



**Pittsburgh Land Bank [PLB] Minutes
May 11, 2018**

Convene: Vice-Chair called meeting to order.

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

Public Comment:

- Sarah Slater, Pittsburgh Community Reinvestment Group
- Zeba Ahmed, Fineview Citizens Council / Perry Hilltop Citizens Council

Approval of March 2018 Minutes:

◇ Motion to approve the March 2018 Board meeting minutes [**Bey/Mazza**] Passed unanimously. The Board did not meet in April due to lack of quorum.

Chairman's Report:

Chair Reverend Burgess joined the meeting.

The Chair discussed the status of the draft Strategic Plan and asked the Administrator to distribute the document to the full Board for input as soon as ready. The Executive Committee will take any comments and feedback on the draft document under consideration and determine the best process to finalize and adopt it.

The Board briefly discussed the staffing needs of the PLB moving forward, noting increased activity necessitates higher levels of staffing.

◇ Motion to hire a summer intern at the discretion of the PLB Administrator. [**Leger/Bey**] Passed unanimously.

The Board discussed the status of the Tri-Party Co-Op between the City and URA. Public Interest Counsel Irene Clark came to the table and updated the board on the progress to-date and the anticipated timeline of having the agreement executed by the June PLB board meeting.

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.

Ms. Clark addressed the corresponding edits to the inaugural Policies & Procedures as part of the Tri-Party Co-Op agreement. Ms. Clark will distribute the recommended changes long with a 1-page comparison table and overview of the changes for the Board's review.

Administrator's representative BDavidson provided an overview of the Pittsburgh delegation to the national Reclaiming Vacant Properties Conference in Milwaukee, WI later in the month.

Given the revenue and cash position of the PLB to-date, a series of RFPs and RFQs had been held and not released over the last few months. The revenue and cash sources which have been successfully identified have allowed for those procurement activities to re-start. Chair Burgess asked Ms. Davidson to work with the corresponding committee(s) to move forward with those procurement activities.

Ms. Clark reviewed the recent activity of the Tri-CoG Land Bank. They successfully acquired their first two parcels using the special statutory power of priority bid at the May 2018 Allegheny County Sheriff's Sale. This is the first time this has been done in Allegheny County. A news story covering this was distributed. Board members were encouraged to attend the Sheriff's Sale, which occurs monthly, to understand the process.

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 May Finance report and approve the monthly expenditures. **[Bey/Mazza]**. Passed unanimously.

Fundraising Report:

To allow for the PLB to continue its start-up activities, the Urban Redevelopment Authority (URA) awarded a \$50,000 grant to the PLB at its May 10th, 2018 board meeting.

◇ Motion to accept the \$50,000 grant from the URA. **[Leger/Lavelle]** 8 Yays, 1 Nay (Kail-Smith). Motion passed.

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. The Treasurer and Administrator will meet with the City Office of Management and Budget to further the process.

As part of moving to transactional activities, the PLB will need to procure various types of insurance. The Treasurer asked the Administrator to coordinate a conversation with the URA's insurance advisor to understand the various options and issues. Once scheduled, the meeting will be open for any PLB board member to participate.

Communications Committee Report:

Vice-Chair Bey presented the communications report, noting the PLB's increased use of social media, as well as the need to transition the PLB website to a professionally-done site with various functionalities and utility. The Communications Committee will explore various options for securing services to overhaul the PLB website, as well as best practices in other public entity and Land Bank websites for information and functionality.

As recently resigned board member Tara Sherry-Torres was the chair of the Communications Committee, this leave the committee down a member and a Chair. PLB Chair Burgess appointed Dr. Bey as the new Communications Committee Chair.

Nominations Committee Report:

Dr. Bey reviewed the progress to-date of the open call for nominations to fill the vacant board seat. The board discussed how to move forward and decided to: extend the open call until the end of May; Ask all PLB board Members to utilize their information networks and continue to distribute the open call opportunity; Ask PLB

Board members and the City Councilmembers from the three eligible Districts (5, 7, & 8) to all nominate individuals who meet the criteria.

New Business:

The Chair introduced the idea of starting with a small number of property acquisitions, and not waiting to identify a larger inventory, as well as having a pilot project which looks at a defined, small geography and tests a comprehensive set of PLB interventions. Chair Burgess will work with the Administrator to put this concept in writing for future Board consideration.

The role of City Council and their authorization with regards to PLB-transactions was discuss.

It was recommended the PLB look at City and URA surplus inventory of properties which already have clear title, not those that still have tangled title to expedite the initial transactions of the PLB.

Adjournment:

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

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