

DETROIT LAND BANK AUTHORITY

BOARD OF DIRECTORS MEETING
GUARDIAN BUILDING
500 Griswold St, Suite 1200 • Detroit, Michigan
(Belle Isle Conference Room)

Tuesday, June 13, 2017

1:00 PM

MINUTES

Present: Erica Ward Gerson
Patricia Pernell-Shelton
Rasul Raheem

Absent: Richard Hosey

Others Present: Chris Trebilcock Miller Canfield
Dr. Stallworth Black Caucus Foundation
Christine Dobrovich, Pamela Bishop, Paula Patterson - Experis
Kate Koehler and Angela Forrest Korn Ferry Search Firm
DLBA Staff and public

CALL TO ORDER

Chairperson Ward Gerson called the June 13, 2017 meeting to order at 1:06 p.m.

ROLL CALL

Member Raheem provided roll call. Member Hosey's absence was excused. 3 of 4 Members were present and a quorum was met.

ADOPTION OF THE AGENDA

Chairperson Ward Gerson called for the adoption of the agenda. **Motion by Member Raheem to adopt the agenda. Supported by Member Pernell-Shelton. MOTION APPROVED.**

REVIEW AND APPROVAL OF MINUTES

Chairperson Ward Gerson called for the approval of the minutes. **Motion by Member Pernell-Shelton for Approval of the April 18, 2017 and May 9, 2017 (Special) Board of Directors meeting minutes. Supported by Member Raheem. MOTION APPROVED.**

PUBLIC COMMENT

Chairperson Ward Gerson opened the floor to public comment. Joanne Warwick, Detroit resident, expressed concern about the disposition of properties through the Safe Kids pilot and requested that a mechanism be put in place to utilize the Community block clubs to ensure residents are informed and information is received. Cindy Darrah, Detroit resident suggested the use of the Army Corp of Engineers to survey the land to separate storm water. Mrs. Darrah expressed concerned about properties that she feels are structurally sound and being demolished. Ms. Darrah also expressed an interest in the purchase of a commercial lot. Chairperson Ward Gerson informed Ms. Darrah that she would have to connect with the proper department at the City offices as the Detroit Land Bank does not handle commercial property.

EXPERIS UPDATE

Christine Dobrovich, Pamela Bishop and Paula Patterson distributed a status report and provided an update on completed projects. The team reported that the last session with all process owners and direct management covering all process areas in Disposition and Inventory have been facilitated and a final Summary report will be distributed. Christine reviewed the proposed steps for year two with the group and discussion ensued. The Experis team thanked the Board for allowing them to work with the DLBA.

KORN FERRY UPDATE

Chairperson Ward Gerson reported that the Korn Ferry Executive Search Firm was present and would be providing an update to the Board in regards to the search to fill the Executive Director position. Kate Koehler and Andrea Forrest from Korn Ferry reported that 90 potential candidates expressed some initial interest; 5 have fully completed applications and 10 potential candidates need to submit additional information. Chairperson Ward Gerson reiterated the process and commented that while the Search Committee has no authority to make decisions, it would meet this afternoon to discuss plans for the remainder of the search process. They will also be briefed in closed session on any applications submitted for the position where the applicant had requested confidentiality to the extent permitted by law. The Search Committee will not make any decisions to include or exclude any candidates. Chairperson Ward Gerson requested that all Board members check their schedules for the week of July 10th to plan for a series of intensive meetings to work towards choosing a candidate.

STAFF REPORTS

Each department provided a brief staff report.

STANDING COMMITTEE REPORTS**Finance and Audit.**

Irene Tucker, CFO/Interim Executive Director thanked the Board for her new role and commented that she is continuing to grow and learn. Ms. Tucker reviewed the May 2017 Financial metrics with the group and discussion ensued. Ms. Tucker provided an update that they are currently upgrading the website, ensuring IT general controls are in place and the FY18 budget is currently being imputed into the system.

Project Review.

Member Pernell-Shelton provided an update and reported that she is continuing to appreciate the growth in public attendance.

Community Engagement.

Member Pernell-Shelton provided an update, and reported that she continues to appreciate the increase in community attendance.

TREASURER'S REPORT

Irene Tucker, Chief Financial Officer, Interim Executive Director provided an update and discussion ensued.

NEW BUSINESS

Resolutions.

06-01-2017 RESOLUTION CHANGING TITLE FROM ACTING EXECUTIVE DIRECTOR TO INTERIM EXECUTIVE DIRECTOR. **Motion by Member Raheem to approve resolution. Supported by Member Pernell-Shelton. MOTION APPROVED.**

06-02-2017 RESOLUTION ADOPTING THE POLICIES GOVERNING DISPOSITION OF PROPERTY PURSUANT TO THE SAFE KIDS PILOT. **Motion by Member Raheem to approve resolution. Supported by Member Pernell-Shelton. MOTION APPROVED.**

06-03-2017 RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A SERVICES AGREEMENT ON BEHALF OF THE DETROIT LAND BANK AUTHORITY WITH DAN'S TREE, LLC. **Motion by Member Raheem to approve resolution. Supported by Member Pernell-Shelton. MOTION APPROVED.**

06-04-2017 RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A SERVICES AGREEMENT ON BEHALF OF THE DETROIT LAND BANK AUTHORITY WITH D&D INNOVATIONS, LLC. **Motion by Member Raheem to approve resolution. Supported by Member Pernell-Shelton. MOTION APPROVED.**

06-05-2017 RESOLUTION AUTHORIZING THE AMENDMENT OF THE DETROIT LAND BANK AUTHORITY'S CONTRACTING AND PROCUREMENT POLICY. Ms. Tucker reviewed the policy with members and the purpose for the amendment and discussion ensued. **Motion by Member Pernell-Shelton to approve resolution. Supported by Member Raheem. MOTION APPROVED.**

06-06-2017 RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A SERVICES AGREEMENT ON BEHALF OF THE DETROIT LAND BANK AUTHORITY WITH GEORGE JOHNSON & COMPANY Irene Tucker reported that she has been pleased with the services provided in the past and recommends George Johnson and company. **A Motion by Member Pernell-Shelton to approve resolution. Supported by Member Raheem. MOTION APPROVED.**

06-07-2017 RESOLUTION APPROVING INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A SERVICES AGREEMENT ON BEHALF OF THE DETROIT LAND BANK AUTHORITY WITH GTJ CONSULTING, LLC. **Motion by Member Pernell-Shelton to approve resolution. Supported by Member Raheem. MOTION APPROVED.**

06-08-2017 RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A PURCHASE AGREEMENT WITH SCOTT STREET FARM, LLC. Jano Hanna, Assistant Director, Projects provided background for the proposed purchase to the group and reported that it would be used for agricultural purposes. **Motion by Member Pernell-Shelton to approve resolution. Supported by Member Raheem. MOTION APPROVED.**

06-09-2017 RESOLUTION APPROVING THE SALE OF UP TO 200 SELECTED VACANT PROPERTIES UNDER THE POLICIES GOVERNING DISPOSITION OF PROPERTY PURSUANT TO THE SAFE KIDS PILOT. Dr. Stallworth from the Black Caucus Foundation provided background on the pilot and the selection and intended use for the vacant properties and discussion ensued. **Motion by Member Pernell-Shelton to approve resolution. Supported by Member Raheem. MOTION APPROVED.**

06-10-2017 RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO AN AMENDMENT TO THE SERVICES AGREEMENT WITH EXPERIS ON BEHALF OF THE DETROIT LAND BANK AUTHORITY. Motion by Member Pernell-Shelton to approve resolution. Supported by Member Raheem. MOTION APPROVED.

Motion by Member Raheem to enter Closed Session. Supported by Member Pernell-Shelton. Member Raheem called roll for each Board Member to go into Closed Session. **MOTION** Unanimously approved. Chairperson Ward Gerson dismissed for Closed Session at 2:56 p.m.

CLOSED SESSION

In accordance with the State of Michigan's Open Meetings Act, Section 8, Closed Sessions are permitted. The conditions of such a Closed Session includes the following: 1) The Session must be for a "limited purpose," 2) the Session must be conducted during the course of an open meeting and 3) per Section 9(1) of the OMA, the minutes of the open meeting must include the purpose for which a closed session is held.

It is noted that the purpose of the Closed Session was called for a permitted purpose as described within OMA, Section 8(e): "to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation," as well as a permitted purpose as described within OMA, Section 8(h): "to consider material exempt from discussion or disclosure by state or federal statute," specifically, Section 13(1)(g) of Michigan's Freedom of Information Act, which protects the attorney-client privilege.

Chairperson Ward Gerson adjourned Closed Session and re-opened the public meeting at 3:59 p.m.

ADJOURNMENT

There being no further business, Chairperson Ward Gerson called for a motion to adjourn. **Motion by Member Raheem to adjourn the meeting. Supported by Member Pernell-Shelton. MOTION** Unanimously approved. The meeting was adjourned at 3:59 p.m.