

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, December 10, 2015 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 3:30 p.m.

ROLL CALL

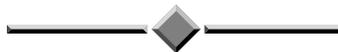
The following members of the Board of Directors reported present: Majeedah Rashid, Chair; Paul L. Badger, Jr., Vice Chair; Deborah McColloch, Treasurer; Anjali Chainani; Christian Dunbar (arriving at 3:40 p.m.); Nora Lichtash; Angel Rodriguez; Courtney Voss and Herbert Wetzel.

The following members of the Board of Directors were not present: Jennifer Kates and Jennifer Rodriguez.

The following staff members were present: Nicholas Scafidi, Esquire, William Bradley, Christi Jackson, Guy Thigpen, Victoria Welch, 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.



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.



Agenda Item 3
Approval of Board Minutes

Ms. Rashid called for a motion to approve the minutes of the Board meeting of November 10, 2015.

Upon motion made and duly seconded, the minutes of November 10, 2015 were approved as presented.



Agenda Item 4
Updates

Ms. Rashid asked staff to provide their update of Land Bank activities.

Mr. Scafidi reported that Mayor Nutter led a Press Conference on December 9th where he announced that the first set of properties have been conveyed by PHDC to the Land Bank. The Mayor also thanked City Council for adopting resolutions that will transfer 833 City-owned properties into the Land Bank. Council President Clarke and Councilwoman Sanchez, along with several Board members, were in attendance. The Mayor, the Council President and Councilwoman Sanchez pledged their continued support to the Land Bank and thanked the Board for their work over the past year in organizing the efforts to make the Land Bank operational.

Ms. Jackson told the Board that approximately 225 deeds from PHDC to the Land Bank have been recorded. Staff is working on transferring the remaining available PHDC properties with the goal of transferring all of the available PHDC properties by month end.

Mr. Scafidi reported that on November 23rd, staff of the VPRC was transferred from OHCD to PHDC to become part of the Land Bank staff. The transfer was done in accordance with the agreements between Local 1971 and the respective agencies.

Mr. Bradley informed the Board that the Land Bank website has been in test mode for several months. Several adaptations have been made and we may be able to “go live” with the new website in early January.



Agenda Item 5
Approval of Audit

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

Mr. Williams presented his Memorandum and reiterated that the Land Bank's independent auditors have issued a Clean Opinion of the Land Bank's FY 15 financial statements. Mr Williams asked the Board to accept the audit and he thanked the Finance Committee for its assistance in overseeing the preparation and completion of the audit.

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

RESOLUTION NO. 2015 - 27

**RESOLUTION APPROVING PHILADELPHIA LAND BANK
AUDITED FINANCIAL STATEMENTS FOR YEAR ENDING JUNE 30, 2015**

WHEREAS, the Land Bank Act, 68 Pa.C.S.A. § 2101, *et seq.*, requires the Philadelphia Land Bank to prepare an annual financial audit for submission to the Department of Community and Economic Development and Philadelphia City Council;

WHEREAS, the Land Bank has engaged the audit firm of Mercadien, P.C., Certified Public Accountants, to audit the Land Bank's financial statements for Fiscal Year 2015;

WHEREAS, Mercadien has issued its Independent Auditor's Report; and

WHEREAS, the Land Bank Board has reviewed, and desires to accept, the Independent Auditor's Report.

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

1. The Independent Auditor's Report of the Philadelphia Land Bank issued by Mercadien, P.C., Certified Public Accountants for Year Ended June 30, 2015 is hereby accepted.
2. Land Bank staff is directed to submit the Auditor's Report to the Department of Community and Economic Development and to Philadelphia City Council as required by the Land Bank Act.



Agenda Item 6
Selection of JMT, Inc. for Professional Services Contract

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

Mr. Bradley supplemented the information presented in his Memorandum by explaining that JMT will conduct its work in phases: the review of existing systems and applications; assessing the hardware and software needs to support Land Bank operations (including its external users); designing the system architectural to meet those needs; and developing applications and designs to implement these changes.

In response to the Board's questions, Mr. Bradley expects that JMT will begin its work in early January and be finished by July 1. He will provide the Board with monthly updates on the progress of this project.

Ms. Rashid called for a motion on the resolution to approve the Professional Services Contract with JMT, Inc. Upon motion made and duly seconded, the resolution was approved by unanimous vote of the Board as follows:

RESOLUTION NO. 2015 – 28

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH JOHNSON, MIRMIRAN & THOMPSON, 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 Johnson, Mirmiran & Thompson, Inc. to provide technical resources for the next phase of development for the Land Bank's GIS system architecture, web map applications and spatial tools, with an initial maximum compensation, including out-of-pocket expenses, not to exceed One Hundred Thousand Dollars (\$100,000).

FURTHER RESOLVING, that the Interim 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 Interim Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.



Agenda Item 7
Approval of 2016 Board Meeting Calendar

At the request of Ms. Rashid, Mr. Scafidi requested the Board to approve its meeting schedule for the Calendar Year 2016 which schedules Board meetings on the second Thursday of each month.

Ms. Rashid secured the approval of all Board members and directed Mr. Scafidi to arrange for publication of the Board Schedule as required by the Sunshine Act.

ADJOURNMENT

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned at 4:00 p.m.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Thursday, December 10, 2015

3:30pm

GUEST SIGN-IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>E-MAIL ADDRESS</u>
1) Chandra Jackson	Land Bank	
2) Andrea Saath	Land Bank	
3) Eric Barzid	Council Bluffs Springs	
4) DAVID BRANTON	JMT	
5) Bob Wiszla	JMT	
6) Winnie Branton	Branton Strategies LLC	wbranton@brantonstrategies.com
7) Andrei Lemeshevski	LEMESHEVSKI	
8)		
9)		
10)		
11)		