

Kent County Land Bank Authority
Joint Board Meeting & Advisory Council Meeting Minutes
March 27, 2013, 3:00 p.m.
Training Room, 2nd floor
Kent County Administration Building

1. Call to Order-Meeting was called to order by Board Chair Ken Parrish at 3:10 p.m.
2. Roll Call: All KCLBA Board members present & several advisory council members were present (Darel Ross, Lee Nelson Weber, Gregory Conway, Steven Ruis, Emily Seibert, Jack Hoffman, Rebecca Rynbrandt, Lisa Golder,, Connie Bohatch
3. Approval of Agenda- Chair Parrish informed the Board of the expiration of the Huntington Bank Line of Credit as of 3-30-2013 and noted the LOC had been paid off. Motion was made to approve agenda with the addition of agenda item 6.5- Line of Credit Resolution. Motion passed.
4. Approval of Minutes, 2/27/2013 Meeting Motion by Nevins-Weiss, support by Bliss. Motion passed.
5. Public Comment- no public comment
6. Advisory Council Report – KCLBA E.D, David Allen explained there was no advisory council meeting in March. None (March 20, 2013 Advisory Council meeting was postponed to March 27, 2013 to a joint meeting with KCLBA Board meeting to review the first draft of the KCLBA Strategic Plan.)

6.5 (Huntington Bank) Line of Credit Resolution (LOC)- Board Secretary Brinks reviewed the LOC renewal resolution and made a motion to revise the new LOC Resolution to follow the same guidelines as the previous LOC. Motion was made to renew the LOC with the same terms and same amount not to exceed \$100,000 with the revisions authorizing Board Secretary Brinks to sign resolution with revisions. Motion passed.

7. Strategic Plan- E.D. Allen stated there would be no financial reports presented this month because of the special meeting to discuss the strategic plan. He added the 2012 audit was nearly finished and would be presented at the next KCLBA Board meeting in April. Allen introduced Alan Levy, Goaltrac, facilitator for the strategic planning process. Levy proceeded to engage the KCLBA Board & KCLBA Advisory Council in further planning exercises to complete the first round of the strategic planning process. The collective group reviewed the mission statement, vision, core values and discussed 3 year long term goals and 12 month immediate goals.
8. Open discussion- Board member Brinks made a motion to request written comment on the KCLBA strategic plan from the general public, giving every constituency full opportunity to be heard. Board Chair Parrish recommended the public comment be received after the next revision of the strategic plan is finished. Motion passed.

Board member Bliss reported the Staff Salary Review subcommittee would be sending out evaluation forms regarding the job performance of the executive director and should be able to report back next month with a recommendation.

9. Adjournment-Board Chair Parrish adjourned the meeting at 4:45 p.m.

Next Meeting: April 24, 2013, 3:00 p.m., Training Room, 2nd floor, Kent County Administration Building