

October 9, 2015 Land Bank Meeting #4

In attendance

1. Rev. Burgess
2. Councilwoman Kail-Smith
3. Councilman Lavelle
4. Director Paul Leger
5. Senator Wayne Fontana
6. Karen Abrams
7. Steve Mazza
8. Tara Sherry-Torres

Registered speakers

- 1) Bethany Davidson – PCRG
- 2) Zeba Ahmed – Northside Leadership Conference (Vacant Structure Coordinator)
- 3) Nicholas Fedorek – Mullin & Lonergan Associates (Housing & Community Develop.Specialist)

Meeting actions & discussions

- **Ms. Sherry-Torres:**
 - Gave the report of the Communications Committee
- **Rev Burgess:**
 - Motion to approve minutes of last meeting
 - Motion to receive and file the report
 - Discussion on bylaws
 - Motion to adopt bylaws
 - Bylaws were approved
 - Met with foundation community
 - Interest in funding the staffing
 - Council set aside \$150,000 to give to URA to be used for matching dollars from foundations
 - Rev. Burgess will email the timeline to the board relative to the complete staffing of the Land Bank
 - Discussion on letter that was sent to Director Rubinstein relative to an MOU w/ URA
 - Motion to amend Article III: Meetings, Section 1: Annual Meetings , of the bylaws by changing the annual meeting to be the 2nd Friday of January
 - Discussion of a possible special meeting to review and discuss the MOU before it goes to URA

- Discussion on hiring practices after URA becomes fiduciary
- Discussion on 5 mandated community meetings
- Hold 2 meetings before the strategic plan is drafted then hold three more after it is drafted
- Public meetings will be held like City Council public hearings
- Work with communication committee on public meetings
- Motion to empower the procurement committee to draft the job description of the “administrator” of the Land Bank

Director Leger:

- MOU should be given to the board members first before it is given to anyone else
- Motion to approve the drafting of an MOU w/ the URA
- Discussion on the address of the land bank (CCB)
- Discussion on Check signing privileges
- Roberts Rules of Order
- Bylaws are not a strategic plan and will have no public input
- Discussion on personnel policy being drafted
- Assistance will be needed to get all the steps created to ensure the smooth transition of the community meetings
- Consensus needed relative to the location of the meetings

Councilman Lavelle:

- Made a technical amendment for the MOU to be covered for ONE year
- Procurement committee should lean on URA to help draft the job descriptions

Councilwoman Kail-Smith:

- There needs to be clear expectations on the personnel for the Land Bank

Mr. Mazza:

- Discussion on what the process will be for the public meetings

Ms. Sherry-Torres:

- Suggested that the meetings for the community be held in the evenings
- Discussion on what the timeline is for the complete staffing for the land bank

Rev. Burgess:

- **Motion to adjourn**

