



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

## General Monthly Meeting MALB Board of Directors Tuesday, June 27, 2023

**NOTE: THIS MEETING WILL BE IN PERSON**

**Marquis II Conference Room**  
*(Located via doors on north side of hotel entrance roundabout/drop off)*  
**(Marriott Marquis Complex)**  
**285 Peachtree Center Ave. NE**  
**Atlanta, GA 30303**

**A ZOOM BROADCAST IS AVAILABLE TO THE PUBLIC**

<https://us02web.zoom.us/j/82507387534?pwd=NWdsdkt5WXZ3MDBQOUUpKVDB1VHdoUT09>

Meeting ID: 825 0738 7534

Passcode: 856787

One tap mobile

+16468769923,,82507387534#,,, \*856787# US (New York)

**Start Time: 12:00 p.m. Target End Time: 2:00pm**

### 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	Pages	Item Description
12:00pm	N/A	1. Welcome & Introductions
12:02pm	1-2	2. Adopt Agenda
12:04pm	3-8	3. Ratify Minutes – May 30, 2023

<b>Action Items</b>		
<b>Time</b>	<b>Pages</b>	<b>Item Description</b>
12:06pm	9-33	4. Approve Issuance of Request for Proposals for Bookkeeping Services
12:20pm	34-36	5. Approve Document Retention Policy

<b>Information Items</b>		
<b>Time</b>	<b>Pages</b>	<b>Item Description</b>
12:35pm	37-52	6. MALB 2022 Annual Report – Final and Release
12:50pm	53-54	7. Financial Matters Update
1:00pm	N/A	8. Public Comments (Two-minute limit per speaker)

<b>Executive Session</b>		
1:05pm	N/A	9. Real Estate Transaction A
	N/A	10. Real Estate Transaction B
	N/A	11. Real Estate Transaction C

<b>Action Item</b>		
1:50pm	N/A	12. New Business
1:55pm	13. Adjourn	



MINUTES  
GENERAL MONTHLY MEETING  
MALB BOARD OF DIRECTORS  
Tuesday, June 27, 2023

Type of Meeting: Regular Monthly Meeting

Location: Marquis II Conference Room, Marriott Marquis Complex. 285 Peachtree Center Ave. NE, Atlanta, GA 30303. Zoom conference call access was also provided.

<b>Board of Directors</b>			
Name:	Title:	Attendance:	
		Present	Not Present
Janis Ware	MALB Board Chairperson		NP
Kate Little	MALB Board Vice-Chairperson	P	
Atty. Jane Bradshaw-Burnette	MALB Board Secretary	P	
Michelle Nelson	MALB Board Treasurer	P	
Petrina Howard	MALB Board Member	P	
Kyle Lamont	MALB Board Member	NP	
Calvin Brock	MALB Board Member	NP	
Charles “Chuck” Shultz	Advisory Member – Atlanta Public Schools	P	

<b>Staff and Counsel</b>			
Name:	Title:	Attendance:	
		Present	Not Present
Christopher Norman	Executive Director	P (Virtual)	
Elizabeth Roberts	Internal General Counsel/Sr. Program Director	P	
Terica B. Bashir	Program Director	P (Virtual)	
Kimberly White	Vacant Property Manager	P	
Rhonda Corporal	Office Manager	P	
Atty. Rodney Strong	MALB External General Counsel		NP
Atty. David Maher	MALB External General Counsel	P	
Atty. Tres Dye	MALB Real Estate Counsel		NP
Atty. Michael Ward	City of Atlanta Law		NP
Atty. Patrick O'Conner	Office of Fulton County Attorney		NP

**Call to Order:** Vice-Chairperson Kate Little - Called the meeting to order at 12:07 P.M.

1. **Welcome & Introductions:** MALB Board Members and APS Advisory Member, Charles "Chuck" Shultz, introduced themselves.
2. **Adopt Agenda:**

Secretary Jane Bradshaw-Burnette made a motion to:

*Adopt Agenda with no changes.*

Board Member Petrina Howard seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

3. **Approve Minutes:**

Treasurer Michelle Nelson made a motion to:

*Approve minutes as submitted for the meeting on May 30, 2023, with no changes.*

Secretary Jane Bradshaw-Burnette seconded the motion.

**MOTION APPROVED UNANIMOUSLY.**

**Action Items**

**4. Approve Issuance of Request for Proposals (RFP) for Bookkeeping Services.**

Mr. Norman stated that our current bookkeeper, PriceDeanGlobal, has been working with MALB since 2015. They have had several ongoing amendments to their contract as it pertains to different accounting projects. He stated that the new bookkeeper contract will begin on January 1, 2024.

Board Member Petrina Howard expressed concern about how long it will take a new bookkeeper to get accustomed to our books.

Mr. Norman replied that the potential new bookkeeper will be a CPA; therefore, it should only be 15 to 30 days.

Vice Chairperson Kate Little asked how will the vendor opportunity be marketed.

Mr. Norman stated that the RFP will be posted to the MALB website and social media channels. It will also be shared with the procurement departments of both the City of Atlanta and Fulton County.

Treasurer Michelle Nelson made a motion to

*Approve Issuance of Request for Proposals for Bookkeeping Services.*

Board Member Petrina Howard seconded the motion.

**MOTION APPROVED UNANIMOUSLY**

**5. Approve Document Retention Policy**

Mr. Norman reminded the Board that MALB has started digitizing the historic and current files. Staff determined that a formal policy was needed to document retention protocols such as how long to retain the various document types and files. The minimum retention period guidance from the State of Georgia for records is what MALB based its retention policy on which states that a record's retention period is determined by the historical, administrative, financial, and legal value of the information. The proposed retention policy and time periods were shared.

Secretary Jane Bradshaw-Burnette made a motion to:

*Approve Document Retention Policy*

Board Member Petrina Howard seconded the motion.

**MOTION APPROVED UNANIMOUSLY**

**6. MALB 2022 Annual Report – Final and Release**

Mr. Norman presented the final copy of the 2022 Annual Report which is ready to be distributed both digitally and in print. He stated that the suggestions and comments from the Board were taken into consideration and as such a section for the community impact has been added. He also stated that a section for financial summary will be added to our website and not included in this report.

**7. Financial Matters Update.**

Mr. Norman informed the Board that the MALB will submit the invoice to receive the approved \$300,000 City of Atlanta FY2024 General Fund allocation to MALB. He also informed the Board that additional funds would be coming from the impending property sales to the Atlanta Land Trust under the Permanent Affordability Pilot Program.

**8. Public Comments.**

Mr. Chris Martell, a visitor, asked how he would be able to acquire and/or develop property through the MALB.

Mr. Norman replied that MALB generally utilizes an RFP or application process for the disposition of property. He explained that he could also partner with some of MALB's development partners given that the current inventory of MALB consists of all vacant lots in need of new construction.

**Executive Session**

Board Member Petrina Howard made a motion to:

*Adjourn to Executive Session*



Secretary Jane Bradshaw-Burnette seconded the motion.

**MOTION APPROVED UNANIMOUSLY**

**Entered into Executive Session**

*Real Estate transactions were discussed in the Executive Session.*

Board Member Petrina Howard made a motion to:

*Adjourn out of Executive Session*

Treasurer Michelle Nelson seconded the motion.

**MOTION APPROVED UNANIMOUSLY**

**9. Real Estate Transaction A**

Treasurer Michelle Nelson made a motion to:

*Approve Real Estate Transaction A.*

Secretary Jane Bradshaw-Burnette seconded the motion.

**MOTION APPROVED UNANIMOUSLY**

**10. Real Estate Transaction B**

Board Member Petrina Howard made a motion to:

*Approve Real Estate Transaction B.*

Treasurer Michelle Nelson seconded the motion.

**MOTION APPROVED UNANIMOUSLY**

**11. Real Estate Transaction C**

Secretary Jane Bradshaw-Burnette made a motion to:

*Approve Real Estate Transaction C.*

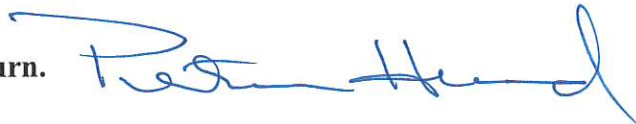
Treasurer Michelle Nelson seconded the motion.

**MOTION APPROVED UNANIMOUSLY**

**12. New Business. NONE**

None.

13. Adjourn.



**Adjourned Meeting at 1:10 P.M.**