

**Pittsburgh Land Bank [PLB] Minutes
February 10, 2017**

Convene: Chair called meeting to order.

Roll Call:

Members Present: Councilman Burgess, Chair, Jamil Bey, Vice-Chair, Director Leger, Treasurer, Diamonte Walker, Secretary, Senator Fontana, Tara Sherry-Torres, Councilman Lavelle, Councilwoman Kail-Smith, Steve Mazza

Public Comment:

Sarah Slater – Pittsburgh Community Reinvestment Group

Zeba Ahmed – Fineview Citizens Council / Perry Hilltop Citizen’s Council

Tiffany Tulton – Resident, Stanton Heights

Approval of January Minutes:

◇ Motion to approve January Board meeting minutes **[Mazza/ Fontana]** Passed Unanimously.

Chairman’s report:

Rev. Burgess acknowledged the soon-to expire Memorandum of Agreement with the Urban Redevelopment Authority (URA) for Administrative services. He asked the Board to consider extended said agreement for another year, upon URA approval, as noted by Director Straussman.

◇ Motion to approve a one-year extension of a Memorandum of Agreement with the Urban Redevelopment Authority with the same scope of services. **[Kail-Smith/Leger]** Passed Unanimously.

Chair acknowledged the conflicts with the 2017 Board meeting schedule, making two adjustments with the agreement of the board, moving back the April and November meeting dates by one week to adhere to the respective federal observed holidays.

Administrator’s Report:

BDavidson, representing the URA, provided the Board with an update on behalf of Special Counsel Irene Clarke. The City will provide local Ethics and Conflict of Interest training. State training is still being worked on. The City Ethics Commission and Law Department will coordinate the completion and submission of Statements of Financial Interest to the State of PA.

Finance Committee:

Board Treasurer, Paul Leger, asked Ms. Davidson to provide the 2017 year-to-date and January financials. Ms. Davidson provided a report on the balance sheet, budget vs. actual, 3-month projection, and AP/AR.

Director Leger noted that the Board has cash on hand through June, however must look immediately to secure funding for additional 2017 activities. It was asked who has engaged the foundation community. Ms. Davidson acknowledged that this was not in the scope of services for the URA and deferred to the Chair, noting that the 2017 budget was passed early in draft form to allow for the Executive Committee to pursue funding. A revised 2017 budget will be presented at an upcoming meeting. Chair Burgess noted that now would be the time to approach the City and local foundations for support for these activities. There was a request that the Board be involved in discussions prior to submitting or accepting any philanthropic funds.

◇ Motion to accept the January Finance Report [**Walker/Sherry-Torre**]. Passed unanimously.

Treasurer Leger presented the January monthly expenditures as received since the prior Board meeting..

◇ Motion to approve the monthly expenditures [**Fontana/Mazza**]. Passed unanimously.

Ms. Davidson presented the Board with a letter for submission to the state Department of Community and Economic Development acknowledging and fulfilling the Pittsburgh Land Bank's 2015 state audit obligations, requiring both Chair Burgess and Treasurer Leger's signatures.

◇ Motion to approve the submission of the letter as presented, upon signature [**Sherry-Torres/Fontana**]. Passed unanimously.

Report from Communications Committee:

Communications Chair Sherry-Torres provided a report on the activities of the Communications Committee.

The PLB has begun using its new branding, including logo images, colors, and font, for various communications, including the development of letterhead and various other mediums. The PLB monthly board meetings are now being advertised in the Post-Gazette and the New Pittsburgh Courier.

Ms. Sherry-Torres invited Mongalo-Winston and Fourth Economy (Consultants) to the table to present on the public engagement for the Policies & Procedures. It was noted that the website and dissemination of the draft Policies & Procedures went live this morning, Friday, February 10th, 2017, per Executive Committee authorization, as empowered by the full board at the December 2016 Board meeting.

Sara Blumenstein of Fourth Economy provided an overview of the online engagement site: pghlandbank.org, noting that the website is also mobile-device friendly.

Dates for the five public meetings will be disseminated to the board within the next week, providing at least 30 days between the distribution of the draft document and the first public meeting. Board members are asked to attend at least two of the meetings.

The Board provided feedback to the Consultants on additions to the website, and engaged in a discussion about next steps and receiving and incorporating feedback received. The Consultants will assemble all input received via online forms, email, in person meetings, and letters, and create a final report to be delivered in draft form by the April Board meeting. Board members are asked to forward any input received to the consultants so that it may be included in the report.

◇ Motion to accept the Communications Committee report. [**Kail-Smith/Bey**] Passed Unanimously.

New Business:

Chair Burgess made a note that he was proud of the Board for pushing through to get to this point, particularly the public officials, as this has not been an easy or straightforward journey.

Adjournment:

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

◇ Motion to adjourn. [**Walker/Sherry-Torres**] Passed unanimously.