



MOUNT WASHINGTON
COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Agenda
March 3, 2022
6:30-8:30pm

Board Room, 1 Trimont LN, Pittsburgh, PA 15211

- I. Call to Order Perry
- II. Approval of Minutes, February 3, 2022 * Perry
- III. Executive Director's Report Gordon
- IV. Reports
 - A. Committee Reports Mary
 - 1. Finance Committee
 - 2. Hilltop Alliance
 - B. Governance Committee Sheen
 - 1. Meeting scheduled for March 10, in-person, location TBD
 - 2. Strategic Plan Task Force Members * Mary, Christina, Gordon
 - 3. Board Retreat Task Force Members * Gordon, Mary, Sheen
 - C. Organizational Advancement Committee Ken
 - 1. Office painting bid (see attached)
 - 2. Colors selection
 - 3. Mountie Mixer planning update
 - 4. Let's hold a raffle!?
 - D. Development Committee Tom
 - 1. Steel Mill Saloon opened
 - 2. VFW street banners project
 - E. Neighbors on the Mount Gordon
 - 1. Selling raffle tickets to benefit Ream Center
 - 2. Easter Egg Hunt at Ream Center on April 9
 - 3. Soup and Chili Cook off on April 30
 - 4. Neighbor of the Year 2023
- V. Executive Director's Report Gordon
- VI. New Business / Old Business Perry
 - A. Board Retreat - Homework assignment - March 26 at the Party Room in the Trimont, mandatory attendance, in-person, 10:00 AM to 2:00 PM
- VII. President's Report Perry

* *Board Action Required*

- Next Meeting: April 7, 2022

The Board: Perry Ninness (President), Sheen Sehgal (Vice President), Mary Causey (Treasurer), Ken Gianella (Secretary), Christina Grossman, John Norbut, Jean Novak, Joe Rewis, Tom Tighe, Bob Zilch

Executive Director: Gordon A. Davidson

Hilltop Alliance (HA) Representative: Mary Causey

Pittsburgh Community Reinvestment Group (PCRG) Representative: Gordon, Darla D'Anna

Pittsburgh Parks Conservancy (PPC) Representative: Jean

Neighbors on the Mount (NOTM) Representative: Gordon (ex-officio), Sheen



MOUNT WASHINGTON

COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Minutes

A meeting of the Board of Directors of the Mount Washington Community Development Corporation (MWCDC) was held in the Meeting Room at 1 Trimont LN, Pittsburgh, PA 15211 on March 3, 2022.

Gordon Davidson - Executive Director

Perry Ninness – President

Sheen Sehgal - Vice President

Mary Causey – Treasurer

Ken Gianella - Secretary

Christina Grossman - Joseph Rewis - Tom Tighe - Bob Zilch (Absent, Excused) - Jean

Novak (Absent, Excused) - John Norbut (Absent)

- A. The meeting was called to order by Perry at 6:40 PM. A quorum was present.
- B. Approval of Minutes, February 3, 2022: Postponed,.
- C. Executive Director Report. See attached.
- D. Committee Reports
 1. Governance
 - a. Motion by Sheen to form a Strategic Plan Task Force consisting of Mary, Christina, Sheen and Gordon; second by Ken, approved.
 - b. Motion by Sheen to form a Board Retreat Task Force consisting of Gordon, Mary and Sheen; second by Tom, approved.
 2. OAC
 - a. Discussion about dates for the Mountie Mixer. The Mixer is postponed until further notice;
 - b. Shared bid from ARB Painting for Office, Hallway, and Front Door project. Bid tabled until receipt of at least three bids per Board policy on projects over \$500.
 3. Development
 - a. Steel Mill Saloon finally opened and seems to be doing very well.
 - b. Steel Mill to be focus of Tom's next Business Spotlight.
 - c. Tom met with Duquesne Light Company but still no real cooperation or progress on the VFW street banners for Virginia Ave/McArdle Roadway.
 4. EVPS. No Report.
 5. Advocacy. No Report.
 6. POTM - Receipts and expenses for POTM 2021 are needed to close the books for the year.
 7. Finance

- a. Motion by Mary to add Christina to the Finance Committee, second by Sheen, approved.
 - b. Motion by Mary that Quarterly Financial Reports, only, will be submitted to the Board for review, except that the cash flow statement will be submitted to the Board annually as the annual budget is being developed/approved, seconded, approved.
 - c. Questionnaires will be sent to the Board to help determine the focus for Board Retreat on March 26. Mary request that they be returned to her ASAP.
8. Hilltop Alliance. No Report. The HA Board meets every other month.
- E. President's Report - The MWCDC annual Board Retreat is on March 26 from 10:00 AM to 2:00 PM at the Trimont Conference Room.
- F. New Business
- 1. Nominations for Neighbor of the Year are...
 - 2. NOTY Nominees will be further vetted at the April Board Meeting.
 - 3. The Board will evaluate the selling of raffle tickets, winning ticket(s) to be drawn at POTM 2022. The OAC Committee will oversee this project

The Board Meeting was adjourned in record time at 7:35 PM. Motion to adjourn by Mary, second by Tom, approved.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella Title: Secretary, MWCDC Board of Directors
(Name)

Date: April 4, 2022

Executive Director's Report

MWCDC Board of Directors Meeting, March 3, 2022

1) *Status/Updates*

- a) Roll ex-employees off MWCDC's 401k plan unilaterally has begun. Awaiting input from Paychex and I. Manspeizer.
- b) MWCDC's involvement in the Bicycle Racks in MW/DH Project ended.
- c) **MWCDC regained access to our website. Website improvements being coordinated with E.D., Volunteers Programs Manager and Incline Consulting Group (if still available).**
- d) March "Green" Community Forum planning appears to be the responsibility of the E.D.
- e) **The E.D. does not have an update regarding the 2022 Mountie Mixer.**
- f) **Two reimbursements for 2019-2021 URA NIF projects are outstanding (\$10K).**
- g) **Shiloh ST posters installation still in progress. Additional expenses related to plexiglass required.**
- h) **Neighborhood Initiatives Fund contract for 2021 requires additional research re: contractor costs (\$30K, MWBE post-incubator center at 49 Southern AVE.**
- i) Operations Issues analysis revised by MWCDC staff. Inadequate Operations Costs issues analysis submitted by Visitors Centers Advisory Committee volunteer to be revisited by MWCDC staff and Board volunteer. Awaiting one more issues analysis before the end of March.
- j) Site visit to potential Nonprofit Center in MW. Feasibility analysis to be performed.
- k) **NPP and RKMF draft contracts approved by PPC. Contracts signed and invoices received.**
- l) Still awaiting correction of second quarter 2021 income tax forms from Paychex.
- m) Correction of organization name and address with Equifax still in progress w/assistance from Key Bank.
- n) CRP (Contractor Responsibility Program) correction investigation with Pennsylvania Department of Labor – clearance certificate required – nature of problem is uncertain.
- o) 2021 audit to begin in mid-April.
- p) Tempera paint and paper donations to Whittier School.
- q) Art in Parks Development Activities Meeting / Community Forum.
- r) Trimont rentals assistance request.
- s) 141 Bigham ST proposed child care center request.
- t) 608 Virginia AVE painter coordination w/K. Gianella.
- u) Properties purchasing for Hilltop Alliance.
- v) **Receipts and expenses finalization required from POTM Committee to close books for 2021.**

2) *Main Projects:*

- a) Foundation and state proposals.
- b) Properties management.
- c) MWBE business incubator project.
- d) Sidewalk Sales Program (on-hold until spring).

3) *Income and Proposals:*

- a) Craig's List project at 49 Southern AVE – on hold.
- b) Foundation proposals.

4) *New Projects/Initiatives*

- a) ***Milkweed Parklet Project.***
- b) ***Public WiFi Project.***
- c) ***West Grandview Avenue Undergrounding Utilities Task Force.***
- d) ***MWCDC Strategic Plan development.***
- e) ***MWCDC Board Retreat planning.***
- f) Graceland Built Environment Survey Project (Giovanna Franklin, Project Manager)
- g) LMI Focus Group Meetings (Matt Colantonio, Project Manager)
- h) Speakeasies research.
- i) Contractors estimates for 49 Southern AVE repairs.
- j) ***Storage Agreement with Ten Four Social, LLC.***
- k) Ranger Aubrey promotional flyer.
- l) Complaint re: Land Bank property distribution process.
- m) ComDoc printer lease management and printer replacement.
- n) ***W.H.A.A. MWCDC team sponsorship with Alaina Davis.***

5) On-going projects

- a) MWCDC website improvements – editing Pages and Posts.
- b) MWCDC Fair Housing Programs guidelines, applications and related documentation.
- c) Businesses identification/database.
- d) Commercial space identification/database.
- e) Housing Summit planning.
- f) Mount Washington and CDBG eligible Census Tracts demographics project.
- g) Grandview Welcome signs and updated Shiloh Street signage.
- h) MWCDC policies updates w/Governance Committee – Employee Manual second review.
- i) MWCDC office technology assessment.
- j) Curb Appeal Program design and implementation – emphasis on completing Yard Improvement Program documentation.
- k) Community Forum planning and management.
- l) MWCDC-owned property remediation, stabilization and management.
- m) Visitors’ Centers pre-planning.
- n) Problem Properties Program framework to be finalized.
- o) South Hills Junction Transit Oriented Development coordination w/HA and PAAC.
- p) Grandview Avenue project – cross-correlation of past plans.
- q) Pennsylvania grant opportunities review.
- r) Live Local project.
- s) Public WiFi Project.
- t) Built Environment Survey Project (Graceland).

Assets and Awards

ASSETS:

1. 49 Southern AVE (w/structure) – Program property
2. 4 Gaskell ST (w/structure) – Program property
3. 221 Southern AVE (w/structure) – Program property

4. 79 Craighead ST (vacant) – Probable RFP
5. 134 Ruth ST (vacant) – Possible MWDC Side Yard Sale Program property
6. 90 Beltzhoover AVE (vacant) – Possible MWDC Side Yard Sale Program property
7. 94 Beltzhoover AVE (vacant) – Project property

To be Purchased:

8. 28 Marne WAY (11-14-2021, w/structure) – Possible Program property
9. 26 Ruth ST (11-14-2021, vacant) – Probable MWDC Side Yard Sale Program property
10. 242 Southern AVE (11-14-2021, vacant) – Probable RFP

AWARDS AND DONATIONS (2019-2022):

1. 2015-2019 PWSA (\$1K received 01-13-2020)
2. 2018-2019 ACCBO (\$45K) (final payment received December 2019)
3. 2018-2019 CDBG (\$2.5K) (final payment received December 2019)
4. 2019-2021 VisitPittsburgh (\$6K) (\$3000 payment received November 2019)
5. 2019-2025 Neighborhood Partnership Program (\$100K per year, \$25K pass-through to PPC) (\$100K received January 2020)
6. 2019-2020 ACCBO (\$47.5K) (to be invoiced)
7. 2020 Neighborhood Initiatives Fund (\$20K, \$20K pass-through to consultant)
8. 2020 Love Your Block (\$1500, postponed until 2021)
9. 2020-2021 Richard King Mellon Foundation (\$25K, \$22.5K pass-through to PPC) (payment received April 2020)
10. 2020 Fischer Foundation (\$11K, \$10K pass-through to consultant) (payment received April 2020)
11. URA MW/DH Sidewalk Sales Grant Program (\$1500, \$1500 pass-through to businesses) (payment received August 2020)
12. Paycheck Protection Program forgivable loan (\$12,500) (loan granted June 2020)
13. 2020-2021 Neighborhood Economic Development (\$20K).
14. 2020 Bizbuzz Fall/Winter 2020 Sidewalk Chalk Art and Small Business Promotion (\$3000)
15. 2020-2021 COSA award, Micro-neighborhood Built Environment Surveys, September 3, 2020
16. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, Infill Housing Program Development, September 25, 2020
17. \$3000 from Port Authority of Allegheny County for Grandview Banners and Shiloh Street signage.
18. \$10,000 from Richard L. and Virginia M. Fischer Foundation, unrestricted.
19. \$1500 Winter 2020 Sidewalk Sales Program Award received from URA.
20. Paycheck Protection Program forgivable loan 2020-2021 (\$23,662.17).
21. Spring 2021 GSPIA Nonprofit clinic award.
22. Spring 2021 SWCOSA award.
23. \$3000 Summer 2021 SSP award, URA
24. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, GIS/Built Environment Intern, Jun3 2021
25. Wagner Agency Corporate Sponsorship w/T. Moss (\$175.00).
26. Love Your Block 2021 (\$1500).
27. Fall 2021 Incline Consulting Group award, Foundations Research, Event Planning Framework and Website Improvements Project, September 1, 2021

28. 2021 Neighborhood Initiatives Fund (\$30K, pass-through to contractor(s), awaiting contract)
29. 2021-2022 NPP (\$100K, \$25K pass-through to PPC).
30. 2021-2022 NED reprogrammed funds (\$22,609.82)
31. 2022 Richard King Mellon Foundation Emerald View Park trail management and invasive plants management planning grant, with Pittsburgh Parks Conservancy (\$168K, \$152.5K pass-through)