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**Pittsburgh Land Bank [PLB] Minutes**

**December 14, 2018**

**Convene:** Chair called meeting to order.

**Roll Call:** Administrator called the Roll. Members Present: Reverend Burgess, Chair, Jamil Bey, Vice-Chair, Diamonte Walker (phone), Secretary, Paul Leger, Treasurer, Senator Fontana, Councilwoman Kail-Smith, Councilman Lavelle.

**Public Comment:**

There was no public comment and the Chair proceeded to the next item on the agenda.

**Approval of September 2018 Minutes:**

◇ Motion to approve the September 2018 Board meeting minutes [**Fontana/Leger**] Motion passed (Abstain: Kail-Smith).

The Board accepted the notes from the October 12, 2018 meeting. It was a discussion only meeting as there was no quorum present.

**Chairman's Report:**

The Chair provided an update on the status of the initial inventory pipeline. The Administrator will present a status report to the Board monthly for informational purposes moving forward. The Board asked for clarification as to how the initial inventory has been selected and how the public can interact with the PLB to potentially purchase those properties. PLB Administrator reviewed the PLB Board adopted foundational documents, specifically noting the content of the Policies and Procedures, as well as the 12-month Strategic Plan. Additionally, the PLB Administrator reviewed the workplan of the PLB to address the standard operating procedures during the pilot year in order regarding acquisition of properties via various means, management and maintenance of the inventory, and, ultimately the disposition of its inventory. The Administrator acknowledged that all were under development and each property as acquired did not have a specific end use nor disposition process tied to it – request for proposals, general application, etc.

The Chair introduced the next steps with regards to the Pittsburgh Property Reserve reform, noting that the Pittsburgh Land Bank Administrator would lead a process including an Advisory Committee to create a series of next steps and recommendations. The Board expressed the importance of modernizing the existing program to include different timelines, enforcement of standards, and achieving clear title to properties in an efficient manner, as well as reviewing eligible participants for possible expansion.

The Chair reviewed the personnel plan for 2019, noting the PLB Administrator would transition to full time for the PLB and the goal of adding a 2<sup>nd</sup> staff person in Q1 2019. The Chair is the board-appointed point of contact for personnel-related issues under the Memorandum of Agreement with the Urban Redevelopment Authority. As such, they will work with the URA on the hiring of the new staff person, and job descriptions for both positions would be available by the January board meeting. The Chair asked the

Administrator to provide additional information. The Administrator reviewed the need for expanded capacity and different sets of skills necessary to support the growth of the agency in 2019 to fulfill its strategic plan. The Board acknowledged this and requested the Chair and Administrator explore shared staffing opportunities.

#### **Administrator's Report:**

The Administrator reviewed the additional legal support for the PLB and the activities involved.

The Board reviewed the proposed MWBE and Procurement policies. Board member Walker asked a question as to possible conflict of interest for the MWBE policy as it references and utilized the URA's MWBE staff, which she oversees. There is no direct conflict as the policy and contract is with the URA, not with Ms. Walker herself.

◇ Motion to adopt the MWBE and Procurement policies as drafted. [Bey/Walker] Motion passed [Abstain: Kail-Smith].

#### **Finance & Fundraising Report:**

Treasurer Leger introduced the Finance Report. The Board Chair expressed thoughts for Mr. Leger's family with the recent shooting at his family's synagogue. Mr. Leger thanked everyone for their continued support.

The Administrator reviewed the December financial report on activity from September through November, as well as the payable received during that period.

◇ Motion to accept the December Finance report and September, October, and November expenditures **[Leger/Fontana]**. Passed Unanimously.

The Board considered a request to increase the spending authority of the PLB Administrator from \$500 to \$5,000 per payable. There was a discussion with regards to the acquisition of real property. The Administrator clarified that all property acquisitions, including direct transaction costs, would have to be approved by the Board prior to acquisition. This additional authority could support inventory-related expenses, but not direct property purchase without prior board consent.

◇ Motion to increase the spending authority of the PLB Administrator not to exceed \$5,000 per individual payable. **[Leger/Walker]** Passed Unanimously.

The Board considered a request to add a third signatory for its bank account.

◇ Motion to add the Vice Chair, Dr. Jamil Bey, as an additional signatory on bank-related activities. **[Leger/Lavelle]** Passed Unanimously.

The Board reviewed the 2019 budget as revised. The Treasurer and Administrator provided updates on changes to line items and details from the prior introduced budget draft. The Treasurer acknowledged that the budget as presented was an 'aspirational budget and contingent on revenue. If revenue could not be secured, expenses would not be incurred.

◇ Motion to adopt the 2019 Budget as presented. **[Fontana/Walker]** Passed Unanimously.

Chair Burgess thanked Mr. Leger for his continued commitment to the PLB Board.

PLB Administrator reviewed the outstanding fundraising commitments and receivables, noting the PLB was not included in the City's 2019 Operating Budget and did not have any active applications for funding submitted.

**Communications Committee:**

Committee Chair Dr. Bey reminded the Board the website RFW had been released in November and requested they share with their networks.

**Nominations Committee:**

The Nominations Committee reminded the public and board that the PLB was seeking a new board member – a resident of either City Council District 5, 7, or 8, and to submit nominations to the PLB Administrator for consideration.

**New Business:**

The Chair gave thanks and well wished to all during the holiday season.

Board Member Councilwoman Kail-Smith thanked the Chair for his role and commitment to the PLB.

**Adjournment:**

There was no more business and the Chair called for adjournment.

◇ Motion to adjourn. **[Kail-Smith/Bey]** Passed unanimously.