

General Monthly Meeting LBA Board of Directors Thursday, November 19, 2020

NOTE: THIS WILL BE A ZOOM CONFERENCE CALL AND NOT IN-PERSON

<https://us02web.zoom.us/j/87806512315?pwd=NktXODd3cHZqc0VNdEIQdHhMRW5SUT09>

Meeting ID: 878 0651 2315

Password: 506224

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+13017158592,,87806512315#,,1#,506224# US (Germantown)

Start Time: 9:30 a.m. End Time: 11:30am

AGENDA

Mission: The mission of the Fulton County/City of Atlanta Land Bank Authority is to facilitate the transformation of the City and County into a vibrant community by:

- Returning non-revenue generating, non-tax producing, or blighted property to an effective utilization status in order to provide market and affordable housing, public space, new industry and jobs for the citizens of the City and County.
- Extinguishing past due tax liens from property foreclosed upon by Fulton County and the City of Atlanta in their tax collection capacities.

Time	Item Description
9:30am	1. Welcome
9:32am	2. Adopt Agenda
9:34am	3. Introductions
9:36am	4. Ratify Minutes – October 22, 2020

Action Items

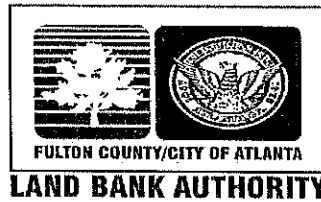
Time	Item Description
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9:40am	5. Approve Engagement of HR Knowledge Source for HR Assurance Services
10:00am	6. Approve 3-month Extension of YourCrescendo Engagement for Phase 2 of Strategic Articulation Implementation
10:15am	7. Approve 1-Year Extension for Property Management Vendors Procured via 2019 RFQ

Information Items	
Time	Item Description
10:30am	8. Executive Director Presentation to CDHS Committee 11/10/20
10:37am	9. Status of LBA By-Laws Update
10:42am	10. LBA Financial Update
10:50am	11. Public Comments (Two-minute limit per speaker)

Executive Session	
11:00am	12. Real Estate Legal Matters

Action Item	
11:30am	13. Adjourn



MINUTES
GENERAL MONTHLY MEETING
LBA BOARD OF DIRECTORS
Thursday, November 19, 2020

Type of Meeting: Regular Monthly Meeting

Location: Zoom Conference Call

Board of Directors			
Name:	Title:	Attendance:	
		Present	Not Present
Janis Ware	LBA Board Chairperson	P	
Kate Little	LBA Board Vice-Chairperson	P	
Atty. Jane Bradshaw-Burnette	LBA Board Secretary	P	
Michelle Nelson	LBA Board Treasurer	P	
Vacant	LBA Board Member		N/A
Vacant	LBA Board Member		N/A
Vacant	LBA Board Member		N/A
Herb Joseph	Atlanta Public Schools Advisor	P	

Staff and Counsel			
Name:	Title:	Attendance:	
		Present	Not Present
Christopher Norman	Executive Director	P	
Rhonda Corporal	Office Manager	P	
Terica B. Bashir	Program Director	P	
Elizabeth Roberts	Sr. Program Director		N/A
Jade Wiles	Asset Manager	P	
Atty. Rodney Strong	LBA General Counsel	P	
Atty. David Maher	LBA General Counsel	P	

Atty. Tres Dye	LBA Real Estate Counsel	P	
Atty. Jonathan Futrell	City of Atlanta Law Department	P	
Atty. Reginald McClendon	City of Atlanta Law Department	NP	

1. **Call to Order:** Chairperson Janis Ware - Called the meeting to order at 9:33 A.M.

2. Adopt Agenda:

Treasurer Michelle Nelson made a motion to:

Adopt Agenda with no changes.

Vice-Chair Kate Little seconded the motion.

MOTION APPROVED UNANIMOUSLY.

3. Introductions:

Ms. Naila Morris, a representative from HR Knowledge Source.

4. Ratify Minutes:

Vice Chair Kate Little made a motion:

Ratify minutes as submitted for the meeting on October 22, 2020, with no changes.

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY.

Action Items:

5. **Approve Engagement of HR Knowledge Source for HR Assurance.**

Mr. Norman reminded the Board that HR Knowledge Source (“HRKS”) assisted with the recruiting and hiring process for the Senior Program Director and Program Directors positions back in June 2019. HRKS successfully completed their engagement for both positions in 2019 when both positions were filled. He explained that the LBA does not have a designated Human Resources Officer or Office. The LBA has been relying on the Executive Director and the Office Manager to give informal and formal guidance to deal with Human Resources (“HR”) related matters. Mr. Norman stated that he has discussed a potential expansion of services provided by HRKS with the Board. HRKS presented their proposal to provide ongoing support and HR assistance to the LBA by offering the following:

- HR Toolkit in a box which includes customizable HR templates and processes,

- Subscription service to provide monthly access to phone/video consultation and coaching to deal with a wide variety of matters that may include employee relations, performance reviews, HR compliance training, etc.
- Additional services outside of the scope of services may be retained on an hourly basis.

Mr. Norman stated that the engagement would be for a term of 12 months with a \$1000 engagement fee and a \$400 monthly fee.

Attorney David Maher suggested that the contract date should not precede the Board's approval and signature date.

Treasurer Michelle Nelson made a motion to:

Approve Engagement of HR Knowledge Source for HR Assurance.

Secretary Jane Bradshaw-Burnette seconded the motion.

MOTION APPROVED UNANIMOUSLY.

6. Approve 3-month Extension of the Your Crescendo Engagement for Phase 2 of the Strategic Articulation Implementation.

Mr. Norman reminded the Board that at the April 23, 2020 Board meeting the Strategic Plan was approved. The Plan included two recommendations: update the website and conduct a brand audit. He stated that the work on Phase I is currently being completed and the implementation of Phase II is now needed. Phase II consists of the following:

- Executing the social media strategy.
- Create blogs, learning content, and continue to update and maintain the website.
- Photography work to capture higher quality photos of Land Bank properties.
- Shift from developing and designing the brand strategy to bringing more stakeholder awareness and understanding of the LBA.

Mr. Micah Smith, with Your Crescendo, explained to the Board that the LBA's social media accounts (Facebook, Instagram, and Twitter) have been set up at this time. Mr. Smith gave the Board a virtual tour of the new website.

Secretary Bradshaw-Burnette made a motion to:

Approve 3-month Extension of Your Crescendo Engagement for Phase 2 of the Strategic Articulation Implementation

Treasurer Michelle Nelson seconded the motion.

MOTION APPROVED UNANIMOUSLY.

7. Approve 1 Year Extension for Property Management Vendors Procured via 2019 RFQ.

Mr. Norman explained that in May 2019, the LBA issued a Request for Qualification (RFQ) for Asset Maintenance Services. Three vendors were selected and approved by the LBA Board at the June 27, 2019 meeting:

- Arkhold Services
- Apsire Constructions & Real Estate Consulting Service
- Oaks Atlanta Community Development

Mr. Norman stated that the one-year contracts were executed July 2019 for each vendor with the potential for a 12-month extension. All the vendors have provided satisfactory services and LBA staff is supportive of the extension of the contracts for all three vendors.

Attorney David Maher stated that because of the terms of the vendors' contracts, Board action is not required.

Informational Items

8. Executive Director Presentation to the CDHS Committee 11/10/20

Mr. Norman informed the Board that he presented to the City of Atlanta's Community Development and Human Services Committee with an update and overview of the Land Bank. The topics of discussion were

- Policy and Administrative
 - Policies and Procedures Revision
 - Rebranding of the Land Bank
- Transactional
 - Secure Neighborhood Initiative – Atlanta Police Foundation
 - Memorandum of Understanding with the City of Atlanta for Abatement Project
- Operational
 - Financial Update.

9. Status of LBA By-Laws Update.

Mr. Norman stated that Attorney Maher, with Griffin and Strong, is working on updating the By-Laws so that they will align with the Amended and Restated Interlocal Cooperation Agreement.

10. LBA Financial Update.

Mr. Norman presented the LBA's September Financial Update to the Board. He stated that the cash on hand increased in the month of October due to the \$460,000 received from the Conley Road Project. The Metro Atlanta Land Bank "MALB" is on target to exceed our revenue target for the year. He stated that MALB is expected to receive the same contribution from the City of Atlanta and Fulton County for the financial year 2021.


Chairperson Ware questioned if there will be a budget for the Board to approve for next year?

Mr. Norman replied that he will present the budget at the December meeting.

11. Public Comments (Two-minutes limit per speaker) NONE

12. Adjourn

Adjourned Meeting at 10:20 am.


5-13-21