

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, June 11, 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; Jennifer Rodriguez; Courtney Voss; and Herbert Wetzel.

The following members of the Board of Directors were not present: Nora Lichtash and Angel Rodriguez.

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 2 **Public Comment**

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

Mr. Jihad Ali raised several questions.

First, in connection with the PHDC Management Agreement, Mr. Ali noted what he considered an inconsistency in the May Board minutes between Mr. Carpenter's comments on page 2 and the Board memo presented as Agenda Item 7.

Next, Mr. Ali noted that the May Board minutes, as published, did not include the list of public attendees. Staff responded that the list will be added to the published minutes.

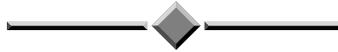
Mr. Ali asked why there were no exhibits attached to the proposed OHCD-Land Bank Memorandum of Understanding (Agenda Item 5). The Chair requested that staff send those exhibits to Mr. Ali.



Agenda Item 3
Approval of Board Minutes

Ms. Rashid called for a motion to approve the minutes of the Board meeting of May 14, 2015.

Upon motion made and duly seconded, the minutes of May 14, 2015 were approved as presented.



Agenda Item 4
Updates

Ms. Rashid then asked staff for an update of Land Bank activities.

Mr. Carpenter reported that we received three responses to the RFP for audit services. The Finance Committee will consider those proposals and make a recommendation to the Board in July.

Mr. Scafidi reported that the Policy Committee met to consider a Disclosure and Disqualification Policy which we expect to submit for Board consideration in July. The Committee is continuing to work on a Procurement Policy and an Open Data Policy. In response to Mr. Wetzel's question, Mr. Scafidi responded that we should complete that work by August or September.

Mr. Carpenter also reported that a proposed new version of the Land Bank website is now a link on the Philadelphialandbank.org site. We expect that the new website will fully replace the current website in the next three weeks. We will continue to improve the website and invite feedback from the Board and the public.



Agenda Item 5
Fiscal Year 2016 Budget

Ms. Rashid asked Mr. Carpenter to present this item.

Ms. Rodriguez stated that she will abstain from voting on this item.

Mr. Carpenter summarized the information stated in the Board Memorandum.

The Board discussed the comparison between the FY 15 budget and actual expenditures during that fiscal year; staffing levels for FY 16; and the funding for information technology needs and the Strategic Plan.

Board Action

Ms. Rashid called for a motion to approve the Fiscal Year 2016 Budget.

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

RESOLUTION NO. 2015 - 17

RESOLUTION APPROVING PHILADELPHIA LAND BANK OPERATING BUDGET FOR FISCAL YEAR 2016

WHEREAS, the Board of Directors has been presented with the proposed budget for Fiscal Year 2016 which itemizes the categories and amounts of expenses required to fund operations of the Philadelphia Land Bank (“Operating Budget”);

WHEREAS, the Board has reviewed and considered the Operating Budget;

WHEREAS, a majority of the entire Board of Directors of the Philadelphia Land Bank has voted in favor of adopting the Operating Budget.

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

1. The Operating Budget for Fiscal Year 2016, as presented to this Board and attached hereto, is hereby approved.
2. The Board will receive quarterly financial reporting comparing actual expenditures to Fiscal Year 2016 budgeted expenses.



Agenda Item 6 **Memorandum of Understanding** **Office of Housing and Community Development**

Ms. Rashid asked Mr. Carpenter to present this item.

Ms. McColloch stated that she will abstain from voting on this item.

Mr. Carpenter summarized the information stated in the Board Memorandum.

Ms. Voss asked if the Board could receive a side by side summary of the agreements with PRA, PHDC and OHCD and if, going forward, we could coordinate the renewal dates of these three agreements.

Board Action

Ms. Rashid called for a motion to approve the Memorandum of Understanding with OHCD.

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

RESOLUTION NO. 2015 - 18

RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT AND THE PHILADELPHIA LAND BANK

WHEREAS, the Office of Housing and Community Development (“OHCD”) and the Philadelphia Land Bank desire to enter into a Memorandum of Understanding through which OHCD will provide staffing and administrative services to the Land Bank and the Land Bank will reimburse OHCD for those services; and

WHEREAS, the Board has considered the Memorandum of Understanding and finds that its adoption to be in the best interests of the Land Bank.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that the Executive Director of the Land Bank may enter into the Memorandum of Understanding with the Office of Housing and Community Development in form and substance acceptable to the Executive Director consistent with the terms and conditions stated in the Executive Summary presented to the Board.



ADJOURNMENT

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned at 4:05 p.m.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Thursday, June 11, 2015

3:30pm

GUEST SIGN-IN SHEET

NAME

E-MAIL ADDRESS

COMPANY

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5)

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