

# PHILADELPHIA LAND BANK

## BOARD MEETING MINUTES

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A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, September 10, 2015 commencing at 3:32 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 3:32 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; Angel Rodriguez; and Herbert Wetzell.

The following members of the Board of Directors were not present: Nora Lichtash, Jennifer Rodriguez and Courtney Voss.

The following staff members were present: Michael Koonce, John Carpenter, Nicholas Scafidi, Esquire, William Bradley, Christi Jackson, Guy Thigpen, Darren Williams 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.

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### **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.

No attendee responded to Ms. Rashid's invitation to comment.

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

Ms. Rashid called for a motion to approve the minutes of the Board meeting of August 13, 2015.

Upon motion made and duly seconded, the minutes of August 13, 2015 were approved as presented.



**Agenda Item 4**  
**Updates**

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

Mr. Williams reported that the Land Bank had entered into an auditing contract with The Mercadien Group to complete the Land Bank audit for fiscal year 2015. This contract was entered into under the Executive Director's contracting authority. Mercadien is replacing BDO, LLC. A full explanation for this change was presented in the Memo to the Board and the Board acknowledged the cancellation of its prior resolution which approved the selection of BDO. We expect the audit to be completed by the end of November.

Mr. Carpenter reported that an updated Strategic Plan is being prepared that will include a performance report and, possibly, an Acquisition Policy. Mr. Koonce stated that next month he will provide the Board with a timeline for public comment, Board consideration and presentation to City Council.

Mr. Scafidi reported that the Board's Policy Committee is working on a Procurement Policy that may be presented to the Board in October. Also, the Board's D&O insurance policy will be renewed in October. We have begun discussions with the City's Ethics Commission concerning an Advisory Opinion on certain general questions related to Board members and staff.

Ms. Jackson informed the Board that an RFP should be issued by early October for land maintenance services and stabilization and sealing services. She is also preparing a set of policies and procedures for Land Bank real estate assets.

Mr. Bradley updated the Board on transitioning LAMA property information and mapping onto the new Land Bank website. Testing and feedback with outside stakeholders is improving that transition. The Technical Advisory group is working on developing an open data policy and is determining what can be done to improve the vacancy modeling. The RFQ for a technical services consultant should be ready for issue shortly. Finally, staff and interns are continuing their work on the pricing models which should be available for use in about 60 days.



**ADJOURNMENT**

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned at 3:50 p.m.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Thursday, October 8, 2015

3:30pm

GUEST SIGN-IN SHEET

NAME

E-MAIL ADDRESS

COMPANY

1) Steven Williams

2) Andrea Saah

3) \_\_\_\_\_

4) \_\_\_\_\_

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11) \_\_\_\_\_

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