ITEM
2.1

KELLER 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
Anne Griffith
Gary Flaxman

On-line via Zoom

Roy Schweyer, Vice President

STAFF

In-Person

Oakland Housing Authority
Anna Kaydanovskaya
Nicol U Jacob
Araceli Tellez
Mark Mislang
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 6:20 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 meeting remotely 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.

The following Directors responded to a roll call:

Present – Wells, Griffith, Howley, Schweyer, Dartis, Flaxman

Director Schweyer joined remotely under AB2449 due to emergency circumstances.

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

Director Dartis moved to approve the minutes of the Board of Directors' regular meeting of June 10, 2025, which was seconded by Director Howley. The motion passed by the following vote:

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

Excused 2 – Hartwig, Falk

3. **Modifications to the Agenda**

Director Dartis motioned to move up Items 6.2, 6.3, 6.4, 6.5, and 6.6, then return to Item 6.1, which was seconded by Director Schweyer. The motion passed by the following vote:

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

Excused 2 – Hartwig, Falk

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.

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 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.

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 Schweyer and passed by the following vote:

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

Excused 2 – Hartwig, Falk

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 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.**

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

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

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

Excused 2 – Hartwig, Falk

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 Keller Plaza Apartments, for a total not to exceed amount up $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 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 vetting process, the contract start date for LifeSTEPS, and the end date of the contract with the current provider.

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

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

Excused 2 – Hartwig, Falk

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

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

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

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

Excused 2 – Hartwig, Falk

Director Schweyer left at 6:37 p.m.

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

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

Director Dartis moved to adopt this item. The motion was seconded by Director Griffith and passed unanimously.

7. Reports

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

Ron Bowen, Regional Director for The John Stewart Company, presented this informational item. Anna Kaydanovskaya, Director of Asset Management, and Araceli Tellez, Resident Services Portfolio Manager (RSPM), provided supplemental information on this item. There was a question about the number of Mercy Brown Bags distributed.

7.2 Keller Plaza Apartments Financial Dashboard Report.

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

8. Announcements

Director Wells introduced Jon Gresley as the Interim Chief Housing Operations Officer and Trevor Auser as the Director of Housing Opportunities to the Board of Directors.

9. Adjournment

Director Griffith motioned to adjourn the meeting, which was seconded by Director Dartis. The motion passed unanimously.

The meeting was adjourned by Chair Wells at 6:59 p.m.