



# PITTSBURGH LAND BANK

414 Grant Street  
Pittsburgh, PA 15219

## **Pittsburgh Land Bank [PLB] Minutes January 12, 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, Senator Fontana, Councilwoman Kail-Smith, Councilman Lavelle, Tara Sherry-Torres

### **Public Comment:**

- Zeba Ahmed, Fineview Citizens Council & Perry Hilltop Citizens Council

### **Approval of December 2017 Minutes:**

◇ Motion to approve the December 2017 Board meeting minutes **[Bey/Sherry-Torres]** Passed Unanimously.

### **Chairman's Report:**

The Chair introduced the topic of the modernization of the Pittsburgh Property Reserve. The Administrator gave a brief overview of the existing process and goals for modernization. The Chair provided an overview of the process to engage a consultant to assist the Board and Administrator in this work. The Board expressed the desire to use Requests for Qualifications [RFQ] for professional services to have a slate of pre-qualified professionals who could fulfill various PLB needs. Given the limited nature of this scope and the short turn-around time, the Chair requested to use an Request for Proposals process for this procurement and look at the other types of services needed in the future to use RFQs for.

◇ Motion to release a Request for Proposals for Consultant engagement to modernize the Pittsburgh Property Reserve, with the Executive Committee acting as the selection committee. **[Sherry-Torres/Walker]**. Passed Unanimously.

The Chair reviewed the Board nomination process. Per the enabling legislation, the Department of City Planning has been asked to conduct the audit of distressed properties to understand the current tier structure of board members. When replacing a Board member who is a community representative, the Board will have a public nominations process, similar to the process used in 2015.

The Chair welcomed Nathan Clark, new Director of Real Estate at the URA to the work of the PLB.

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

Administrative representative, B. Davidson notified the board that as-of December 31<sup>st</sup>, 2017 the technical assistance contract with the Center for Community Progress has ended. Miss Davidson also reviewed the implementation timeline, highlighting the major milestones and actions the PLB Board will need to take between now and the end of April 2018 to be ready to transact real property.

Legal Counsel, Irene Clark, provided an explanation of the need for expanded legal counsel in 2018 with expertise in real property transactions.

Miss Davidson introduced several opportunities for Board and stakeholder education – the April Equity Summit and May Reclaiming Vacant Properties Conference. The Board Chair committed to raising funds so that the PLB could send delegations to both conferences.

#### **Finance Committee Report:**

The Treasurer announced and thanked City Council for including the Land Bank in the City of Pittsburgh's 2018 Operating Budget at \$200,000 and reminded the Board of the upcoming deliberations around the 2018 Strategic Plan. Mr. Leger 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.

◇ Motion to accept the January Finance Report [**Leger/Walker**]. Passed unanimously.

◇ Motion to approve the monthly expenditures [**Walker/Bey**]. Passed Unanimously.

#### **Fundraising Report:**

The Treasurer, Chair, and Administrator updated the board on fundraising activities, including a meeting with the Heinz Endowments, and being invited to submit a grant application for the Spring fundraising round.

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

Committee Chair Sherry-Torres provided a brief report on activities related to the Communications Committee since the last board meeting, acknowledged that the PLB website was down and should be back up within a few days.

◇ Motion to accept the Communications Report [**Bey/Kail-Smith**]. Passed unanimously.

#### **New Business:**

There was no new business.

#### **Adjournment:**

Chair Burgess called for adjournment.

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