



**METRO ATLANTA  
LAND BANK** | Affordable Housing  
Vibrant Communities  
Economic Opportunities

## General Monthly Meeting MALB Board of Directors Tuesday, April 27, 2021

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

<https://us02web.zoom.us/j/82507387534?pwd=NWdsdk5WXZ3MDBQOUpKVDB1VHdoUT09>

Meeting ID: 825 0738 7534  
Passcode: 856787

One tap mobile  
+16468769923,,82507387534#,,,,\*856787# US (New York)  
+13017158592,,82507387534#,,,,\*856787# US (Washington DC)

**Start Time: 11:00 a.m. Target End Time: 1:00pm**

### AGENDA

**Mission:** The mission of the Metro Atlanta Land Bank 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
11:00am	1. Welcome
11:02am	2. Adopt Agenda
11:04am	3. Introductions
11:08am	4. Ratify Minutes – March 23, 2021

Action Items	
Time	Item Description
11:10am	5. Approve Revised By-Laws
11:25am	6. Approve Resolution for Amendment of 401K Plan

<b>Information Items</b>	
<b>Time</b>	<b>Item Description</b>
11:35am	7. Status of Release of Request for Proposal for Selection of Firm to Perform Annual Financial Audits
11:45am	8. Update on Office Relocation
12:00pm	9. Update re Permanent Affordability Pilot with Atlanta Land Trust
12:10pm	10. Marketing/Branding Project Update - YourCrescendo (Project Consultant)
12:20pm	11. Lunch and Learn Webinar Series
12:25pm	12. MALB Financial Update
12:32pm	13. Public Comments (Two-minute limit per speaker)
12:36pm	14. New Business

<b>Action Item</b>	
12:40pm	15. Adjourn



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**MINUTES**  
**GENERAL MONTHLY MEETING**  
**MALB BOARD OF DIRECTORS**  
**Tuesday, April 27, 2021**

**Type of Meeting:** Regular Monthly Meeting

**Location:** Zoom Conference Call

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

<b>Staff and Counsel</b>			
<b>Name:</b>	<b>Title:</b>	<b>Attendance:</b>	
		Present	Not Present
Christopher Norman	Executive Director	P	
Terica B. Bashir	Program Director	P	
Rhonda Corporal	Office Manager	P	
Atty. Rodney Strong	MALB General Counsel		NP
Atty. David Maher	MALB General Counsel	P	
Atty. Tres Dye	MALB Real Estate Counsel	P	
Atty. Jonathan Futrell	City of Atlanta Law Department	P	

Atty. Reginald McClendon	City of Atlanta Law Department		NP
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1. Call to Order: Chairperson Janis Ware - Called the meeting to order at 11:03 A.M.

2. Adopt Agenda:

Board Member Petrina Howard made a motion to:

*Adopt Agenda with no changes.*

Secretary Jane Bradshaw-Burnette seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

3. Welcome:

Chairperson Janis Ware welcomed Board Members and attendees to the meeting.

4. Ratify Minutes:

Secretary Jane Bradshaw-Burnette made a motion to:

*Ratify minutes as submitted for the meeting on March 27, 2021, with no changes.*

Board Member Petrina Howard seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

**Action Items:**

**5. Approve Revised By-Laws.**

Mr. Norman explained that the current By-Laws have not been updated since originally drafted in October 1991. MALB updated and amended the Interlocal Cooperation Agreement to reflect recent changes in the State Law governing land banks in Georgia.

Vice-Chair Kate Little made the following observations:

- The definition of “low income” and “moderate income” in the Interlocal is not consistent with HUD’s.
- Change label for “Section” to “Article” to make it consistent.

Mr. Norman stated that MALB income guidelines should agree with HUD (federal) and state guidelines.

Chair Ware stated that she agreed that the income guidelines should be in line with our federal and state partners.

Secretary Bradshaw-Burnette asked “will there be any issues with the Interlocal Agreement and the By-Laws not in alignment?”

Mr. Norman replied that the superior document is the By-Laws, and MALB would have to go back and amend the Interlocal Agreement.

Attorney David Maher confirmed changes to the Interlocal Agreement would need to be made.

Mr. Norman asked if the MALB will need to add an additional 30-day waiting period if the Board approves these changes.

Attorney Maher stated that the changes do not merit an additional waiting period.

Secretary Bradshaw-Burnette made a motion to:

***Approve Revised By-Laws Subject to The Corrections as Cited.***

Board Member Petrina Howard seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

#### **6. Approve Resolution for Amendment of 401K Plan.**

Mr. Norman stated that the current 401k plan is being modified to amend certain items to allow for the ongoing implementation of the 4% employer match to employee contributions.

The following amendments are being made and require the Board’s approval:

- Remove the requirement for employees to work 1000 hours (approximately 6.25 months based on 40 hours/week) to receive matching allocation. Proposed requirement is for employees to work for three-months before eligibility to participate in 401K program. This change brings consistency with the 90-day waiting period for other MALB benefits.
- Remove requirement for employees to be employed on last day of the plan year to receive matching allocation. In making this change, employees that depart the MALB before year end will not be penalized.

Board Member Petrina Howard made a motion to:

***Approve Resolution for Amendment of 401K Plan.***

Secretary Bradshaw-Burnette seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

#### **Informational Items**

## **7. Status of Release of Request for Proposals for Selection of Firm to Perform Annual Financial Audits.**

Mr. Norman gave an update on the status of the RFP process for the selection of a firm to perform MALB's financial audits. The following changes have been made to the draft document:

- 1) Change the point system.
- 2) Moved the cost section into separate sections.
- 3) Max fees moved to a different section.

Mr. Norman stated that pre-proposal conference will be a video conference and the proposals will be submitted digitally.

## **8. Update on Office Relocation.**

Mr. Norman gave an update of MALB office relocation. He explained that MALB's Attorney Tres Dye and Attorney David Maher are working with Kellogg Partners on reviewing the proposed lease. The landlord will provide physical improvements to the new suite to meet MALB's needs. They are outlined in the lease document. Mr. Norman also stated that July 1<sup>st</sup> is the targeted move in date. Also, MALB will continue to pay for employee parking at a similar rate.

Attorney Dye stated that there are several other deal points that have been submitted to the landlord and we are now waiting for the response from their counsel.

Chairperson Ware suggested that the MALB purchase new furniture for the offices.

## **9. Update re: Permanent Affordability Pilot with Atlanta Land Trust**

Mrs. Bashir reported to the Board that 900 North Eugenia Place, the first property purchased under this pilot program, is on the market. She stated that the Atlanta Land Trust held an open house on Saturday, April 24. The sale price for the three-bedroom home is \$100,000. Mrs. Bashir stated that the maximum sales price for a three-bedroom home to be affordable to a family at 60% AMI is \$154,890. At this price point, the home would be affordable to a family of four well below 60% AMI; so, this may allow resident retention. She also stated that Atlanta Land Trust has submitted their intent to purchase 5 more properties. They are working with GROWTH by NCRC on the acquisition and development of the remaining properties for permanently affordable housing.

Mr. Norman explained that GROWTH will assist with the construction as well as the financing. Some of the properties will be rehabbed and others will be new construction.

## **10. Lunch and Learn Webinar**

Mr. Norman reminded the Board that MALB is continuing the Lunch and Learn webinars. Yesterday's webinar was on "What is the Land Bank Depository Program?". This webinar was led by our Program Director, Terica Bashir. There were about 60 participants who stayed the entire hour for an engaging Q&A. He stated that all of the webinars can be found on MALB's website.

## **11. MALB Financial Update.**

Mr. Norman presented the MALB February Update to the Board. MALB is still on track with revenue and financial goals for the year. He informed the Board that the request to Fulton County for MALB's \$112,000 was submitted and MALB is waiting to receive the funds. The monies from the Atlanta Land Trust sale will be a cash sale of about \$137,000. Mr. Norman stated that MALB is in the process of submitting a request in the amount of \$300,000 to the City of Atlanta from their General Fund for the upcoming Budget.

Vice Chair Little informed the Board that she put in a suggestion to the Housing Commission to provide funding to MALB from the Cares Act funding that they received.

## **12. Marketing/Branding Project Update – YourCrescendo (Project Consultant).**


Mr. Reggie Hammond gave an update to the Board explaining that they are continuing to strengthen the new brand of the MALB through social media, active website updates, the Lunch and Learn webinar. All these actions are part of the strategy to attract new stakeholders. He informed the Board that they provide a weekly status report to MALB staff. He reviewed the components of the report and explained what each indicator represented.

## **13. Public Comments (Two-minutes limit per speaker). NONE**

## **14. New Business. NONE.**

## **15. Adjourn**

Adjourned Meeting at 11:58 pm.

  
4-28-21