

Pittsburgh Land Bank [PLB] Minutes
October 14, 2016

Convene: Chair called meeting to order.

Roll Call:

Members Present: Councilman Burgess, Chair, Dr. Bey, Vice Chair, Director Leger, Treasurer, Diamonte Walker, Secretary, Senator Fontana, Steve Mazza, Councilman Lavelle

Public Comment: None

Approval of September Minutes:

◇ Motion to approve September Board meeting minutes as submitted [**Mazza/Lavelle**]. Passed unanimously.

Chairman's report:

Rev. Burgess provided an overview of the progress and activities of the last month.

The Board opened nominations for the Executive Committee Secretary position. Diamonte Walker was nominated and accepted the nomination.

◇ Motion to elect Diamonte Walker as Secretary of the PLB Board [**Lavelle/Leger**]. Passed unanimously.

The Board discussed the expiring terms of board members, including three which expired in 2015 and three which are expiring next month. All six positions will be addressed at the November board meeting for renewal.

Reclaiming Vacant Properties Conference

Eleven representatives from Pittsburgh attended the conference in Baltimore September 28-30, including 5 PLB board members. The Board attendees provided reflections on the Conference, including the special meeting with the delegation from the Lucas County, OH Land Bank.

Administrator's Report:

Bethany Davidson, representative of the Urban Redevelopment Authority, the PLB Administrator, provided the Board with an update, including the executed Co-op agreement between the City and URA for funding. The Board discussed the Policies and Procedures process. It is the intention to have the Policies and Procedures in draft form to be able to be distributed to the Board in November, simultaneous to the selection of a community engagement consultant.

Irene McLaughlin, Special Legal Advisor, reviewed the drafted code of ethics and conflict of interest policies. The Board reviewed the policies and requested training by the end of the year.

◇ Motion to adopt the Conflict of Interest and Code of Ethics policies subject to a 30-day review period [**Leger/Fontana**]. Passed unanimously.

Report from Treasurer:

Board Treasurer, Paul Leger, presented the 2016 year-to-date financials. Ms. Davidson provided a report on the balance sheet, budget vs. actual, 3-month projection, and AP/AR. Ms. Davidson provided the recently received DCED letter regarding the PLB annual audit.

◇ Motion to accept the September Finance Report [**Leger/Sherry-Torres**]. Passed unanimously.

Treasurer Leger presented a Motion to adopt a policy allowing the PLB to 'piggyback' existing government agency contracts.

◇ Motion to permit the use of contracts awarded by other municipal entities as though they were contracts of the Pittsburgh Land Bank providing that staff get three additional phone quotes from other vendors or service providers to determine if lower costs are generally available. If it is determined that lower costs are available, there should be a standard procurement procedure **[Leger/Lavelle]**. Passed Unanimously.

Report from Communications Committee:

Communications committee member, Dr. Bey, provided a report on the activities of the Communications Committee. The RFP for Community Engagement and meeting facilitation will focus on the 5 legislated meetings for the policies & procedures.

Ongoing community engagement will be a separate focus and may require future additional capacity. The committee also recommended the Board create a standing community advisory committee.

The communications committee will act as the selection committee for the community engagement RFP. As such, they will finalize the RFP, review responses, and make a recommendation to the board, ranking the responses received in order of preference.

◇ Motion to accept the Communications Committee report **[Fontana/Leger]**. Passed Unanimously.

Discussion:

Chairman Burgess noted the increased pace of activities and decisions, and thanked the Board and the public for their patience and continued support and diligence.

Adjournment:

◇ Motion to adjourn **[Fontana/ Lavelle]**. Passed unanimously.