



PITTSBURGH LAND BANK

414 Grant Street
Pittsburgh, PA 15219

Pittsburgh Land Bank [PLB] Minutes March 9, 2018

Convene: Chair called meeting to order.

Roll Call: Administrator called the Roll. Members Present: Reverend Burgess, Chair, Dr. Jamil Bey, Vice-Chair, Paul Leger, Treasurer, Councilman Lavelle, Senator Fontana, Tara Sherry-Torres, Steve Mazza, Councilwoman Kail-Smith

Public Comment:

- Sarah Slater, Vacant Property Working Group

Approval of February 2018 Minutes:

◇ Motion to approve the February 2018 Board meeting minutes **[Bey/Fontana]** Passed unanimously.

Chairman's Report:

The Chair introduced the resignation letter from Board Member, Tara Sherry-Torres.

◇ Motion to accept the resignation of Tara Sherry-Torres with regrets. **[Lavelle/Bey]** Passed unanimously.

Administrator's Report:

Administrative representative, B. Davidson reviewed the PLB Implementation Timeline in detail with the Board. Miss Davidson discussed the various professional services the PLB will require to be in a position to acquire and hold an inventory of real property. The Board discussed the phasing of those necessary services and the various procurement methods.

◇ Motion to release an Request for Qualifications for a panel of legal services firms **[Sherry-Torres/Leger]** Passed unanimously.

Public Interest Counsel Irene Clark provided an update on the status of the Tri-Party Co-Operation Agreement negotiations.

Finance 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 March Finance report and approve the monthly expenditures. **[Lavelle/Mazza]**. Passed unanimously.

Fundraising Report:

The PLB submitted a grant request to the Heinz Endowments in the amount of \$400,000. Once the grant request has been accepted it will be distributed to the full Board.

The Treasurer requested the Administrator take the next steps to out the Co-Operation agreement in place with the City for the 2018 Operating Budget funds as committed by City Council.

Communications Committee Report:

There was no Communications Committee Report.

New Business:

Dr. Bey gave an update on the plan for the nominations committee to fill the newly vacated board seat, including reviewing the timeline and process. Once the call for open nominations is prepared, it will be distributed via various channels. All board members are asked to additionally distribute to their networks as appropriate. The Board inquired as to their legislated obligation to fill the vacancy. Counsel Clark responded that the seat should be filled within 60 days, and the ordinance is mute on any implications past the 60-day timeline.

The Board discussed the need to ensure capacity at both the Board and staff level as activities increase and are expected to sustain at a higher level once real property transactions begin to occur and the PLB has a portfolio to manage. The Board discussed various possible options, including contracting with existing agencies, on a temporary basis, pending the direction in the Strategic Plan.

Adjournment:

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

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