

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Monday, January 26, 2015 commencing at 10:36 a.m. in the offices of the Philadelphia Housing Development Corporation, being its regular meeting place, 17th Floor, 1234 Market Street, Philadelphia, Pennsylvania, pursuant to proper notices.

CALL TO ORDER

Mr. Badger called the meeting to order at 10:36 a.m.

OVERVIEW OF MEETING

Mr. Badger announced that the Mayor and City Council have each made their appointments to the Land Bank Permanent Board of Directors and that today's meeting will be the Land Bank's Annual Meeting in accordance with its by-laws. Today, the Board will appoint its eleventh member and elect officers, and then continue with its remaining agenda items.

Next, Mr. Badger on behalf of the Mayor, City Council and the Land Bank Board acknowledged and thanked Brian Abernathy, Don McGrogan, Michael Koonce, Bill Salas, Rick Sauer and Ken Scott for their service as Directors on the Land Bank's Interim Board. Under their supervision and direction, the Interim Board was incorporated, adopted by-laws, approved an operating budget, engaged staff and drafted a Strategic Plan, which was approved by City Council.

At Mr. Badger's request, the members of the Permanent Board of Directors introduced themselves.

Mr. Badger announced that the proposed contract with Micro Implementation which was listed on the published agenda has been tabled and will not be presented at today's meeting.

ROLL CALL

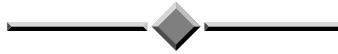
The following members of the Board of Directors reported present: Paul L. Badger, Jr., Anjali Chainani, Jennifer Kates, Nora Lichtash, Deborah McColloch, Angel Rodriguez, Jennifer Rodriguez, Courtney Voss and Herbert Wetzel.

The following member of the Board of Directors was not present: Majeedah Rashid.

The following members of PHDC and OHCD staff were present: Michael Koonce, John Carpenter, Nicholas Scafidi, Esquire, Christi Jackson, Victoria Welch and Paul Chrystie.

Public Attendees: The list of public attendees is attached to these minutes.

A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.



Agenda Item 5
Public Comment

Mr. Badger asked if any member of the public wished to comment upon any item on the Board's agenda.

No attendee responded to Mr. Badger's invitation to comment.



Agenda Item 6
Appointment of Eleventh Board Member

Mr. Badger noted that the Land Bank Ordinance directs the ten Board members appointed by the Mayor and City Council to appoint by majority vote one additional member to the Board. Mr. Badger opened the floor to nominations for this Board position.

The name of Mr. Christian Dunbar was placed in nomination. Mr. Badger asked if there were further nominations. Hearing no other nominations, Mr. Badger called for a vote on the nomination of Mr. Christian Dunbar.

Board Action

By unanimous voice vote of the Board, the Board appointed Mr. Dunbar as a member of the Board as follows:

RESOLUTION NO. 2015 - 1

RESOLUTION APPOINTING ELEVENTH MEMBER OF PHILADELPHIA LAND BANK BOARD OF DIRECTORS

WHEREAS, on December 18, 2013, the Mayor of the City of Philadelphia signed Bill No. 130156-A as previously adopted by Philadelphia City Council and codified at Chapter 16-700 of the Philadelphia Code, which authorized the creation of the Philadelphia Land Bank (the "Land Bank Ordinance");

WHEREAS, the Land Bank Ordinance states that the Land Bank shall be governed by a Board of Directors comprised of eleven members, five of whom shall be appointed by the Mayor, five of whom shall be appointed by City Council and one member who shall be appointed by majority vote of the other members;

WHEREAS, the Mayor and City Council have each appointed five members to the Land Bank Board of Directors and the Board now desires to appoint the eleventh member of the Board; and

WHEREAS, the Board has accepted nominations for individuals to serve as its eleventh member and has approved the appointment of Christian Dunbar as a member of the Board.

NOW THEREFORE, BE IT RESOLVED by majority vote of the Board of Directors of the Philadelphia Land Bank that Christian Dunbar is hereby appointed as the eleventh member of the Board to serve a term concurrent with, and at the pleasure of, the appointing authority, or until his successor is duly elected and has qualified.



Agenda Item 7
Election of Officers

Mr. Badger asked the Board for nominations of officers.

Deborah McColloch made a motion to nominate Majeedah Rashid as Chair, Paul Badger as Vice Chair, Jennifer Kates as Secretary and Deborah McColloch as Treasurer. The motion was duly seconded.

Board Action

Upon vote of the Board, each of these Board members was unanimously elected to his/her respective office as follows:

RESOLUTION NO. 2015 - 2

RESOLUTION ELECTING OFFICERS OF PHILADELPHIA LAND BANK

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that the following members of the Board are elected as Officers of the Philadelphia Land Bank in the following capacities, to hold office for the later of one year or until their successors are duly elected and have qualified:

Chair	Majeedah Rashid
Vice Chair	Paul Badger
Secretary	Jennifer Kates
Treasurer	Deborah McColloch


Agenda Item 8
Approval of Board Minutes

Mr. Badger called for a motion to approve the minutes of the Board meeting of December 18, 2014.

Board Action

Upon motion made and duly seconded, the minutes of December 18, 2014 were approved as presented.


Agenda Item 9
Progress Report

Mr. Badger requested Mr. Carpenter to present a progress report outlining recent and prospective activities for the Land Bank. A copy of Mr. Carpenter's report is attached to these Minutes.


Agenda Item 10
Appointment of Executive Director and General Counsel

Mr. Badger asked John Carpenter to present this item. Mr. Carpenter referred to the Land Bank by-laws which provide that the Land Bank may engage an Executive Director and a General Counsel and Mr. Carpenter recommended that Michael Koonce and Nicholas J. Scafidi, respectively, be appointed to fill those positions.

Board Action

Mr. Badger called for a motion on the resolution. Upon motion made and duly seconded, the resolution was approved by unanimous voice vote of the Board as follows:

RESOLUTION NO. 2015 - 3

**RESOLUTION APPOINTING AN EXECUTIVE DIRECTOR AND GENERAL COUNSEL FOR
PHILADELPHIA LAND BANK**

WHEREAS, on December 2, 2012, the Commonwealth of Pennsylvania enacted legislation commonly referred to as the Pennsylvania Land Bank Act, 68 Pa. C.S.A. § 2101, *et seq.* ("Land Bank Act") which, among other things, authorized a city of the first class to create a land bank by adopting an ordinance in accordance with the Land Bank Act.

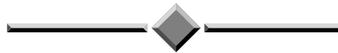
WHEREAS, on December 18, 2013, the Mayor of the City of Philadelphia signed Bill No. 130156-A, as previously adopted by Philadelphia City Council, which authorized the creation of the Philadelphia Land Bank and which has been codified at Chapter 16-700 of the Philadelphia Code;

WHEREAS, the Land Bank Act provides that a land bank may employ or enter into a contract for an executive director and legal counsel;

WHEREAS, the Land Bank anticipates that it will enter into an agreement with the Philadelphia Housing Development Corporation (“PHDC”) through which PHDC staff will manage Land Bank operations; and

WHEREAS, the Land Bank desires to identify and appoint those individuals who will serve as Executive Director and General Counsel to the Land Bank, having determined that these individuals possess the knowledge, skill and experience necessary to serve in such capacity.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that Michael Koonce shall serve as Executive Director of the Land Bank and that Nicholas J. Scafidi, Esquire, shall serve as General Counsel of the Land Bank until such time as the Board identifies and appoints a successor to either.



Agenda Item 11
Appointment of Finance Committee

Mr. Carpenter asked the Board to appoint a Finance Committee to work with Land Bank staff to oversee its fiscal operations.

The following Board members were nominated to serve on this Committee: Anjali Chainani, Deborah McColloch, Angel Rodriguez, Courtney Voss and Christian Dunbar.

Mr. Badger called for a motion on the resolution to establish the Finance Committee and to appoint those individuals as members.

Board Action

Upon motion made and duly seconded, the resolution was approved by unanimous vote of the Board as follows:

RESOLUTION NO. 2015 - 4
RESOLUTION APPOINTING A STANDING FINANCE COMMITTEE

WHEREAS, the Bylaws of the Philadelphia Land Bank authorize the Board, by a majority vote of the entire Board of Directors, to designate one or more standing advisory and ad hoc committees, whose members may be comprised of both Board members and other individuals; and

WHEREAS, the Board desires to appoint a standing committee to review and analyze the financial matters, performance and operations of the Land Bank.

NOW THEREFORE, BE IT RESOLVED by the Philadelphia Land Bank that:

1. A Standing Finance Committee is appointed with the following members:

Anjali Chainani
Deborah McColloch
Angel Rodriguez
Courtney Voss
Christian Dunbar

2. The Finance Committee shall:

- (i) Meet as often as it deems necessary or appropriate;
- (ii) Stay informed of the Land Bank's financial status and operations;
- (iii) Assist Land Bank staff in developing and implementing financial policies and practices and its banking relationships;
- (iv) Assist Land Bank staff with selection of auditors and preparation of annual audits;
- (v) Assist Land Bank staff with preparation of an annual budget and conduct quarterly review of current year budgets;
- (vi) Request and review reports on financial performance and such other matters as necessary to assure the financial well-being of the Land Bank.



Agenda Item 12
Appointment of Ad Hoc Strategic Plan Committee

Mr. Carpenter asked the Board to appoint an ad hoc committee to oversee the selection of a consultant and preparation of the Land Bank's FY 2016 Strategic Plan. This committee was initially formed in October 2014 and staffed with Interim Board members. This Committee should be re-constituted with members from the Permanent Board.

The following Board members were nominated to serve on this Committee: Paul L. Badger, Jr., Jennifer Kates, Nora Lichtash, Majeedah Rashid and Jennifer Rodriguez, with Angel Rodriguez serving as an alternate member.

Mr. Badger called for a motion on the resolution to establish the Ad Hoc Strategic Plan Committee and to appoint those individuals as members.

Board Action

Upon motion made and duly seconded, the resolution was approved by unanimous vote of the Board as follows:

RESOLUTION NO. 2015 - 5

RESOLUTION APPOINTING AN AD HOC COMMITTEE TO OVERSEE PREPARATION OF STRATEGIC PLAN FOR FISCAL YEAR 2016

WHEREAS, Chapter 16-700 of the Philadelphia Code, entitled “Philadelphia Land Bank,” requires the Board of Directors of the Land Bank to develop annually a strategic plan to guide the acquisition, maintenance and disposition of Land Bank properties;

WHEREAS, the Bylaws of the Philadelphia Land Bank authorize the Board, by a majority vote of the entire Board of Directors, to designate one or more standing advisory and ad hoc committees, whose members may be comprised of both Board members and other individuals; and

WHEREAS, the Board desires to appoint an ad hoc committee to coordinate and guide the preparation of an updated Fiscal Year 2016 Strategic Plan for submission to City Council.

NOW THEREFORE, BE IT RESOLVED by the Philadelphia Land Bank that:

1. An Ad Hoc Strategic Planning Committee is appointed with the following members:

Paul L. Badger, Jr.
Jennifer Kates
Nora Lichtash
Majeedah Rashid
Jennifer Rodriguez
Angel Rodriguez (Alternate Member)

2. The Ad Hoc Strategic Planning Committee shall (i) assist in the development of a Request for Proposals (“RFP”) seeking a qualified consultant to assist in preparation of the updated Strategic Plan, (ii) assist in the review of the RFP and recommend for selection by the Board a consultant; (iii) work with the selected consultant to prepare the Land Bank’s updated Strategic Plan, and (iv) perform such other actions necessary to assure compliance with Chapter 16-700 of the Philadelphia Code and approval of the Strategic Plan by City Council.



Agenda Items 13 and 14
Discussion of Public Comment and Right To Know Policies

Mr. Badger announced that proposed policies on Right To Know and Public Comment had been circulated to Board members. He solicited comments from Board members for the purpose of revising the policies before their consideration for adoption at the February Board meeting. The

Board also wanted the public to have the opportunity to consider these policies before the Board's official action in February.

After a general discussion among Board members, the Board asked that the Public Comment policy be revised to encourage public participation and that the policy be expanded beyond the legal requirement that only residents or taxpayers of the City be permitted to address the Board. The Board also wished to allow a public comment period at the conclusion of each meeting for matters of interest to the Land Bank, but not scheduled for official action.

Staff stated the policy would be revised according, distributed to Board members and posted on the Land Bank's website.



Agenda Items 15
Schedule of Board Meeting for 2015

Mr. Badger suggested that the Board establish a schedule of its meeting for the 2015 calendar year. The Board determined that it will meet on the following dates:

February 12, 2015
March 12, 2015
April 9, 2015
May 14, 2015
June 11, 2015
July 9, 2015
August 13, 2015
September 10, 2015
October 8, 2015
November 12, 2015
December 10, 2015

Each meeting will be held at 1234 Market Street, 17th Floor, Philadelphia, PA beginning at 3:30 p.m. Proper notice of this schedule will be published in accordance with the Sunshine Act.



Adjournment

. Badger informed the public that the Board will hold its next meeting on February 12, 2015.

There being no further business to come before the Board, Mr. Badger declared the meeting adjourned at 11:06 a.m.

SECRETARY TO THE BOARD

MEMORANDUM

Date: January 26, 2015
To: Board of Directors
From: John Carpenter
Re: Progress Report

Strategic Plan: Last week the Philadelphia City Planning Commission accepted the Land Bank's 2015 strategic plan, making it part of the of the City's formal planning environment. We will begin working on the 2016 update in the coming weeks once we have formed a board committee to help guide this effort.

Information Systems and Analytics: Over the past few weeks we have been developing and refining content for the land bank's new website. The Office of Innovation and Technology has developed a template for our new website using Word Press technology. We also have begun the process of posting updated prices for property on our website using the results of an automated valuation model developed by a partnership of Kevin Gillen, Econsult, and our own Guy Thigpen. We expect to need some additional supportive services to refine the mapping, lists, and property search tools for our website, and hope to bring a proposal to the board in February or March.

Acquisition: We are working with the city's departments of finance, revenue, and law to begin to develop an approach to the use of tax foreclosure as an acquisition tool for the land bank. We hope to have one or two batches of test cases moving through the system during the course of 2015.

Marketing: We issued our first requests for proposals at the beginning of January for a collection of properties on North Bodine Street. We offer the briefing to prospective buyers last week and hope to receive proposals toward the end of February. We expect this to be the first of many marketing efforts this year.

Administrative matters: We expect to issue requests for proposals for several services in the next couple of months:

- An insurance broker to help us procure our future insurance products including general liability
- Appraisal services
- Strategic Planning Services

We are continuing to work with PHDC and OHCD on agreements regarding staffing and administrative support services, and we expect to present these agreements in draft to the board in the coming months.

PHDC's finance director is in the final stages of procuring a consultant to help us build a new accounting system to support the land bank's operations. We expect to present a proposal for licensing and supportive services next month. We also expect to present a revised budget for the rest of Fiscal Year 2015 at our next meeting.

PHILADELPHIA LAND BANK

Board of Directors

Monday, January 26, 2015

10:30am

GUEST SIGN-IN SHEET

NAME

E-MAIL ADDRESS

COMPANY

Nicole Hostetter
Christin Jackson

Nicole.hostetter@phila.gov

PLB