



PITTSBURGH LAND BANK

414 Grant Street
Pittsburgh, PA 15219

Pittsburgh Land Bank [PLB] Minutes May 12, 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, Councilman Lavelle, Tara Sherry-Torres

Public Comment:

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

Joanna Deming – Perry Hilltop Citizen’s Council

Approval of March Minutes:

◇ Motion to approve April Board meeting minutes **[Sherry-Torres/Leger]** 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. Administrator representative, Bethany Davidson, and PLB Special Counsel Irene Clark were present to answer questions.

◇ Motion to authorize the Chair to negotiate the terms of and execute the Tri-Party Co-operation Agreement between the Pittsburgh Land Bank, City of Pittsburgh, and Urban Redevelopment Authority. **[Walker/Sherry-Torres]** Passed Unanimously

Administrator’s Report:

BDavidson, PLB Administrator representative provided the Board with an update on other activities, the upcoming Q2 and Q3 schedule of activities. Chair Burgess requested the Board authorize a financial allocation to hire a part-time summer intern to work with the Administrator on PLB-related activities, including primarily communications and engagement and fundraising support, such as grant-writing.

◇ Motion to authorize the URA to expand their already hired summer intern’s hours to support the activities of the PLB at a total amount not to exceed \$2,000. **[Sherry-Torres/Fontana]** Passed Unanimously.

Finance Committee:

Board Treasurer, Paul Leger, asked Ms. Davidson to provide the 2017 year-to-date and April 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 has allowed for all invoices 60+ days past due to be paid. The PLB should be current on all payables by the June board meeting.

◇ Motion to accept the April Finance Report **[Bey/Lavelle]**. Passed unanimously.

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

◇ Motion to approve the monthly expenditures **[Sherry-Torres/Bey]**. Passed unanimously.

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.

Chair Burgess brought forward the recently introduced Housing Opportunity Fund (HOF) legislation at Pittsburgh City Council as well as the Real Estate Transfer Tax (RETT) 1% increase as a funding source, with the idea that the PLB could be an eligible recipient of HOF monies for its affordable housing activities, providing the PLB with a long-term, dedicated funding stream. The Board had a brief conversation, expressing interest in the funding source idea while needing more information on the RETT to determine if the PLB Board wants to take a formal position on the legislation. Chair Burgess will work with Director Leger and Councilman Lavelle to determine what possibilities exist with regards to the Housing Opportunity Fund and follow-up by the June meeting.

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. **[Walker/Leger]** Passed Unanimously.

Policies and Procedures:

Consultant Mongalo-Winston provided the nearly complete draft report and presented the overarching themes that emerged in their analysis. The report is planned to be completed by Friday, May 19th. Board members noted the work of the consultants and thanked them for their efforts. This will be the final meeting they will present at.

Strategic Plan:

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 discussed two main options: The strategic plan be completed in-house, at a smaller scale, or engage a 3rd party consultant team to lead the process and document creation. The Board discussed, noting that they do not have the financial resources at present to engage this service and fundraising would have to occur first. Administrator representative Davidson provided the Board with the analysis and recommendation as requested at the April Board meeting, that a small amount of resources be used to engage an outside firm.

The Board decided to proceed internally with the creation of a high level strategic plan, and re-visit outside assistance later if necessary. The Administrator requested an ad hoc committee of Board members be created to advise the process, similar to the Policies and Procedures.

New Business:

There was no new business.

Adjournment:

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

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