects pending the Board's authorization. Her new company is called Kinnectics, LLC.

RESOLUTION 21-10

AUTHORIZING ACTING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH KINNECTICS, LLC THROUGH JUNE 30, 2022 IN AN AMOUNT NOT TO EXCEED \$25,000

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the previous executive director, who had held that position since 2002, retired from the Berkeley Rent Board in April 2020; and

WHEREAS, the Board and staff alike have expressed an interest in reviewing the Board's workplace culture to determine what type of leader the Board ultimately hires; and

WHEREAS, the Board wishes to involve staff in this process, so that there is a shared understanding between staff and the elected Commissioners regarding what is expected from the new executive director; and

WHEREAS, the Centre for Organization Effectiveness ("Contractor") has long provided training and support services for a number of City and Board staff for many years; and

WHEREAS, Board staff have been very impressed with Contractor's ability to increase organizational capacity in a wide variety of leadership and management areas; and

WHEREAS, the Board would like to engage in a process with Contractor in an effort to assess the key components of the executive transition to ensure that the new executive director possesses the competencies and attributes necessary to lead the agency into the future; and

WHEREAS, the Board wishes to involve staff as much as possible in the executive transition process to ensure that staff is given sufficient space to voice what they wish to see from a new executive director; and

WHEREAS, the Board, on September 17, 2020, authorized the Executive Director to enter into a contract with the Contractor to complete an executive transition assessment for a total amount not to exceed \$16,000; and

RESOLUTION 21-10

AUTHORIZING ACTING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH KINNECTICS, LLC THROUGH JUNE 30, 2022 IN AN AMOUNT NOT TO EXCEED \$25,000 (Page 2)

WHEREAS, the Board entered into a contract with the Centre for Organization Effectiveness on October 15, 2020; and

WHEREAS, Keren Stashower, formerly a consultant with the Centre for Organization Effectiveness, completed an executive transition assessment and presented findings to staff on March 17, 2021 and to the Board at its March 21, 2021 meeting for both comment and input; and

WHEREAS, additional funding of \$5,000 is needed to complete work related to the organizational assessment; and

WHEREAS, the Rent Stabilization Board is pleased with Keren Stashower's work and wishes to hire Ms. Stashower directly through her business Kinnectics, LLC to complete work related to the organizational assessment; and

WHEREAS, the Rent Stabilization Board wish to hire Kinnectic's LLC to assist the agency with the additional organizational improvement efforts, strategic planning and addressing growth opportunities identified in the executive transition assessment through Fiscal Year (FY) 2021/22; and

WHEREAS, the Kinnectics LLC estimates the additional work required to support this effort will cost a total of \$20,000.

NOW, THEREFORE, BE IT RESOLVED that the City of Berkeley Rent Stabilization Board hereby authorizes the acting executive director to execute a contract with Kinnectics, LLC through June 30, 2022, in an amount not to exceed \$25,000.

RESOLUTION 21-10

AUTHORIZING ACTING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH KINNECTICS, LLC THROUGH JUNE 30, 2022 IN AN AMOUNT NOT TO EXCEED \$25,000 (Page 3)

Dated: May 6, 2021

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Leah Simon-Weisberg, Chair
Rent Stabilization Board

Attest: _____
Matt Brown, Acting Executive Director