



California Affordable  
Housing Initiatives, Inc.

**Board of Directors Regular Meeting Minutes  
Draft  
September 12, 2024**

**1. Roll Call**

Director Griffith called the meeting to order at 5:46 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 Hartwig motioned to approve the virtual presence of Director Wells. Director Griffith seconded the motion, and it was passed by the following vote:

**Ayes 3 – Hartwig, Griffith, Wells**

**Present 3 – Hartwig Griffith, Wells**

**2. Modifications to the Agenda**

There were no modifications to the agenda.

**3. Approval of the Minutes**

**3.1 Approval of the Minutes for June 13, 2024, Regular Board Meeting.**

A motion was made by Director Wells and seconded by Director Hartwig for the approval of the minutes for June 13, 2024, Regular Board Meeting. The motion carried by the following vote:

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**Ayes 3 – Wells, Hartwig, Griffith**

4. Recognition of People Wishing to Address the Board

There were no persons wishing to address the Board.

5. Old or Unfinished Business

There was no old or unfinished business.

6. New Business

6.1 Election of Chair and Vice-Chair of the CAHI Board of Directors

A motion was made by Director Wells and seconded by Director Hartwig to have Director Griffith and Director Hartwig continue to serve as CAHI Chair and CAHI Vice-Chair, respectively. The motion carried by the following vote:

**Ayes 3 – Wells, Hartwig, Griffith**

6.2 Adopt a resolution authorizing the Chief Executive Officer to renew the Fidelity Bond Insurance policy with the Housing Authority Insurance Group and to make payment of the annual insurance premiums in the amount not to exceed \$370,000 for the renewal term from October 1, 2024, to September 30, 2025.

Duane Hopkins, Chief Officer of Finance and Program Administration presented on this item. He then answered questions from the Board.

A motion was made by Director Wells and seconded by Director Hartwig to adopt a resolution authorizing the Chief Executive Officer to renew the Fidelity Bond Insurance policy with the Housing Authority Insurance Group and to make payment of the annual insurance premiums in the amount not to exceed \$370,000 for the renewal term from October 1, 2024, to September 30, 2025. The motion carried by the following vote:

**Ayes 3 – Wells, Hartwig, Griffith**

6.3 Presentation of Financial Status Report for the Period July 1, 2023, through June 30, 2024.

Victor Madamba, Director of Finance and CAHI Treasurer, provided a presentation of Financial Status Report for the Period July 1, 2023, through June 30, 2024. He then answered questions from the board.

7. Reports

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- 7.1 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.

8. Announcements

No announcements were made.

9. 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 6:17 PM.

**CALIFORNIA AFFORDABLE HOUSING INITIATIVES, INC.**

By: \_\_\_\_\_  
Duane Hopkins, Secretary