Allegheny Regional Asset District
Board of Director’s Meeting & Public Hearing
3 PM - February 19, 2015
Gold Room, Allegheny County Courthouse
Pittsburgh, Pa.

The Board of Directors met at 3:00 PM on Thursday, February 19, 2015 in the Gold Room of the Allegheny County Courthouse in Pittsburgh. Present were Board members: Chair, Ms. Dusty Kirk, Mr. Daniel Griffin, Ms. Jackie Dixon, Ms. Sylvia Fields, Mr. Don Linzer (via phone) and Dr. Daniel Rosen. Chief Counsel Mr. James Norris, Executive Director and Assistant Secretary Mr. David Donahoe who kept the Minutes, staff and members of the public were also present. Notice of the meeting was published in accordance with the Act and By-laws and the agenda was posted on the District website the week prior to the meeting.

The Chair noted the presence of Linda Ambroso from the Advisory Board. She also noted the resignation of Paul Gitnik from the Board and thanked him for his service.

Public Comment/Hearing Period

The Chair opened the meeting for public comment and indicated that this would serve as a public hearing as well inasmuch a project grant award would be proposed. No one registered to speak.

Minutes

The first item on the agenda was consideration of the minutes of the meeting of December 1, 2014. As there were no additions/corrections, Dr. Rosen moved approval with Ms. Dixon seconding. The motion was unanimously approved.

Treasurer’s Report

Mr. Donahoe submitted the following report:

Year to date tax revenue of $16.4 million is 1.3% ahead of last year at this time. The two months received represent sales that took place in November and December of 2014. It also was below budget which assumed a normal February bump in revenue. It appears that the up and down pattern experienced in revenue all of last year is continuing.

The District has distributed $12.6 million in 2015 grants to date, mostly to contractual and multiyear assets. In exchange for monthly payments, contractual assets agree to a 10% withholding of their grants during the first six months of the year.

We are in the process of finalizing agreements with the annual grantees and are about 80% complete in that process. Distribution of these grants is scheduled to begin in April although we are looking at moving this date forward by one month given the positive cash flow. We have also distributed the forms for capital grant agreements to all recipients.

We remain on budget on the administrative side. As previously reported, there was a small increase in the business insurance premiums largely the result of director and officers insurance. The
increase was anticipated in the 2015 budget. There will also be some extraordinary costs associated with the relocation of the District offices but most of this will be reimbursed by the building owner. I would be pleased to respond to any questions.

Submitted by
David L. Donahoe
Assistant Treasurer

Mr. Griffin asked Mr. Donahoe to outline the process for contractual asset withholding. Mr. Donahoe said that contractual asset monthly payments are reduced by 10% for the first six months of the year pending a projection of final revenue. Assuming resources are available, the balance is released over the last six months of the year.

Dr. Rosen asked for an update on the relocation of the District offices. Mr. Donahoe said that the move was now scheduled for March 19 and that the offices would move to a remodeled fourth floor.

The Chair directed that the report be received and filed.

**Executive Director Search**

The Chair then offered the following report and recommendation:

On January 9, 2015 the Executive Director submitted a letter to the Board advising that he plans to leave District service in June of this year. We are sorry to see him go and thank him for his service.

Like most small employers, RAD does not have its own human resources staff. These duties are handled by the Executive Director who has indicated, understandably, that he does not wish to be involved in the recruitment effort. As a result, after consultation with the officers, I am recommending that the District, in addition to appointing a search committee, employ a consultant to undertake the necessary posting, advertising and initial screening of candidates and work with the committee to come up with a recommendation or recommendations for the full board to consider.

Nonprofit Talent, a local firm, recently assisted the City of Pittsburgh in recruiting executive talent and has years of experience in the nonprofit sector. The Executive Committee met with the firm and obtained a quote for assisting us in the search effort. I also consulted with Dennis Davin, now Secretary of Community and Economic Development for the state who has experience with searches and he indicated that it was a good proposal. We believe the fee is reasonable and are, therefore, recommending that the District enter into an agreement which has been approved by Chief Counsel. The cost will be a fee of $34,000 plus expenses. We are recommending that the contract authorize a maximum $6,000 for expenses for a total contract of $40,000.

In order to finance this and other potential transition expenses, we are also recommending that the 2015 General Fund Administrative Budget be amended by adding a new project line item, “Transition Expenses” with a $50,000 allocation from the fund surplus.

It is our goal to have this process completed in time so that the current and designated executive directors will have time to work together.
Before you is the board action required to implement this plan and I move it adoption.

Ms. Dixon expressed concern that the incumbent executive director was not involved in the search. Mr. Donahoe said that he had offered to work with the Search Committee on an informal basis and had already met with the proposed consultant to outline the duties.

Ms. Dixon asked for a clarification in the proposal about a refund of fees if the recommended candidate who is hired does not remain with the District. Mr. Griffin said that it was not actually a refund but an agreement to conduct another search.

The Chair then asked Mr. Todd Owens, representing Nonprofit Talent to clarify. He said that within the first six months if the person hired has not demonstrated the ability to perform the duties or the position is not what was expected, NonProfit Talent will initiate a new search process at no additional fee but will be reimbursed for expenses. If this occurs in the second six months, they will initiate a new search at one half of the fee plus expenses.

Mr. Linzer asked how long the “guarantee” was valid and Mr. Owens said for one year.

Mr. Griffin and Ms. Fields both indicated that they were familiar with the firm and valued their expertise in this area.

Mr. Griffin then made a motion to approve the recommendations of the Chair to hire NonProfit Talent and to amend the 2015 General Fund budget by adding a special project line item in the amount of $50,000. The motion was seconded by Ms. Fields and adopted unanimously.

**Project Review Committee**

The Chair called on Ms. Fields to present the report of the Project Review Committee.

Board Members:

The Committee is recommending the award of a Connections Grant in the amount of $92,167 to Allegheny County to fund the development of the training component of the park rangers/park keepers program in the Allegheny County and Pittsburgh regional parks systems. You will recall that these funds were encumbered last December pending receipt of additional information from the applicants.

These new positions, funded from city and county budgets, are described as “principle ambassadors” for the parks providing basic customer service through personal interaction and technology support. While they will not be sworn officers, their eyes and ears in the parks are expected to improve public safety and lessen vandalism. It is expected that their presence will reduce maintenance costs over time.

In order to make these rangers effective, they will need to be trained in various areas including park operations, conservation, technology and conflict resolution. While the programs will operate independently in each system, the training is being developed as a joint effort making it a good fit for the connection grant program.

The committee is enthusiastic about the prospects for this new program. It should be recognized, however, that the applicant describes this as a “pilot” project. Therefore, this is a one-time grant designed to seed the program and allow all to evaluate its effectiveness.
In addition to this grant, The District has previously authorized both the city and county to utilize capital funds for purchase of the equipment needed for the project. This was done as part of the 2015 budget adoption.

Submitted by
Project Review Committee
Sylvia Fields Dan Griffin

Dr. Rosen then asked for a clarification that the funds would be allocated to the county but both the city and county would benefit. Mr. Dan Griffin confirmed this.

Ms. Dixon asked if the personnel would be armed and if recruiting would be done among both men and women. Mr. Jim Griffin representing the city parks said that all would be eligible and the personnel would not be armed. Mr. Andy Baechle representing county parks confirmed this.

Dr. Rosen asked how many parks would see this personnel and how long the training would be. Mr. Jim Griffin said that the training would be adjusted to the resources and that the city would place one person in Schenley Park this year. Mr. Baechle said that they would have at least 11-18 personnel in five parks.

Mr. Dan Griffin expressed the hope that the District would receive a report on the program by the time the 2016 budget was under consideration.

Ms. Fields moved approval of the grant, seconded by Mr. Linzer The motion was approved unanimously.

2015 Board Reorganization

The Chair advised that the Board would now hold elections for officers for the coming year. Following is a recap of the actions taken:

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<thead>
<tr>
<th>Office</th>
<th>Nominee</th>
<th>Nominated By</th>
<th>Vote Tabulation</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Dusty Kirk</td>
<td>Dan Griffin</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Vice chair</td>
<td>Dan Griffin</td>
<td>Dan Rosen</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Sylvia Fields</td>
<td>Don Linzer</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Assistant Secretary/Treasurer</td>
<td>Carolyn Marks</td>
<td>Dusty Kirk</td>
<td>Unanimous</td>
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Appointment of Committees

Ms. Kirk made the following Board committee appointments and all were unanimously approved by the Board:
<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
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<tbody>
<tr>
<td>Allocations</td>
<td>Jackie Dixon, Don Linzer, Dan Griffin</td>
</tr>
<tr>
<td>Library</td>
<td>Sylvia Fields, Dan Rosen, Dusty Kirk</td>
</tr>
<tr>
<td>Audit</td>
<td>Jackie Dixon, Don Linzer, new member when appointed</td>
</tr>
<tr>
<td>Project Review</td>
<td>Sylvia Fields, Dan Rosen, Dusty Kirk</td>
</tr>
<tr>
<td>Executive Director Search Committee</td>
<td>Dusty Kirk, Dan Griffin, Sylvia Fields, Mary AliceGorman, Jim Norris</td>
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<tr>
<td>Executive</td>
<td>Dan Griffin, Sylvia Fields, Dusty Kirk</td>
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Report of the Executive Director

Mr. Donahoe said that he had no updates at this time.

Old/New Business

There was no old/new business.

Adjournment

The meeting was adjourned at 3:40 PM.