



# PITTSBURGH LAND BANK

414 Grant Street  
Pittsburgh, PA 15219

## **Pittsburgh Land Bank [PLB] Minutes December 8, 2017**

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

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

### **Public Comment:**

- Sarah Slater, Pittsburgh Community Reinvestment Group
- Zeba Ahmed, Fineview Citizens Council & Perry Hilltop Citizens Council

### **Approval of October Minutes:**

◇ Motion to approve November Board meeting minutes [**Lavelle/Fontana**] Passed Unanimously.

### **Chairman's report:**

The Chair introduced the renewal of the Administrative Memorandum of Agreement between the PLB and the URA at the same terms and scope as currently written.

◇ Motion to renew the Memorandum of Agreement with the URA. [**Bey/Leger**]. 6 yays, 1 abstention (Walker). Motion passed.

The Chair provided an overview of the next steps in updating the Pittsburgh Property Reserve, per the PLB's Policies and Procedures, and Tri-Party Co-operation Agreement. Administrative representative, B. Davidson addressed the need for additional outside capacity to fulfill this programmatic need. The Executive Committee will make a recommendation to the Board at the January 2018 meeting for consideration as to how to proceed.

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

Legal Counsel, Irene Clark, provided an overview of the Board member appointment process and an associated memo, per the request from the November Board meeting. The Board discussed and agreed that they will only take formal action on the 3 seats directly within their authority to appoint, with 1 seat expiring annually.

### **Finance Committee Report:**

The Treasurer introduced the monthly and year-to-date financials, and asked Ms. Davidson to provide a full overview, including a report on the balance sheet, budget vs. actual, 3-month projection, AP/AR, and monthly expenditures.

The Board briefly discussed the request for the City Operating Budget, Capital Budget, and Housing Opportunity Fund. The Treasurer will work with PLB Board members who serve on City Council to potentially introduce amendments to the City 2018 Operating Budget currently under consideration, per the amounts included in the 2018 PLB Budget.

Ms. Davidson introduced the need for the first independent audit for the PLB and provided several options to the Board. The Board requested the Administrator discuss the possibility of utilizing the City or the URA's audit firms with the respective entities prior to the next board meeting.

◇ Motion to accept the December Finance Report and the monthly expenditures **[Walker/Lavelle]**. Passed unanimously.

**Communications Committee Report:**

Ms. Davidson provided a brief report on activities related to the Communications Committee since the last board meeting.

**Policies and Procedures:**

The Chair reviewed the upcoming City Council Post Agenda and Public Hearing for the PLB's inaugural Policies & Procedures, Thursday, December 14, 2017 at 1:30 and 3:30 pm, respectively. In addition to the 4 invited speakers, all board members were encouraged to attend, and additionally to speak if they desired.

**New Business:**

Board member Leger announced his retirement at the end of 2017 and his intention of fulfilling his term on the PLB board which expires in November of 2018.

**Adjournment:**

There was no more business and the Chair wished everyone Happy Holidays and called for adjournment.

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