

ITEM

3.1



California Affordable
Housing Initiatives, Inc.

**Board of Directors Regular Meeting Minutes
Draft
June 13, 2024**

1. Roll Call

Director Wells called the meeting to order at 5:40 PM.

(AB 2449 Compliance) The Chair of the Board will confirm that there are two (2) directors in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Director who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB 2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For “emergency circumstances” the request must be approved by a majority vote of the Board of Directors for the emergency circumstance to be used as a justification to participate remotely. All Directors meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Director must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member’s relationship to such individuals.

Director Wells motioned to approve the virtual presence of Director Hartwig. Director Griffith seconded the motion, and it was passed by the following vote:

Ayes 3 – Wells, Griffith, Hartwig

Present 3 – Director Wells, Director Hartwig, and Director Griffith were present for the roll call.

2. Approval of the Minutes

2.1 Approval of the Minutes of the Regular Meeting of March 21, 2024

A motion was made by Director Wells and seconded by Director Hartwig for the approval of the minutes of the March 21, 2024, Regular Meeting. The motion carried by the following vote:

Ayes 3 – Wells, Hartwig, Griffith

CAHI Board Meeting Minutes
June 13, 2024
Page 2 of 4

3. Modifications to the Agenda

There were no modifications to the agenda.

A motion was made by Director Wells and seconded by Director Hartwig to approve the agenda. The motion carried by the following vote:

Ayes 3 – Wells, Hartwig, Griffith

4. Recognition of People Wishing to Address the Board

There were no persons wishing to address the Board.

5. New Business

5.1 Designation of Officers for Secretary and Treasurer.

Anna Kaydanovskaya, Director of Asset Management, noted that the current CAHI Secretary and Treasurer are respectively, Duane Hopkins and Victor Madamba. She recommended that Mr. Hopkins and Mr. Madamba continue to serve as Secretary and Treasurer, respectively.

A motion was made by Director Wells and seconded by Director Hartwig to have Mr. Hopkins and Mr. Madamba continue to serve as CAHI Secretary and CAHI Treasurer, respectively. The motion carried by the following vote:

Ayes 3 – Wells, Hartwig, Griffith

5.2 Adopt a resolution to approve the Fiscal Year 2025 Budget.

Anna Kaydanovskaya, Director of Asset Management provided an overview of the Fiscal Year 2025 budget. She then answered questions from the Board.

A motion was made by Director Wells and seconded by Director Hartwig to adopt a resolution approving the Fiscal Year 2025 Budget. The motion carried by the following vote:

Ayes 3 – Wells, Hartwig, Griffith

5.3 Presentation of the Unaudited Comparative Financial Statements dated March 31, 2024, and 2023.

Anna Kaydanovskaya, Director of Asset Management provided a presentation on the unaudited financial statements for the quarter ending

CAHI Board Meeting Minutes
June 13, 2024
Page 3 of 4

March 31, 2024, comparing financials to the same quarter ending March 31, 2023. She then answered questions from the board.

- 5.4 Adopt a resolution authorizing and approving Procurement Policy changes Duane Hopkins, Chief Officer of Program and Finance Administration presented the updates to the Procurement Policy. He then answered questions from the Board. Director Griffith requested additional clarification on the payment tables provided in the addendum.

A motion was made by Director Wells and seconded by Director Hartwig to table this item requesting to adopt a resolution authorizing and approving Procurement Policy changes. The motion carried by the following vote:

Ayes 3 – Wells, Hartwig, Griffith

6. Reports

- 6.1 Status update on 77th and Bancroft development.

Tom Deloye, Chief Officer of Real Estate Development, provided an update on the development status of the 77th and Bancroft project, and then answered questions from the board.

- 6.2 Update on the status of the Annual Contribution Contract for Project-Based Section 8 Contract Administration Services between California Affordable Housing Initiatives, Inc., and the U.S. Department of Housing and Urban Development.

Duane Hopkins, Chief Officer of Program and Finance Administration provided an update on the status of the Annual Contribution Contract for Project-Based Section 8 Contract Administration Services between California Affordable Housing Initiatives, Inc., and the U.S. Department of Housing and Urban Development. He then answered questions from the Board.

- 6.3 Status update on the Local Housing Support Program.

Anna Kaydanovskaya, Director of Asset Management, provided an update on the Local Housing Support Program. She then answered questions from the Board.

7. Announcements

No announcements were made.

CAHI Board Meeting Minutes
June 13, 2024
Page 4 of 4

8. Adjournment

A motion was made by Director Wells and seconded by Director Hartwig for the meeting to adjourn. The motion carried by the following vote:

Ayes 3 – Wells, Hartwig, Griffith

The meeting adjourned at 6:58 PM.

CALIFORNIA AFFORDABLE HOUSING INITIATIVES, INC.

By: _____
Duane Hopkins, Secretary