



# CHARLES STREET AREA CO. BOARD MEETING MINUTES - January 11, 2022 @ 6pm

Zoom

Called to order by Angela Williams 6:00pm

Attendance: LaRita Alston, Maggie Conner, Shalace Moore, Harold Ralph, Angela Williams

Guest: Rebecca Gilmer

1) Introductions & Check-ins

2) October 11, 2021 Meeting Minutes (vote) Motion :Maggie Conner/ Second: Shalace Moore

3) 311 items/ Safety Report

- a) Northside Public Safety Council: 1st Thursday of every month at 5:30 pm. Zone 1 Police Department, Housing Authority, City of Pittsburgh Safety Department, representatives from the Mayor's office, and representatives from Councilman Wilson and Councilman Lavelle's offices attend our monthly meetings for reports and Q&As every month as well as guest speakers on different public safety topics.

Please contact Zone1psc@gmail.com or call 412-321-0295 for the Zoom link

**Action Items:** CSAC will start to attend the meetings: **Shalace Moore volunteered to attend virtually (she works at this time) and Angela Williams will attend together Feb 3<sup>rd</sup>; AW to email David Stacy to get zoom link (completed on 1/26/2022)**

(Sidenote: Accountant share between ACCA bookkeeper and CSAC: conversation to follow)

b) Letter to Mayor's Office

**Action Item: Memo to Mayor's office to be sent after February board retreat:**

- letter was sent in August 2021 via NSLC ED but no response New letter/ contact to new Mayor's Office
- Maggie suggested letter containing our strategic plan AFTER the board retreat strategic planning

c) 311 Issues

- Josh Gibson: parking signs removed/ permit resident parking only: need for this proactive Josh Gibson
- Josh Gibson Stop Sign on Right needs fixed
  - Street Cleaning: April 1- Nov 30<sup>th</sup>: Needs to happen on tertiary streets (Irwin)
- Bob Moser properties (trash)
- abandoned cars around/ on Kenn & in alley
- 2600 & 2622: abandoned house demo (request review code violation)
- Post cameras on Danbury St & past farm on Crispin
- trash cans at bus stop(s) on N Charles
- property purchases on side lots & greenspaces

4) CSV Housing Development

- a) CSAC Pre-Development Consultant: NSLC; Update: awaiting response from NSLC re:
- What is the cost of consulting services
  - NSLC sent resume of new development staff
  - NSLC requested documents: CSAC conceptual master plan and site plan was shared
  - NSLC agreed that swift action was important
  - CSAC requested meeting to review scope & cost structure prior to receipt of contract

Rebecca Gilmer suggested sending condolences and commemoration letter for John DeSantis

**Action Item Meeting to be had on Thursday With NSLC: Maggie Conner volunteered for meeting on next day (Wednesday) (completed as of 1/12/2022: contract received 1/18/2022; need next meeting to discuss payment structure which NSLC outlined as monthly retainer at \$2k / month)**

- b) Flocker Street Development Update: No update re: proposal from FSD
- renovations continue: plumbing to start to connect warehouse to sewer
  - should be ready for tenants in Spring 2022
  - plan for warehouse is
    - current tenant will remain
    - ground floor available for commercial tenants/ will have storefront (2,800 sq ft.)

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- FSD does not have tenant commitment/ agreed to keep CSAC informed about tenants with CSAC
- Phase II of building live/work units to start/ plan includes public land
  - FSD would like support for securing those lot
  - CSAC needs plan for Fund proposal

**Action Items: Maggie Conner to provide site plan and reassess "community fund" by Wednesday, January 19, 2022**

### 5) Upcoming Events:

#### a) Choice Meetings Scheduled to date

JAN Housing TF : Wed. 1/12 @ 6p; Neighborhood TF : Wed. 1/19 @ 6p  
People's TF : Wed. 1/26 @ 6p  
FEB Housing TF : Wed. 2/16 @ 12p  
MAR People TF : Thurs. 3/10 @ 6p Housing TF : Wed. 3/16 @ 6p Neighborhood TF : Thurs. 3/24 @ 6p  
APRIL Housing TF : Wed. 4/13 @ 12p  
MAY People TF : Thur. 5/12 @ 6p Housing TF : Wed. 5/18 @ 6p Neighborhood TF : Thurs. 5/26 @ 6p

all are welcome one 1 representative from CSV is consistently at Task Force meetings which is undesirable/ unfavorable for CSV

- Choice staff scheduling meetings that conflict with our AFTER they were invited to dashboard session (1/26) and homebuyer program (1/19)

**Action Item: Angela Williams will forward all calendar invites to all board members**

**AW to request that Rhonda add Maggie Conner, Shalace Moore, Shawn Pippi to Choice Task Force meeting emails**

### 6) Bylaws Amendment (vote): Maggie Conner informed that meeting with Lawyers for Nonprofit was helpful and provided information to allow compensation to board members- but not as staff/ salary; must use "Safe Harbor" procedure which consists of 4 steps:

- 1) Person paid, abstains from vote
- 2) Agreement between parties in writing• Details, responsibilities, JD
- 3) Board is relying on objective data to determine payment is reasonable• Salary survey—ex.: Bayer, other nonprofits• Do not have to pay at the bottom of the range
- 4) All needs to be documented in writing in minutes of board meeting where payment was approved

Bylaws Amendment:

Article IV Section 7 in the CSAC bylaws currently states:

- "No person may serve as Director and be a paid staff person of the Corporation at the same time."
- replacing this language would allow case by case basis of compensation for contracted services with board vote.
- Amended language will be :
- "Directors, as such, shall not receive any salary for their services."

Motion: Maggie Conner/ Second: Shalace Moore

- Angela Williams recused herself from meeting for vote

### 7) Compensation Approval for Choice Consulting: (vote): Motion: Shalace Moore/ Seconded: Harold Ralph

- Angela Williams to be paid \$12,000 that was secured through the Choice process via FCC/ PHCC MOU
- Additional vote to occur at Board retreat for payment for services provided as interim Executive Director/ CEO

**Action Items: Discuss plan & vote on securing Executive Director position at board retreat**

**Angela Williams to provide contract & ED description: Attachment A will be MOU & Job Description**

*much gratitude was expressed from Angela Williams for acknowledging that support is needed which includes attending meetings and recognizing the advocacy that includes time and work for CSV development*

- a) **DMR Homebuyer Education Program starts (1/19/2021 @ 6p)**
  - finalized earlier today/ 9 =-12 participants planned to attend
- b) **The Blueprint Dashboard Live & 2<sup>nd</sup> Survey (1/26 @ 6pm tentative date)**
  - on HOLD because of Choice meeting conflict
  - Discussion about need to pivot when Choice conflicts so CSV has representation
- c) **Survey 2:** will identify details of community priorities

Action Item: AW will send invite for this Zoom meeting when date is finalized

#### d) **CSAC Board Development Retreat @ Mattress Factory**

**NEW: 2/5/2022 9:30am-12:30pm (TBC) Rebecca Gilmer**

**Action Items: Dashboard link to be shared for all to review and to be used for strategic plan**

Rebecca Gilmer indicated hard work and soft work to be done at retreat:

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- a) Strategic goals
- b) Board development: board matrix, RCO filing need is to determine board officers and members commitments for committees
- c) Relational exercises for better relationships and, trust between board members
- d) Bylaws: revisit and rewrite bylaws
- e) Need financial position filled and professional for accounting/ book-keeping

Start time for Board Retreat discussion: Rebecca Gilmer suggested 8:30am start time but 9am is better to accommodate Mattress Factory staff 9am- 1pm

Food: Potluck: All will bring food/ light breakfast an/ or light lunch (coffee cake & fruit salad offered by Maggie)

Rebecca Gilmer: honesty in board development is important: what causes board members to lean in versus pause; important that all show-up ready to discuss vision for board & community

Who should be on the board? Anyone who is trying to align with CSV improvements and partners and communicates fully and transparently; any divergence that creates adversarial circumstances including housing development are not in alignment with CSV, excluding CSAC from CSV development conversations are not in alignment with CSAC mission and vision.

[Community development pyramid discussion](#): process for community engagement: as development occurs more people will engage

- 8) **Financial Report:** \$9,921 cash on hand
- i) \$2,500 to be reimbursed by The Forbes Funds grant in Feb/ March for expenses for CSAC phone paid by AW) and other expenses itemized in CSAC- TFF agreement
  - ii) \$7,500 of \$14,500 Choice funding to be released upon receipt of report due 12/31/2021

**Action Items:** *Angela Williams to submit the report to FCC/PHCC for release of funds ASAP*

*Angela Williams will submit proposal to CSAC board for review and approval and includes MOU with staggered payments to CSAC by Wednesday, January 19<sup>th</sup>*

### 9) Board Members Commitment

PCSI: sent letter for board membership asking to confirm continuing service

**Action Items:** *Angela Williams will send similar letter to CSAC board members*

- 10) **Choice HUD Draft Plan:** much gratitude to Maggie Conner for revisions and edits
- o Additions clearly outlined CSV needs and plans; ultimately improved the entire plan
  - o Gratitude expressed to all for continued commitment through meetings and whomever wants to attend these meetings are welcome as teamwork is needed to move the community forward

- 11) **Tax-donation Receipts:** sent on 1/31/2021 to all donated to CSAC in 2021

### 12) Fundraising on HOLD until after retreat; priorities identified

- a) Dues (\$100 or any amount)
- b) Donation Solicitation Letter
- c) Grants: on hold

### 13) Comments or Concerns

- a) Snow removal: poor in Charles Street Valley
- b) Councilman Lavelle; not present at Choice meetings

**Action Items:** *send letter to City Council President & Councilman to inform that we need support of councilman after retreat, to outline priorities for strategic implementation*

Mayor's letter of commendation/ not agenda-driven/ support working relationship in future  
Council's letter: no commendation is in order because lack of response to community

**Meeting adjourned 7:45p** Motion: Harold Ralph / Second: Maggie Conner