



**Pittsburgh Land Bank [PLB] Minutes  
July 13, 2018**

**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, Councilwoman Kail-Smith, Senator Fontana

**Public Comment:**

- Zeba Ahmed, Fineview Citizens Council / Perry Hilltop Citizens Council
- Sarah Slater, Bloomfield resident / Pittsburgh Community Reinvestment Group
- Nancy Reis, Hill Community Development Corporation

**Approval of June 2018 Minutes:**

◇ Motion to approve the June 2018 Board meeting minutes [**Bey/Kail-Smith**] Passed unanimously.

**Chairman's Report:**

The Chair informed the Board and public that the Tri-Party Co-Op agreement has been fully executed by all parties.

The Chair discussed the inventory selection process for the PLB to begin its first acquisitions and implementation of its Strategic Plan. Administrator, BDavidson provided an overview of the 1-page document distributed outlining the inventory selection criteria. The Board discussed the criteria and process. The Chair directed the Administrator to complete due diligence and inventory selection and transfer process on only City-owned properties, with a preference for the Pittsburgh Property Reserve inventory, ensuring the properties go to City Council for authorization before transfer.

**Administrator's Report:**

The Administrator and Counsel briefed the Board on the work done on flushing out the staffing needs of the PLB over the next 12 months to implement the strategic plan as passed and to expand the existing Memorandum of Agreement [MOA] with the Urban Redevelopment Authority [URA] to provide for those needs. This Board authorized Counsel and the Treasurer to begin negotiations with the URA over said expansion.

URA Director of Real Estate came to the table to discuss next steps, opportunities, and potential issues.

The parties will meet in the next week to determine a 'not to exceed' dollar amount for comprehensive staffing and administrative services for this Board to vote on at the next meeting.

In the short-term, the Board requested current URA staff deployed to fulfill the terms of the agreement be increased in time while the staffing plan is phased in.

**Finance & Fundraising Report:**

Treasurer Leger provided an overview of the financial position of the PLB, noting the cash balance. Administrator B. Davidson gave the financial reports, including a full report on the balance sheet, budget vs. actual, 3-month projection, AP/AR, and monthly expenditures.

◇ Motion to accept the June Finance report, approve the monthly expenditures, and accept the Heinz Endowments Grant. **[Bey/Fontana]**. Passed unanimously.

**Nominations Committee Report:**

Secretary, Diamonte Walker provided an update on the progress in selecting a board member to fill the vacant seat. The committee met and vetted the nominations received and will be interviewing a short list. The goal is to have a final recommendation to the Executive Committee in advance of the August board meeting, so the board may be able to select a candidate at that time.

**New Business:**

Director Walker requested the PLB continue to consider the property maintenance aspect of its work and proactively develop a MWBE (minority and women business enterprise) policy for its procurement moving forward. Administrator BDavidson will work with the Dir. Walker on this for the next Board meeting.

**Announcements:**

The Chair announced that the Board will meet in August, however the meeting will not be televised as Council is on recess and Chambers removes its equipment to clean and repair any issues.

**Adjournment:**

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

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