

Kent County Land Bank Authority
Board Meeting Agenda
January 25, 2012

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes, 11/30/2011 Meeting
5. Public Comment
6. Advisory Council Recommendations
7. Executive Director Report
 - a. Financials
 - b. Sparta Foundry
 - c. Hall Street, Stafford Properties
 - d. LOC with Huntington Bank
 - e. Bank Donations
 - f. 82 Ionia, Administrative Assistant**
 - g. Foreclosure Power Point
 - h. Board Action Needed – Proposed Amendment to Priorities and Policies approved on January 26, 2011 – Eliminate Section 1 bullet point 3.
8. Open discussion
9. Adjournment

Next Meeting

February 22, 2012, 3:00 p.m.
Training room, 2nd floor
Kent County Administration Building

Addition to the January 25 KCLBA Board Meeting Agenda

Item 7 f. 82 Ionia, Administrative Assistant

At this point in time in regard to our budget for 2012, based on the projects we have confirmed at this point in time, I feel very comfortable bringing on the Administrative Assistant approved in the 2012 budget. In fact with the major fronts on which I am working bringing on an Administrative Assistant is very necessary at this point in time.

Attached is a job description for this position. I have a resume of an incredibly qualified person that is perfect for the position. I intend on offering her the position but wanted to make the board aware of this.

KCLBA Bylaws Article Nine 9.2 states that the Executive Director shall have such authority and power expressly delegated to him or her by resolution of the Board of Directors consistent with the Intergovernmental Agreement.

Section 4.12 of the Intergovernmental Agreement speaks to the authority if the Executive Director of the KCLBA in that he or she is responsible for the day-to-day operations including supervision of all employees.

Hiring an Administrative Assistant requires that the KCLBA locate in its own stand alone office space. Al Jano, Facilities Manager for Kent County has offered the KCLBA space at 82 Ionia. It is an incredibly functional 600 square foot 3rd floor office. It will take about 2-3 weeks to get it ready to occupy. The cost for the LB is Al's departmental labor costs to set it up and a minimal cost for office furniture. Once there Al will only charge the LB Gas and Elec based on our square footage. I have been assured the cost for this will be extremely minimal. The great thing about this suite is right next door is a 1,900 square foot empty suite that we could expand into if needed. There are two conference rooms at our disposal on the third floor as well. It really could not be a better situation.

In regard to the approved 2012 Budget, the Land Bank has line items for these expenditures in place. The only difference is that the source of revenues for these expenditures will move from in kind to program related revenue.

I expect to submit a revised budget to the board in February once we have a more firm idea of where things stand with the Home Saver Program, the Tax Auction, the Foundry Project, and two grant requests I am working on.