

ITEM

2.1

**OAKLAND HOUSING INITIATIVES, INC.
DRAFT MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**

December 9, 2025

DIRECTORS

In-Person

Patricia Wells, President
Carla Dartis, Secretary
Janet Howley
Don Falk
Anne Griffith
Gary Flaxman

On-line via Zoom

Greg Hartwig
Roy Schweyer, Vice President

STAFF

In-Person

Oakland Housing Authority

Anna Kaydanovskaya
Nicol U Jacob
Araceli Tellez
Mark Mislant
Claudia Pinon
Thomas Deloye
Mercedes Gaskin
Victor Madamba
Jon Gresley
Trevor Auser

John Stewart Company

Ron Bowen

Goldfarb & Lipman LLP

M David Kroot

1. Roll Call

The meeting was called to order by Chair Wells at 5:06 p.m.

(AB 2449 Compliance) The Chair 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 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' meetings must provide a general description of the circumstances relating to the 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.

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The following Directors responded to a roll call:

Present – Wells, Hartwig, Griffith, Falk, Howley, Schweyer, Dartis

Director Hartwig and Director Schweyer joined remotely under AB2449 due to emergency circumstances.

2. Approval of the minutes for September 16, 2025, OHI Board of Directors Meeting.

Director Howley moved to approve the minutes of the Board of Directors' regular meeting held on September 16, 2025, which was seconded by Director Dartis. The motion passed by the following vote:

Ayes 7 – Wells, Hartwig, Griffith, Falk, Howley, Schweyer, Dartis

Excused 1 – Flaxman

3. Modifications to the Agenda

There were no modifications to the agenda.

4. Recognition of people wishing to address the Board

There were no people wishing to address the Board.

5. Old or Unfinished Business

There were no people wishing to address the Board.

6. New Business

6.1 Distribution of Annual Conflict of Interest Statement.

Anna Kaydanovskaya, Director of Asset Management, presented this item and as the item is informational, no action was needed.

Director Flaxman arrived at 5:18 p.m.

6.2 Adopt a resolution authorizing the Executive Director to amend the contract with Armanino LLC to complete the annual financial statements and tax returns for Oakland Housing Initiatives, Inc. (OHI) increasing the total not to exceed amount from \$25,475 to an amount up to \$59,350 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.

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Anna Kaydanovskaya, Director of Asset Management, presented this item and answered questions from the Board. Questions included whether the fee increase was comparable to what other entities in the industry were experiencing, if Armanino provided these services to all of OHA's nonprofit entities, as well as clarifications on the kinds of services being provided (an audit versus a review).

With Armanino's contract extending for another year through December 12, 2026, Director Wells advised that it would be prudent to begin the procurement process for certified public accounting services before the end of this contract.

Director Griffith moved to adopt this item. The motion was seconded by Director Dartis and passed by the following vote:

Ayes 8 – Wells, Hartwig, Griffith, Falk, Howley, Schweyer, Dartis, Flaxman

- 6.3 Adopt a resolution authorizing the Executive Director to amend the contract with Armanino LLC to complete the annual financial statements and tax returns for Foothill Family Apartments, L.P. increasing the total not to exceed amount from \$94,500 to an amount up to \$109,500 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.**

Anna Kaydanovskaya, Director of Asset Management, presented this item. There were no further questions from the Board.

Director Falk moved to adopt this item. The motion was seconded by Director Dartis and passed by the following vote:

Ayes 8 – Wells, Hartwig, Griffith, Falk, Howley, Schweyer, Dartis, Flaxman

- 6.4 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 Foothill Family Apartments, for a total not to exceed amount up to \$162,143 for the initial term of the contract and up to \$57,322 and up to \$59,042 for each option term respectively, for a total not to exceed amount up to \$278,507 if the contract is in place for an initial term of three years and two one-year option terms.**

Anna Kaydanovskaya, Director of Asset Management, presented this item and answered questions from the Board. Questions included clarifying the kinds of resident services offered.

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Director Hartwig left at 5:43 p.m.

Director Dartis moved to adopt this item. The motion was seconded by Director Flaxman and passed by the following vote:

Ayes 7 – Wells, Griffith, Falk, Howley, Schweyer, Dartis, Flaxman

Excused 1 – Hartwig

6.5 Adopt a resolution to approve the 2026 annual operating budget for Foothill Family Apartments.

Anna Kaydanovskaya, Director of Asset Management, presented this item. There were no further questions from the Board.

Director Howley moved to adopt this item. The motion was seconded by Director Griffith and passed by the following vote:

Ayes 7 – Wells, Griffith, Falk, Howley, Schweyer, Dartis, Flaxman

Excused 1 – Hartwig

Director Falk left at 6:01 p.m.

7. Reports

7.1 Foothill Family Apartments 3rd quarter property management and financial reports.

Ron Bowen, Regional Director for The John Stewart Company, presented this informational item and answered questions from the Board. Questions included clarifying demographics of those being evicted or at risk of being evicted.

Anna Kaydanovskaya, Director of Asset Management, and Araceli Tellez, Resident Services Portfolio Manager, provided supplemental information on this item.

7.2 Foothill Family Apartments Financial Dashboard Report.

Anna Kaydanovskaya, Director of Asset Management, presented this item. There were no further questions from the Board.

7.3 Foothill Family Apartments Construction Update.

Tom Deloye, Chief Officer of Real Estate Development, presented this item. Questions included clarifying the project's soft costs.

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8. Announcements

Director Wells noted that the Housing Authority's advocacy work and housing partnerships continue. The Authority has been given the opportunity to serve as a representative in the creation of a new homelessness department for the Governor's office.

9. Adjournment

Director Griffith motioned to adjourn the meeting, which was seconded by Director Flaxman. The motion passed by the following vote:

Ayes 6 – Wells, Griffith, Howley, Schweyer, Dartis, Flaxman

Excused 2 – Hartwig, Falk

The meeting was adjourned by Chair Wells at 6:20 p.m.