



# CUYAHOGA LAND BANK

**LOCATION:** Caxton Building  
812 Huron Road E., Conference Room 830  
Cleveland, OH 44115

**DATE/TIME:** September 26, 2025 at 10:00 a.m.

**PURPOSE:** Regular quarterly meeting to consider the following business:

1. Call to order. The regular quarterly meeting of the Board of Trustees of the Cuyahoga County Land Reutilization Corporation (“CCLRC”) was held on September 26, 2025 at 10:00 a.m. at 812 Huron Road R., Conference Room 830, Cleveland, Ohio. The following members of the Board of Trustees (“Board”) were present: Board Chair Brad Cromes, Treasurer of Cuyahoga County Katie Gallagher, Representative of Cuyahoga County Executive Chris Ronayne, and Mayor Annette Blackwell, City of Maple Heights.

A quorum was not present when the regular quarterly meeting was called to order. The Board was advised that Board Vice Chair Anthony Brancatelli and Director Sally Martin O’Toole, City of Cleveland were running several minutes behind schedule but would be arriving shortly. In the absence of a quorum, the Board did not engage in any deliberation or discussion and did not take any formal action. While waiting to establish a quorum, CCLRC staff provided the Board with information contained in the staff reports.

Director Martin O’Toole arrived at 10:13 a.m. Board Vice Chair Anthony Brancatelli arrived at 10:15 a.m., establishing a quorum at 10:15 a.m.

2. Approval of minutes of the June 27, 2025 Regular Meeting of the Board. The minutes of the June 27, 2025 Regular Meeting of the Board were distributed to the Board prior to the meeting. A motion for approval of the minutes was made by Vice Chair Brancatelli, seconded by Director Martin O’Toole, and approved by voice vote without objection.
3. Approval of the minutes of the September 12, 2025 Special Meeting of the Board. The minutes of the September 12, 2025 Special Meeting of the Board were distributed to the Board prior to the meeting. A motion for approval of the minutes was made by Vice Chair Brancatelli, seconded by Director Martin O’Toole, and approved by voice vote without objection.
4. Staff Reports. Board Chair Cromes invited President León to provide the Board with the staff reports for the third quarter.
  - a. President’s Report. President León provided the Board with a high-level summary of the CCLRC’s third quarter operations. He advised the Board that the CCLRC has secured a permanent Chief Fiscal Officer, Melodie Sanders.

President León gave special recognition to CCLRC employee Stacy Sutton for her hard work assuming additional responsibilities following the departure of the CCLRC's Controller. Ms. Sutton did an exemplary job ensuring the CCLRC's vendors were paid and for ensuring that all reporting obligations were performed in a timely and appropriate manner.

President León advised the Board that the state is reviewing the third-party audit of the CCLRC's financials. Upon completion of the state's review, the audit will be made available to the Board.

President León advised the Board that the CCLRC's search for a permanent Chief Operating Officer is underway. The goal is to initiate the search in early October, 2025. Based on feedback from the search team, January 1, 2026 was identified as a reasonable target starting date for the permanent Chief Operating Officer.

President León provided the Board with an update about the CCLRC's interactions with the Ohio Department of Development. President León and Director of Community Stabilization, Adam Stalder, met with the Department of Development in Columbus during the first week of September. The goal for the meeting was to learn more information about the scoring card for the Brownfield Program and priority investment areas. Unfortunately, the Department of Development did not have much information to share. However, the meeting was productive because it allowed the CCLRC to cultivate and establish a strong working relationship with the Department. President León explained that he has learned that the next round of demolition funding will be significantly reduced to the amount of \$500,000.00 for every county in the State. As a consequence, the CCLRC will have to be creative in determining where it can leverage resources to continue demolition activity.

Mr. Stalder informed the Board that the meeting with the Department of Development suggested that the Department does not have enough information about the value that demolition activities create. Mr. Stalder informed the Board that he plans to give this information to the Department so they can advocate for more demolition funding.

Mr. Stalder provided the Board with an update on a project in Fairview Park involving the demolition of several blighted buildings adjacent to the new community recreation center. Fairview Park's Mayor Bill Schneider was present to thank the Board for its assistance with the Project.

President León updated the Board on the CCLRC's efforts on the southeast side of Cleveland, where the first of three home modernizations were completed.

President León went on to discuss the CCLRC's activities in Circle East, advising that one unit is pre-sold, and the CCLRC is actively working with a potential second buyer.

President León next provided the Board with an update on the County Housing Program. President León explained that the Program continues to move along, and the CCLRC has committed nearly an additional \$3,000,000.00 since the last Regular Meeting of the Board.

President León explained to the Board that, in early September, the CCLRC launched the final round of the Municipal Gap Grant program, which offers up to \$35,000.00 in gap financing for scattered site residential new construction. The program focuses on inner-ring suburbs. Proposals are due by the close of business on September 30, 2025.

President León highlighted for the Board some efforts and activities undertaken by the administration. The President's Strategic Planning Working Group met in August 2025 to cocreate a Request For Proposals for Strategic Planning for the CCLRC. The draft RFP is pending final review, with a goal for the bid period to begin on October 3, 2025, and to have an updated strategic plan in place by the second quarter of 2026. The President's Governance Working Group is prioritizing the review of potential updates to the CCLRC's Code of Regulations, a new Board Member Handbook, and an employee meeting. President León advised that he hopes this group will meet at least twice before the Board's December meeting to bring a comprehensive list of potential changes for the Board to approve. Finally, President León advised that his Finance and Audit Working Group could not get a meeting scheduled but anticipated that would take place soon.

President León advised the Board of several new opportunities the CCLRC is exploring. The CCLRC is working with the Hospice of Western Reserve to help plan for the demolition of the existing Lakeshore Office on E. 185<sup>th</sup> Street and to assist in preparing a development plan for the 10-acre site. President León explained that having the opportunity to create plans for future properties, similar to what the CCLRC has done with Circle East, is a unique opportunity to utilize all of the CCLRC's many tools and skills in location. President León advised the Board that the CCLRC is also working with the City of Bedford to demolish former University Hospitals site and potentially help with future development of the site. Comprehensive projects like these are something the CCLRC hopes to do more of in the future.

Mr. Bancatelli asked if the CCLRC will take possession of either property. President León advised not for these projects, but the CCLRC will be paid administrative fees for staff time.

President León also advised the Board that the Ohio Land Bank Association fall summit is scheduled for October 23, 2025. A number of CCLRC staff members will be participating. Shawn Carvin from the Ohio Land Bank Association thanked the Board for its support of the Association, explained the purpose of the fall summit (to share information about how land banks across the state are operating), and invited everyone able to attend.

President León advised the Board that his team is working to finalize the annual staff appreciation event in October. He emphasized to the Board the importance of ensuring staff knows they are valued and appreciated. He also advised that the Board Member newsletter was sent in September.

President León explained that he and Ryan Sutter, Data Scientist, were giving a presentation to the Omaha Municipal Land Bank in Omaha, NE on October 15 and 16. The presentation will detail the findings of an Impact Analysis the CCLRC conducted for the Omaha Land Bank. The Impact Analysis demonstrates the Omaha Land Bank's positive impact to its community. President León observed that this type of work showcases the expertise of the CCLRC and its capacity as a leader among land banks nationwide. President León also explained that the Pittsburgh landbank and the Mayor-elect of Pittsburgh came to Cleveland to meet with CCLRC staff and observe how the CCLRC utilizes its tools to further its mission. Mr. Brancatelli commented that it was encouraging to learn how cordial and cooperative the elected officials are in Cuyahoga County, as that is not the case everywhere.

- b. Legislative Update. Douglas Sawyer, General Counsel, advised the Board that S.B. 102 is in the State of Ohio House of Representatives. The Bill had its initial hearing. Mr. Sawyer expressed optimism that the Bill will be passed this term, particularly because both the Senate and House previously approved the Bill. Mr. Brancatelli asked if the Bill was not passed by year end, would the Bill have to be re-introduced. Mr. Sawyer stated he was not certain but would find out.
5. Review of Quarterly Finances. The CCLRC's quarterly finances were briefly reviewed by President León. Because the amendments in Resolution 2025-5 (next item on the agenda) were repetitive of the CCLRC's quarterly finances, President León asked the Board if he could discuss the contents of Resolution 2025-5 and answer any specific questions regarding quarterly finances thereafter. The Board agreed to that approach.

President León went on to highlight certain key items in the proposed amended budget. As the Board had already been provided a copy of the amended budget in advance of the meeting and had the opportunity to review the same, he did not go line by line through every proposed change to the budget. President León's discussion began with a summary of revenues, including Income from Land Reutilization Fund (DTAC), Cuyahoga County Program Funding, and Grant Revenue. With respect to Total Grant Revenue, President León advised the Board that he is proposing to amend the Total Grant Revenue from the budgeted sum of \$20,781,000 to \$12,975,000, but he remains confident that the revenue will increase during 2026. President León advised the Board that the CCLRC is receiving administrative fees quicker than what was expected, and as a result, the proposed budget amendment reflects an increase from \$3,646,000 to \$6,821,000. President León also highlighted for the Board that there is an estimated reduction in Property Sales/New Construction Sales (from \$8,798,000 to \$4,608,000).

President León went on to highlight some portions of the CCLRC's proposed amendments to the Contract/Programming and Operating Expenses portion of the Budget. President León noted that the State of Ohio has been moving slower than anticipated with demolitions, and the budget has been correspondingly reduced (from \$13,543,000 to \$8,575,000). New Construction costs in the budget were reduced from \$5,843,000 to \$2,600,000.0 Other than those items, President León noted that most other contract services remain largely unchanged. With respect to Operating Expenses, President León observed that employee healthcare costs surpassed the \$1,000,000 threshold in 2025 and he was actively looking at options to bring that cost down. President León also observed that consulting services were slightly higher than usual, but he anticipates that those services will fall back to average during 2026.

6. Resolution No. 2025-5: Approving Amendments to the Fiscal Year 2025 Budget of the Corporation. Following President León's summary of the CCLRC's quarterly finances, Mayor Blackwell moved to adopt Resolution No. 2025-5. Ms. Gallagher seconded the motion. Upon roll call vote, all members of the Board voted in favor of adoption and Resolution No. 2025-5 was adopted.
7. Other Business. Sarah Norman, Document Support & Staff Records Custodian asked the Board to appoint a Chair for the CCLRC's Local Records Commission. After discussion, Mayor Blackwell volunteered to serve as Chair of the CCLRC's Local Records Commission.

On behalf of the Board, Board Chair Cromes expressed gratitude to all of the employees who served the CCLRC in interim positions and for all of the CCLRC employees who work hard to fulfill the CCLRC's mission on a daily basis.

8. Public Comment. Board Chair Cromes invited the public to comment. No public comments were received.
9. Adjournment. Board Chair Cromes moved for adjournment. All members of the Board voted in favor of adjournment. Meeting adjourned at 10:51 a.m.

#### CERTIFICATE

The undersigned Secretary of the Board of Directors of the Cuyahoga County Land Reutilization Corporation hereby certifies that the forgoing is a true copy of a Minutes duly adopted by the Board of Directors of said Corporation on September 26, 2025.

  
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Secretary, Board of Directors  
Cuyahoga County Land Reutilization Corporation