

Kent County Land Bank Authority
Board Meeting Minutes
April 24, 2013

1. Call to Order-Meeting was called to order at 3:05 p.m. by Board Chair Ken Parrish.
2. Roll Call: Members present, Parrish, Brinks, Ponstein. Members absent Bliss, Nevins Weiss.
3. Approval of Agenda. Motion by Brinks to approve with correction to next meeting date of May 22, 2013.. Second by Ponstein. Motion passed.
4. Approval of Minutes, 3/27/2013 Meeting. Motion by Ponstein to approve. Second by Brinks. Motion passed.
5. Public Comment- None
6. Advisory Council Report- Executive Director David Allen introduced Advisory Council Co-Chair Gregory Conway who presented the Advisory Council April 18, 2013 Meeting Report.
 - a. Conway reported the Advisory Council had reviewed the Strategic Plan and updated Mission, Vision & Core Values.
 - b. Conway also reported the council had discussed the upcoming Tax Foreclosure Sale and was excited working with local units in repurposing properties again this year since the KCLBA was very successful in the previous year. He stated advisory council members who represent local units were excited to work directly with the Land Bank since they know the properties more intimately and would be more directly involved.
7. Executive Director Report- Before reviewing the quarterly Financial Statements Allen informed the Board that with the uncertainty related to the decision by the County Commission Land Bank Sub-Committee and its budget implications the 2013 Budget vs Actual will not be added to Quick Books until it is determined what the KCLBA is going to do with tax foreclosures in 2013. Allen stated that it was not a good use of staff time since it needs to be entered line item by line item individually. Towards this end a copy of the approved budget was included along with the financials to board members could track expenses versus budget. He also noted the KCLBA had ended the first quarter of 2103 in the “positive” \$18,000.00.
 - a. Financials
 - i. Quarterly Balance Sheet-no comments or questions
 - ii. Quarterly P&L- no comments or questions
 - iii. March 2013 Check Detail- Exec Dir. Allen highlighted one debit on the Check Detail to “Grape & Wine” noting it was his registration for the MSHDA Affordable Housing Conference and that is the MSHDA billing agent for the conference.
 - b. 2012 Audit Review- Rehman Group- Allen introduced Kristin Saper & Angie McPherson of Rehmann Group who presented their findings. Saper reported the 2011 audit required minimal detail testing and in the 2012 audit more questions were asked and more samples pulled. The audit went smoothly. Saper reported the final opinion and suggested “adjustments,” specifically stating it is difficult to have segregation of duties in small organizations. She suggested a “second pair of eyes looking at the books.” Discussion of the internal checks & balances and methods used to oversee all accounting activities such as journal entries and bank reconciliations. Two recommendations were presented to the Board. The first was choose to have auditors do oversight rather than have a CPA on staff or second was to have a Board member look at the

journal entries. Further discussion by the Board resulted in the suggestion for all KCLBA staff members become bonded. Board Chair Parrish did add no staff member had signatory powers and the Board was presented a Check Detail Report monthly. Motion was made by Ponstein to file the 2012 Audit, second by Brinks. Motion passed. Allen added the full 2012 Audit will be posted in electronic version on the KCLBA website.

- c. 1515 Madison- Allen stated there are 2 walk thrus scheduled at 1515 Madison with the developer was propelling the project forward and the other walk thru was with the buyers.
- d. Land Bank Process Subcommittee Final Report- Allen referred to the Court of Appeals Case of City of Bay City vs. Bay County Treasurer stating he had sent each Board member the results of the case in their Board packets. He then referred to an additional handout distributed to Board members defining public purpose.

8. Board Action-

- a. Approval of revised Mission, Vision, Core Values- Motion by Brinks, support by Ponstein. Motion passed.

9. Open discussion: Board Chair Parrish stated the staff performance review would be presented at the May 22, 2013 meeting. He informed Executive Director David Allen the staff is allowed to request a closed session performance review. Allen submitted a formal request for the closed session review following the public Board meeting on May 22, 2013.

Board discussed the law suit and how it would impact local units working with the KCLBA. City of Bay City vs. Bay County Treasurer cites the local unit would determine the “public purpose” and not the Land Bank.

Board member Brinks discussed an opportunity for the KCLBA to receive a bank donation located in the City of Kentwood. She stated there was no policy in place for the Land Bank to accept bank donated properties within that city. Allen informed the Board the decision needed to be made by the end of the day to accept or decline the offer for the property donation. He added the City of Grand Rapids submitted a blanket resolution to the City Commission to allow the KCLBA to accept any bank donated properties in the City of Grand Rapids. Board Chair Parrish stated it is good to have local unit communication but not sure if it is necessary to seek their approval on acquiring donated properties.

Scott Ellison, representative from Chemical Bank announced his appointment to the Kent District Library Board, announced an upcoming KDL event and invited the Board to attend.

10. Adjournment- Board Chair Parrish adjourned the meeting at 4:00 p.m.

Next Meeting

May 22, 2013, 3:00 p.m.
Training Room, 2nd floor