



PITTSBURGH LAND BANK

414 Grant Street
Pittsburgh, PA 15219

Pittsburgh Land Bank [PLB] Minutes June 9, 2017

Convene: Chair called meeting to order.

Roll Call:

Members Present: Jamil Bey, Vice-Chair, Diamonte Walker, Secretary, Senator Fontana, Councilwoman Kail-Smith, Councilman Lavelle, Tara Sherry-Torres

Vice-Chair, Dr. Bey, chaired the meeting in Chair Burgess' absence. Dr. Bey announced the transition of Ms. Walker's job from the HillCDC to the URA, noting that, as a mayoral appointee to the PLB Board, this transition does not affect her status as a board member.

Public Comment:

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

Approval of May Minutes:

◇ Motion to approve May Board meeting minutes [**Fontana/Mazza**] Passed Unanimously.

Chairman's report:

Vice-Chair Dr. Bay reviewed the activities and discussions regarding the Tri-Party Cooperation agreement that this Board authorized at its May meeting. The URA Board took action authorizing the negotiation of said agreement, and it had been introduced at City Council and sent to Standing Committee for discussion, where it is being held. Representatives from the URA and PLB participated in councilmember briefings on the Co-Op.

Administrator's Report:

BDavidson, PLB Administrator representative provided the Board with an update on other activities, including the possible extension of the Center for Community Progress' Technical Assistance contract, as well as the release of the recently completed Cost of Blight study, which will help inform PLB Budgeting.

The Board discussed the merits of extending the TA contract and possible TA needs, expressing that it was important to utilize our public agencies and elected officials before looking to outside consultants, and that saving money was a top priority until revenue sources are secured. There was no formal action taken on this item.

Finance Committee Report:

In Dir. Leger's absence, Ms. Davidson provided the 2017 year-to-date and May financials. Ms. Davidson provided a report on the balance sheet, budget vs. actual, 3-month projection, and AP/AR.

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

Ms. Davidson presented the monthly expenditures as received since the prior Board meeting.

◇ Motion to approve the monthly expenditures **[Walker/Mazza]**. Passed unanimously.

Ms. Davidson reviewed the 2016 audit of the PLB. The PLB's finances were wholly included in the URA's annual audit and, as such, requested permission to submit the URA's 2016 annual audit to the Department of Community and Economic Development to fulfill the PLB's audit obligation, under a cover letter signed by the PLB Chair. The 2017 PLB audit will be fully distinct.

◇ Motion to accept the 2016 audit and submit the 2016 URA audit to the PA Department of Community and Economic Development to fulfill the annual audit obligation **[Fontana/Mazza]**. Passed unanimously.

Communications Committee Report:

Communications Chair Sherry-Torres provided a report on the activities of the Communications Committee as proxy for the Advisory Committee to the Policies & Procedures process. The URA finalized the hiring of a summer intern, Ms. Egler, who will also be assisting URA staff with PLB-related activities, including the development of a communications' strategy and a funding plan for the PLB.

Chair Sherry-Torres asked the Board to empower the Policies & Procedures drafting team to create an executive edit of the document to move the process to finalize the inaugural policies and procedures forward in time to vote at the July board meeting. The team would then refer the document back to the committee for a final review before publicly distributing it in advance of the July board meeting.

◇ Motion to empower the policies and procedures drafting team to complete an executive final edit **[Sherry-Torres/Fontana]**. Passed Unanimously.

◇ Motion to accept the Communications Committee report. **[Walker/Kail-Smith]** Passed Unanimously.

Strategic Plan:

Ms. Davidson reviewed a 2-page overview document created internally by the URA and City Planning staff of a 2018 PLB strategic plan process and document outline. The Board discussed the outline, and requested several additions be made, including: greenspace and public art, funding plan, and pilot community projects. No formal action was taken.

New Business:

There was no new business.

Adjournment:

The Chair called for adjournment

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