



Keller Housing
Initiatives, Inc.

Board of Directors

PATRICIA WELLS
ROY SCHWEYER
CARLA DARTIS
ANNE GRIFFITH
GREGORY HARTWIG
DON FALK
JANET HOWLEY
GARY FLAXMAN

Executive Director

Patricia Wells

In accordance with Article IV Section 4.10 and 4.11, of the Keller Housing Initiatives Inc., bylaws, NOTICE IS HEREBY GIVEN that the **Regular Meeting (Affiliate Meeting)** of the Keller Housing Initiatives has been called. The meeting will be held as follows:

KELLER HOUSING INITIATIVES, INC.

Regular Meeting (Affiliate Meeting)

Tuesday, December 9, 2025 at 5:00 PM
1619 Harrison Street
Oakland, CA 94612



AGENDA

Regular Meeting (Affiliate Meeting)

December 9, 2025, 5:00 PM

Zoom Information

To participate via teleconference, please use the zoom link below.

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/85070666670?pwd=CNgUqhiHFB29aAU3IxFWKV5Y5ald66.1>

Meeting ID (access code): 850 7066 6670 Meeting Password: 122025
Closed Caption – provided through the link.

To participate by Telephone: +1 213 338 8477

Meeting ID (access code): 850 7066 6670 Meeting Password: 122025

1. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are three (3) 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 AB2449 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 a/so publicly disclose at the meeting prior to any action whether any 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 with such individuals.

2. Approval of the Minutes

2.1 25-2212 Approval of the minutes from the September 16, 2025 KHI Board of Directors meeting.

Attachment(s)

[Approval of the minutes from the September 16, 2025 KHI Board of Directors meeting](#)
[Draft Minutes of the September 16, 2025 KHI Board of Directors meeting](#)

3. Modifications to the Agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists.

4. Recognition of people wishing to address the Board

If you need special assistance to participate in the meeting please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Board of Directors to make reasonable arrangements to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number. You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.

To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In- Webinar.

*To comment by phone, please call on one of the phone numbers listed above with the Zoom information. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by phone.*

5. Old or Unfinished Business

6. New Business

- 6.1 25-2111 Distribution of Annual Conflict of Interest Statement.

Attachment(s)

[Staff Report - Annual Conflict of Interest Statement](#)

[KHI Conflict of Interest Policy](#)

[KHI Annual Conflict of Interest Statement](#)

- 6.2 25-2053 Adopt a resolution authorizing the Executive Director to amend the contract with Armanino LLC to complete the annual financial statements and tax returns for Keller Housing Initiatives, Inc. (KHI) increasing the total not to exceed amount from \$25,475 to an amount up to \$38,250 for the contract period ending December 12, 2027, where other than the increase in the contract amount, all other terms and provisions of the contract will remain unchanged.

Attachment(s)

[Staff Report - KHI Armanino LLC](#)

[November 3, 2022 KHI Resolution Authorizing Armanino Contracts](#)

[KHI Armanino Amendment Contract Resolution](#)

- 6.3 25-2186 Adopt a resolution authorizing the Executive Director to amend the contract with Armanino LLC to complete the annual financial statements and tax returns for Keller Housing Associates, L.P. increasing the total not to exceed amount from \$101,250 to an amount up to \$133,950 for the contract period ending December 12, 2027, where other than the increase in the contract amount, all other terms and provisions of the contract will remain unchanged.

Attachment(s)

[Staff Report - Keller Housing Associates, L.P Annual Financial Statements and Tax Returns Armanino LLC](#)
[November 3, 2022 KHI Resolution Authorizing Armanino Contracts](#)
[KHA Armanino Amendment Contract Resolution](#)

- 6.4 25-2214 Adopt a resolution authorizing the Executive Director to execute a three-year contract, with two one-year option terms, commencing on the date of contract execution, with LifeSTEPS utilizing competitive procurement process under RFP Number 25-002 for Keller Plaza Apartments, for a total not to exceed amount up to \$208,831 for the initial term of the contract and up to \$73,828 and up to \$76,043 for each option term respectively, for a total not to exceed amount up to \$358,702 if the contract is in place for an initial term of three years and two one-year option terms.

Attachment(s)

[Staff Report - Keller Plaza LifeSTEPS](#)
[Keller Plaza Services Contract LifeSTEPS Resolution](#)

- 6.5 25-2129 Adopt a resolution to approve the 2026 annual operating budget for Keller Plaza Apartments.

Attachment(s)

[Staff Report -2026 Annual Operating Budget For Keller Plaza Apartments](#)
[KPA 2026 Operating Budget](#)
[KPA 2026 Operating Budget Resolution](#)

- 6.6 25-2230 Adopt a resolution authorizing two (2) scholarships in the amount of \$1,000 each to the recipients of the Keller Homegrown Success Scholarship.

Attachment(s)

[Staff Report - Keller Homegrown Success Scholarship](#)
[June 10 2025 KHI Resolution on Contribution and Scholarship to Meet Requirements](#)
[Keller Homegrown Scholarship Recipients Resolution](#)

7. Reports

- 7.1 25-2114 Keller Plaza Apartments 3rd quarter property management and financial reports.

Attachment(s)

[Staff Report - Keller Plaza Apartments 3rd Quarter Property Management And Financial Reports](#)
[KPA Property Management Report 3rd Quarter 2025](#)
[KPA Resident Services Report 3rd Quarter 2025](#)

[KELLER September 2025 Financial Statements](#)

- 7.2 25-2221 Keller Plaza Apartments Financial Dashboard Report.

Attachment(s)

[Staff Report - Keller Plaza Apartments Financial Dashboard Report
KPA Financial Dashboard 3rd Quarter 2025](#)

8. Announcements

- 8.1 25-2215 Proposed Options for Board of Directors' Meeting Calendar for 2026.

Attachment(s)

[Proposed Board Meeting Calendar 2026](#)

9. Adjournment