

**DETROIT LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
**GUARDIAN BUILDING**

**500 Griswold St, Suite 1200 • Detroit, Michigan**  
**(Rouge Conference Room)**

**Tuesday, May 9, 2017**

**12:00 PM**

**MINUTES**

**Present:** Erica Ward-Gerson  
Richard Hosey  
Rasul Raheem  
Patricia Pernell-Shelton

**Others Present:** Detroit Land Bank Authority (DLBA) staff

**CALL TO ORDER**

Chairperson Ward-Gerson called the May 9, 2017 meeting to order at 12:18 p.m.

**ROLL CALL**

Chairperson Ward-Gerson called roll for each board member. All Board members were present and a quorum was met.

**ADOPTION OF THE AGENDA**

Chairperson Ward Gerson requested comments from the Members of the Board for the Agenda as distributed. Noting none, a **Motion by Member Hosey to adopt the agenda. Supported by Member Raheem. MOTION APPROVED.**

**PUBLIC COMMENT**

Chairperson Ward Gerson opened the floor to public comment. None present.

**NEW BUSINESS**

**Resolutions.**

**Resolution 05-01-2017**

**RESOLUTION ADOPTING EXECUTIVE DIRECTOR JOB DESCRIPTION**

Chairperson Ward Gerson welcomed (via phone) Christopher Trebilcock from Miller Canfield; and Gloria Mirrione, Andrea Forrest, Tyler Manning and Kate Koehler from Korn Ferry and thanked them for their work on the Executive Director draft job description. Chairperson Ward Gerson stated that there had not been any discussions about the draft job description between board members since the creation of the draft job description, and thus would like for the group to use this time to review it together. Members reviewed the description and discussion ensued. Chairperson Ward-Gerson first asked the board members to review and focus on the "required" qualifications. There was substantial discussion as to whether a master's degree should be "required" or "desirable." The board members then discussed the minimum length of time for executive level management. After discussing the potential

pros and cons of a longer or shorter minimum level of experience, the board members decided to go with five years. After discussing other language in the “required” qualifications section, Chairperson Ward-Gerson asked the board what might be missing from the job description. Board members then discussed the second to last bullet point beginning with “Must be able and willing to ...” The board then discussed whether the job description should formally require knowledge of land banks. The consensus was that while this may be helpful, it need not be required because an otherwise strong candidate can learn about land banks and because there are already many people with deep knowledge of land banks on staff. Board members then discussed the “desirable” qualifications section, specifically the value of Detroit residency as well as experience within government. Board members asked Korn Ferry representatives for the rationale behind the “One-Year Critical Success Factors” section. Korn Ferry responded that they find it to be helpful for some candidates. After review and discussion, all members were in agreement of adopting the job description. **A Motion by Member Raheem to Adopt the Executive Director job description. Supported by Member Hosey. MOTION APPROVED.**

Chairperson Ward Gerson requested that Korn Ferry proceed with posting the job description and asked that they send the link to Michael Brady, General Counsel to also allow for posting with the DLBA HR department. Chairperson Ward Gerson also encouraged board members and the Executive team to send recommendations for desired candidates to Korn Ferry. Andrea Forrest from Korn Ferry commented that all recommendations for candidates could be sent directly to her.

#### **ADJOURNMENT**

There being no further business, **A Motion by Member Hosey to adjourn the meeting. Supported by Member Raheem. MOTION APPROVED.**

Chairperson Ward Gerson adjourned the meeting at 12:49 p.m.