

**DETROIT LAND BANK AUTHORITY**  

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**BOARD OF DIRECTORS MEETING**  
**GUARDIAN BUILDING**  
**500 Griswold St, Suite 1200 • Detroit, Michigan**  
**(Belle Isle Conference Room)**  
**Tuesday, September 20, 2016**  
**2:00 PM**  
**MINUTES**

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

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

**CALL TO ORDER**

Chairperson Ward Gerson called the September 20, 2016 meeting to order at 2:06 P.M.

**ROLL CALL**

All 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**

**Motion by Member Hosey to approve the July, 19 2016 minutes. Supported by Member Pernell-Shelton. MOTION APPROVED.**

**PUBLIC COMMENT**

Chairperson Ward Gerson opened the floor to public comment. Ms. Joanne Warwick, Detroit resident, inquired about the members of the real-estate committee and the FOIA process. Michael Brady, General Counsel, will assist Ms. Warwick with her concerns.

**EXECUTIVE DIRECTOR'S REPORT**

Carrie Lewand-Monroe, Executive Director, provided an update to the Board. Mrs. Lewand-Monroe welcomed and introduced Irene Tucker, the incoming Chief Financial Officer for the DLBA. Mrs. Lewand-Monroe commented that Mrs. Tucker brings 22 years of experience, is already restructuring the Finance Department, improving financial controls and tackling the annual audit.

*Inventory*

Mrs. Lewand-Monroe reported that "Dream of Detroit", a local organization, approached the DLBA in July with an idea to host an open house for interested constituents and residents at eight specific properties. Mrs. Lewand-Monroe stated the DLBA agreed to test the idea and saw over 50 people visit

the properties, resulting in three properties selling; the DLBA looks forward to continuing this type of outreach with organizations, now referred to as the "Dream Model." Mrs. Lewand-Monroe reported the Inventory Department is working closely with the Disposition Department to expand side lot sales to landlords, consider options for handling side lots that have non-house structures (garages) present and also is looking to onboard in-house inspectors to assist with property evaluations. A discussion ensued regarding open houses and DLBA-owned garages, to which DLBA Executive Staff responded. Mrs. Lewand-Monroe reported that as of 9/16/16 DLBA holds title to 94,192 parcels and has disposed of 1,195 properties since 7/8/16.

#### *Disposition*

Mrs. Lewand-Monroe reported that the Community Partners program is ramping up, having sold a total of 42 parcels in August and 15 more parcels already sold this month, for a total of 609 parcels sold since inception. Mrs. Lewand-Monroe reported that as of 9/12/16 the Own It Now program transitioned to a more traditional sales model, "Highest and Best", allowing for multiple offers on properties and taking the highest offer after a set period of time. Mrs. Lewand-Monroe also reported the following sales and program numbers for the month of August: Auction sales, 68; Own It Now sales, 76. Mrs. Lewand-Monroe reported that the Rehabbed and Ready program is continuing to move forward and has closed on 20 properties. Mrs. Lewand-Monroe also reported a record number of closings in August 2016 with a total of 138.

Mrs. Lewand-Monroe reported that the next DLBA Buy Back Pilot Program pre-closing event is scheduled for October 20, 2016 at the Northwest Activity Center. To date the program has 90 enrolled participants, with 54 others ready to close, 200 others scheduled for homebuyer counseling and 500 additional households waiting to participate. Mrs. Lewand-Monroe reported that Bloomberg Associates hosted a comprehensive workshop regarding the DLBA Occupied Program. The all-day event was facilitated by the Mayor and challenged the City of Detroit, DLBA staff and other members of the community to brainstorm and propose five core strategies to address the Occupied population. Bloomberg Associates will develop a comprehensive document that will outline next steps for innovation resulting from the event and Mrs. Lewand-Monroe will provide the full report to the Board. Chairperson Ward Gerson requested that Reginald Scott, Dispositions Director, send a Summary report of the Occupied Program to the group.

#### *Legal*

Mrs. Lewand-Monroe reported the Legal Department is continuing to work on the Nuisance Abatement program and provided program numbers as of 9/16/16: NAP Complaints filed, 3,708; NAP Agreements, 1,419; Default Judgements, 1,373; Quiet Title Judgements, 1,403; resulting occupied homes, 1,036.

#### *Demolition*

Mrs. Lewand-Monroe reported the Demolition team has been working with Experis Financial to conduct a gap assessment of existing program procedures. This review aims to build in new, improved processes that aim to continuously meet the demands of the growing program. Final procedures are anticipated to be complete in the coming weeks. Mrs. Lewand-Monroe further reported the Department is making progress toward completing the drawdown of the HHF2 funds and continues HHF3 field work.

#### *Public Affairs*

Mrs. Lewand-Monroe reported that the DLBA attended over 23 community meetings last month. A new community engagement strategy is being rolled out, in which collaboration with community groups is a primary focus, along with the introduction of neighborhood-specific maps and updated property

lists. This strategy began with the hosting of 3 open house events that were attended by over 600 people. Mrs. Lewand-Monroe also reported that DLBA asked each Council member to designate one staff member as a DLBA liaison, to improve DLBA communication with City Council and residents. City Council liaisons will meet with DLBA staff every other month to learn about programs, inventory tracking and to become better acquainted with our staff members. Other customer service improvements are on deck, as two additional Client Services Specialists begin work in early October to assist with DLBA's average daily volume of 400 calls and 70 walk-in customers. Mrs. Lewand-Monroe additionally reported that improvements to internet speed, due to the installation of Rocket Fiber, will assist staff in how quickly information is accessed, cutting down the average time spent with customers. Finally, Mrs. Lewand-Monroe noted the DLBA has added 602 new registered bidders during August, now totaling 15,781 registered bidders. In addition, over 40,000 users visited our site, averaging over seven pages per visit. The average surf time is eight and a half minutes, which is a strong indicator of interest.

## **STANDING COMMITTEE REPORTS**

### **Finance and Audit.**

Member Raheem provided the Finance and Audit Committee update, noting the Committee discussed current resolutions, the new auditor process, and welcomed Mrs. Tucker to the team.

### **Community Engagement**

Member Pernell-Shelton confirmed the staff report.

## **TREASURER'S REPORT**

Irene Tucker, Chief Financial Officer, did not provide a report, however announced that the audit report will be prepared and placed on the agenda for the October meeting. Mrs. Tucker thanked staff and Board Members for the opportunity to come to the DLBA.

## **OLD BUSINESS**

Chairperson Ward Gerson opened the floor for any Old Business, there was none.

## **NEW BUSINESS**

### **Resolutions.**

**09-01-2016** Resolution authorizing the Chief Financial Officer to open new bank accounts.

Mrs. Tucker provided an explanation for the purpose of opening new bank accounts and discussion ensued. **Motion by Member Hosey. Supported by Member Pernell-Shelton. MOTION APPROVED.**

**09-02-2016** Resolution approving Executive Director to enter into a Purchase agreement with Fractured Acre Farms, LLC. Jano Hanna, Economic Development Assistant Director, provided a summary of the agreement. **Motion by Member Lipa. Supported by Member Hosey. MOTION APPROVED.**

**09-03-2016** Resolution approving Executive Director to enter into a Purchase agreement with Revival Detroit, LLC. Jano Hanna, Economic Development Assistant Director, provided a summary of the agreement. **Motion by Member Hosey. Supported by Member Lipa. MOTION APPROVED.**

**09-04-2016** Resolution approving the Executive Director to enter into first option to purchase an agreement to maintain property with Andrew and Sarah Sisley. Jano Hanna, Economic Development Assistant Director, provided a summary of the agreement. **Motion by Member Pernell-Shelton. Supported by Member Raheem. Member Hosey recused. MOTION APPROVED.**

**09-05-2016** Resolution approving Executive Director to enter into a Development agreement with Steven and Dorota Coy. Jano Hanna, Economic Development Assistant Director, provided a summary of the agreement. **Motion by Member Lipa. Supported by Member Pernell-Shelton. MOTION APPROVED.**

**09-06-2016** Resolution Executive Director to enter into a Development agreement with Steven and Dorota Coy. Jano Hanna, Economic Development Assistant Director, provided a summary of the agreement. **Motion by Member Hosey. Supported by Member Pernell-Shelton. MOTION APPROVED.**

#### **Freedom of Information Act (FOIA) Appeal Review**

Michael Brady, General Counsel, distributed a memo regarding a FOIA request and approval and appeal process. He reported that the Board needed to accept or deny the appeal and provided an overview of the appeal. **Motion by Member Hosey. Supported by Member Lipa. MOTION APPROVED.**

Secretary Raheem called roll for each Board Member to go into Closed Session. **Unanimously approved.** Chairperson Ward Gerson dismissed for Closed session at 3:20 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 public meeting at 4:21 p.m.

#### **ADJOURNMENT**

There being no further business, Chairperson Ward Gerson adjourned the meeting at 4:22 p.m.