

Pittsburgh Land Bank [PLB] Minutes

December 9, 2016

Convene: Chair called meeting to order. Chair congratulated PLB Counsel McLaughlin on her recent marriage, and expressed condolences to Senator Fontana on the passing of his mother.

Roll Call:

Members Present: Councilman Burgess, Chair, Jamil Bey, Vice-Chair, Director Leger, Treasurer, Diamonte Walker, Secretary, Senator Fontana, Tara Sherry-Torres, Steve Mazza, Councilman Lavelle

Public Comment: None

Approval of November Minutes:

◇ Motion to approve November Board meeting minutes as submitted [**Leger /Mazza**]. Passed unanimously.

Chairman's report:

Rev. Burgess provided an overview of the progress and activities of the last month., including the meeting with PCRG and its membership.

Administrator's Report:

BDavidson gave a brief overview of the development of the policies and procedures which would be discussed later on the agenda.

Report from Treasurer:

Board Treasurer, Paul Leger, presented the 2016 year-to-date financials. Ms. Davidson provided a report on the balance sheet, budget vs. actual, 3-month projection, and AP/AR.

◇ Motion to accept the November Finance Report [**Mazza/Fontana**]. Passed unanimously.

Treasurer Leger presented three separate motions comprising an expenditures policy for authorization and payment of expenses to balance the timely payment of bills with the oversight of the entire board.

◇ Motion that all expenses less-than \$500 are authorized to-be paid by the Administrator, with a monthly report out at the following board meeting

◇ Motion that all expenses greater than \$500 are to be authorized by the board to be paid at the monthly board meeting

◇ Motion that the Chair and Treasurer are authorized to approve expenses in emergency situations of greater than \$500, providing notice to the full board upon authorization, and ratified at the following board meeting.

All three motions were acted on together. [**Bey/Sherry-Torres**] Passed Unanimously.

Report from Communications Committee:

Communications Chair Sherry-Torres provided a report on the activities of the Communications Committee. The RFP for Community Engagement and meeting facilitation closed on 12/2. Three responses were received. The committee presented their rankings and recommendation to the board using a scorecard developed by Dr. Bey.

◇ Motion to select Fourth Economy, LLC and Mongalo-Winston, LLC as the contractor for Community Engagement and Meeting Facilitation, and to authorize the Administrator and Treasurer to negotiate the final scope and execute a contract. **[Mazza/Walker]** Passed Unanimously.

The Chair named the Communications Committee to serve as the advisory committee for the contract and community engagement process.

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

Policies and Procedures:

IMcLaughlin and Administrator gave an overview of the Draft Policies and Procedures as distributed electronically to the Board for their internal review and comment. The Board will provide any feedback to the Administrator within 2 weeks. Once all comments are received and incorporated, the final draft will be distributed for authorization to release publicly. The public release will include an online feedback mechanism from date of release. The document will be available publicly in a variety of forms for no less-than 30 days prior to the five community meetings being held.

◇ Motion to authorize the Executive Committee to approve the draft Policies & Procedures for public release **[Lavelle/Fontana]** Passed Unanimously

Discussion:

Chairman Burgess confirmed the meeting schedule for 2017 as the 2nd Friday at 1pm in City Council chambers.

Adjournment:

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