**GBLBA Board   
January 16, 2024 Meeting  
City Hall   
MINUTES**

**Present:** Felicia Harris, Jill Wright, Audrey Gibbons, Walter Rafolski, Allen Booker, Kendra Rolle

**Staff:** John Hunter, Brian Corry, Regina McDuffie, Taylor Ritz, Russ Marane

**Call to Order:** Chairwoman Felicia Harris called the meeting to order at 4:05 PM.

**Approval of the Agenda:** Agenda was reviewed. Ms. Wright made a motion to approve the agenda. Mr. Rafolski seconded. A vote was taken and the motion was approved 6-0.

**Citizen Comments: None**

**Items of Business:**  December 19, 2023 Minutes were reviewed. Mr. Rafolski made a motion to approve the minutes and Mr. Booker seconded. A vote was taken and the motion was approved 6-0.

**Discussion:**

* Presentation of Procurement and Travel Policy Drafts by Ms. Ritz and Mr. Corry
  + Ms. McDuffie requests revising the lodging portion of the travel policy to reflect the per diem rates set forth by the GSA instead of having them capped.
  + A citizen requested the use of gender-neutral language in the charge card policy, changing “chairman” to “chairperson.”
  + Ms. Gibbons motioned to accept both policies with the discussed revisions, Mr. Rafolski seconded. A vote was taken and the motion was approved 6-0.
* Mr. Marane presents overview of the City of Brunswick Housing Program
  + Ms. Ritz explained how the Land Bank can fit into and assist the new housing program
* Mr. Hunter mentioned discussing 1315 Union Street at the next meeting.

**Adjournment: Meeting adjourned at 5:15PM.**