



**Pittsburgh Land Bank [PLB] Minutes**

**April 21, 2017**

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

**Roll Call:**

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

**Public Comment:**

Mark Masterson – Northside Community Loan Fund

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

Ayana Jones – Sankofa Village Project

Marisa Manheim – Grow Pittsburgh / Pittsburgh Food Policy Council

Gianni Haley – Perry Hilltop Citizen's Council

Sarah Slater – Pittsburgh Community Reinvestment Group

Phyllis Didiano – Beechview Area Concerned Citizens

**Approval of March Minutes:**

◇ Motion to approve March Board meeting minutes **[Bey/Mazza]** Passed Unanimously.

**Chairman's report:**

Board Chair, Rev. Burgess, reviewed the introduced a draft Tri-Party Cooperation Agreement between the City, URA, and PLB for Board discussion. URA Director of Real Estate, Kyra Straussman, was present to provide and overview and answer questions. The Board will take action on the Tri-Party Co-Op at the May meeting.

**Administrator's Report:**

BDavidson, representing the URA, and Special Counsel, Irene McLaughlin, provided the Board with an update on other activities, including scheduling state and local ethics trainings, as well as reminding the Board of the upcoming May 1 deadline to complete and submit their PA Statement of Financial Interests forms.

**Finance Committee:**

Board Treasurer, Paul Leger, asked Ms. Davidson to provide the 2017 year-to-date and March financials. Ms. Davidson provided a report on the balance sheet, budget vs. actual, 3-month projection, and AP/AR. The recent opening of the PLB's first bank account with Dollar Bank will allow for the payment of 60+ day past-due invoices.

Additionally, the Board discussed the financial position and funding prospects for the PLB – both for the remainder of 2017 activities, as well as long-term. Director Leger and Chair Burgess will follow-up with a plan by the June meeting.

◇ Motion to accept the March Finance Report [**Fontana/Bey**]. Passed unanimously.

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

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

#### **Report from Communications Committee:**

Communications Chair Sherry-Torres provided a report on the activities of the Communications Committee, including a brief discussion on the major takeaways from the recently completed Public Engagement process around the draft inaugural Policies & Procedures.

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

#### **Policies and Procedures:**

Consultant Mongalo-Winston provided a handout with the initial analysis, overarching themes, and process for completing their work and providing the Board with a final report on the public input gathered through the engagement process.

#### **New Business:**

Chair Burgess discussed the need to create a strategic plan as one of the next foundational documents after the Policies & Procedures are adopted as the PLB moves towards full operationalization. Chair Burgess directed the Administrator to complete an analysis and come up with a recommended path for the creation and completion of the 2018 strategic plan, for presentation at the May Board meeting.

Chair Burgess reminded the Board and public that the May Board meeting set for Friday, May 12<sup>th</sup>.

#### **Adjournment:**

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

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