



## BOARD MEETING MINUTES

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A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, February 12, 2015 commencing at 3:35 p.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**

Ms. Rashid called the meeting to order at 3:35 p.m.

### **ROLL CALL**

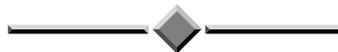
The following members of the Board of Directors reported present: Majeedah Rashid, Chair; Paul L. Badger, Jr., Vice Chair; Jennifer Kates, Secretary; Deborah McColloch, Treasurer; Anjali Chainani; Christian Dunbar (arriving 3:43 p.m.); Nora Lichtash; Angel Rodriguez; Jennifer Rodriguez; Courtney Voss (arriving 3:38 pm).

The following member of the Board of Directors was not present: Herbert Wetzel.

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**

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

Mr. Holt referenced the Board's resolution appointing an Executive Director and General Counsel and asked the term of those appointments. Mr. Scafidi responded that the Board's resolution provides that these individuals will serve until replaced by the Board.

Mr. Jihad Ali: (a) stated his displeasure with the Board conducting pre-Board meetings which he believes violates the Sunshine Act; (b) asked the Board to publish not only its agenda but the staff recommendations and underlying documents related to agenda items to allow a meaningful opportunity to provide public comment; (c) noted that he finds the Land Bank website difficult to use; (d) asked whether the PHDC Board of Directors are involved with Land Bank matters; and (e) noted that Conflict of Interest Disclosures for Board members are not filed with the Department of Records.

At the Chair's request, Mr. Scafidi responded that State Appellate law allows the Board to meet to conduct informational and fact-finding sessions as long as no agency business is deliberated or official action taken; that the Land Bank and PHDC Boards are separate and independent legal bodies; and that he would look into the filing of disclosure forms.

The Board will consider the publication of supporting documents along with the meeting agenda. Mr. Carpenter noted that the Land Bank's new website should be operational soon.



**Agenda Item 3**  
**Approval of Board Minutes**

Ms. Rashid called for a motion to approve the minutes of the Board meeting of January 26, 2015.

Upon motion made and duly seconded, the minutes of January 26, 2015 were approved as presented.



**Agenda Item 4**  
**Progress Report**

Ms. Rashid 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.

The Board discussed creation of policies on open data and appointing a standing committee dedicated to internal enhancements of current data and information technology programs and improved access for the public and community partners. This committee should seek the input of our end-users.

After presentation of the revised FY 15 budget, the Board deferred consideration until the March meeting to allow the public an opportunity to comment. However, the Board did approve payment under the existing Fels contract for services in excess of the \$100,000 current authorization, but not to exceed the \$175,000 revised budget line item.



**Agenda Item 6**  
**Professional Services Contract with Micro Implementation Training, Inc.**

Mr. Carpenter requested the Board to approve a contract with Micro Implementation Training, Inc. in an amount not to exceed \$17,000. Micro will provide installation, training and transition support for development of the Land Bank accounting system.

This system will require purchase of additional computer memory and a licensing agreement, all as further explained in Mr. Carpenter's memorandum.

The Board discussed the cost for the services, the qualifications of Micro, its ability to accommodate system upgrades and whether there was sufficient computer memory capacity for future expansion.

Ms. Voss asked whether the public had notice of this proposed contract and Mr. Carpenter stated that notice was provided as an agenda item.

**Board Action**

Upon motion made and duly seconded, the Chair asked for a roll call of the Members.

Voting in favor: Majeedah Rashid, Paul L. Badger, Jr., Jennifer Kates, Deborah McColloch, Anjali Chainani, Christian Dunbar, Nora Lichtash, Angel Rodriguez and Jennifer Rodriguez.

Opposed: Courtney Voss

The Chair noted that a majority of members voted in the affirmative and that the resolution was approved as follows:

**RESOLUTION NO. 2015 - 6**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH  
MICRO IMPLEMENTATION TRAINING, INC.**

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Philadelphia Land Bank that authorization is hereby given for the Land Bank to enter into a professional services contract with Micro Implementation Training, Inc. to provide installation, training and transition support for development of the Land Bank accounting system, with a maximum compensation, including out-of-pocket expenses, not to exceed Seventeen Thousand Dollars (\$17,000).

**FURTHER RESOLVING**, that the Executive Director of the Land Bank is authorized to prepare, execute and deliver an Agreement necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.



**Agenda Item 7**  
**Right To Know Policy**

Ms. Rashid noted that the proposed Right To Know Policy had been discussed at the January Board meeting and has been made available to the public.

**Board Action**

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

**RESOLUTION NO. 2015 - 7**

**RESOLUTION ADOPTING A RIGHT TO KNOW POLICY FOR  
PHILADELPHIA LAND BANK**



**OLD BUSINESS**

Ms. Rashid recognized Mr. Ali who wished to raise a concern regarding the past Board resolution delegating certain banking responsibilities to Land Bank staff. The Board considered Mr. Ali's comments and General Counsel's opinion of the legality of that delegation. The Board will give this matter further consideration at a future time.

**ADJOURNMENT**

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned at 4:47 p.m.

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SECRETARY TO THE BOARD

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## MEMORANDUM

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Date: February 12, 2015  
To: Board of Directors  
From: John Carpenter  
Re: Update

**Marketing:** Bids are due back on the land bank's first requests for proposals on February 20. Last week we published answers to the questions that were raised at our pre-bid briefing in January, and emailed those answers to everyone who attended.

**Information systems and analytics:** We have been further refining the content for our new website and will begin reviewing that content with internal and external stakeholders over the next two or three weeks. Our staff is working with the Davenport group to develop and publish improvements to the map, list, and expression of interest application on the Phillylandworks website in March. We also anticipate publishing a request for proposals to help us design and build the next generation of the Phillylandworks application in March.

**Administrative matters:** Last week we issued a notice of contracting opportunity for an insurance broker, and publish an advertisement to support that outreach. We anticipate working with the city's risk management office to expand this outreach in the coming days.

We also published the annual schedule of board meetings on our website, in a local newspaper, and in our reception area.

PHILADELPHIA LAND BANK

Board of Directors

Thursday, February 12, 2015

3:30pm

GUEST SIGN-IN SHEET

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E-MAIL ADDRESS

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