

**CITY OF BUFFALO URBAN RENEWAL AGENCY**  
**Board Of Directors Meeting, Minutes of Thursday, December 19, 2024**  
**Meeting was held in Room 902 City Hall and was available via Microsoft Teams**

**MEMBERS PRESENT:** Mayor Christopher Scanlon, BURA Chairman  
Council President Bryan Bollman  
Acting Commissioner Raymour Nosworthy  
Corporation Counsel Cavette Chambers  
Council Member Joseph Golombek  
Council Member Zeneta Everhart  
Ms. Rashida Dowell

**OTHERS PRESENT:** Hope Young-Watkins, BURA Senior Director, Yvonne McCray, BURA Director of Housing,  
Tracy Cooley, BURA Director of Finance, Ronald Dixon, Tashene Eubanks, Anthony Chestnut

1.0 Mayor Scanlon called the meeting to order at 9:45 am.

2.0 Council Member Everhart made the motion to waive the reading of the minutes of the November 21, 2024 meeting, seconded by Council President Bollman and carried unanimously.

3.0 **MONTHLY REPORT**

3.1 **FINANCIAL CONTROL OF AGENCIES UPDATE**

Ms. Cooley, Director of FCA (Financial Control of Agencies), provided an update to the Board.

4.0 **ACTION ITEMS**

4.1 **APPROVAL OF LOAN SERVICING SUPPORT BY THE ROBERT HALF AGENCY**

Agency Members approved a request to enter into a contract with Robert Half to provide BURA with support related to economic development and commercial loan fund management for a minimum of six (6) months, with the contract amount not to exceed \$50,000.00. On October 24, 2024, BURA issued an RFQ to provide Loan Serving Support related to economic development and commercial loan fund management.

**Specific tasks would include:**

- Assist in the review of HOME and CDBG Commercial lending processes including servicing changes, marketing and overall management lending activities.
- Review of the BURA Loan Portfolio to determine delinquent accounts.
- Provide Management collections and forgiveness recommendations.
- Review Loan Agreements to determine collectability of a Loan.
- Process forgiveness in the Loan Management system.
- Provide collections and forgiveness monthly reports to management.
- Submit monthly reports on status of Loan Portfolio.

**Motion made by Corporation Counsel Chambers to approve Item 4.1, seconded by Ms. Dowell and carried unanimously.**

5.0 **INFORMATIONAL UPDATES AS NEEDED**

5.1 667 Main *(Informational) Hope Young-Watkins*

5.2 Vacant Rental Program (VRP) *(Informational) Hope Young-Watkins*

**Ms. Hope young-Watkins, BURA Senior Director provided an update to the Board.**

6.0 **Adjournment** There being no further business to discuss, Council Member Everhart made the motion to adjourn the meeting, seconded by Council Member Joseph Golombek and carried unanimously. The meeting was adjourned at 10:00 am.

*Scott C. Billman*

Scott C. Billman, BURA Secretary

Reported by: Risë Geller