



WE-HAV

***West End
Home Assurance
Value Program***

Bylaws
For Public Review
January 2003

Article I. Name and Purpose

Section 1.01 Name

The name of the board shall be "WE HAV Board of Commissioners." The Mayor of Pittsburgh and the Pittsburgh City Council appoint the board. The members of the board are approved by City Council.

Section 1.02 Purpose

The board is responsible for the following duties and functions

- a. To conduct and oversee the day-to-day operation of the program, including but not limited to the processing of homeowner applications for participation in the program and claims by program members against the guarantee fund.
- b. To establish policies, rules, regulations, bylaws, and procedures for the governing commission and for the program, the adoption of which shall require prior notice to the residents of the program district and an opportunity for such residents to be heard.
- c. To provide annual status reports on the program to the Mayor, City Council, and City Municipal Authorities.
- d. To establish guaranteed value standards for program appraisals, to approve guaranteed values, and to establish requirements for program appraisers consistent with the definition in Section 4(o) of City Council Resolution No. 5 of the year 2002. The criteria established by the governing commission for selecting program appraisers shall be based only on the quality and timeliness of the appraisals provided to the board.
- e. To manage, administer, and invest the guarantee fund.
- f. To liquidate existing program assets to maintain the guarantee fund.
- g. To participate in arbitration as provided in Section 12 of City Council Resolution No. 5 of the Year 2002, and to subpoena all necessary persons, parties, or documents required for such arbitration.
- h. To employ necessary personnel, acquire necessary office space, and enter into contractual relationships and disburse funds in accordance with the terms of the WE HAV program.
- i. To enter into a written agreement with the City of Pittsburgh describing in detail the respective duties of the Governing Commission and the City of Pittsburgh.
- j. To allow for and encourage tax-exempt property owners located within the district to provide in-kind services or a financial contribution to the Neighborhood Improvement District Management Association, if not assessed, in lieu of a property assessment fee.
- k. To require in the agreement between the City of Pittsburgh and the WE HAV Board of Commissioners that the City of Pittsburgh must maintain the same level of municipal programs and services provided within the district before designation of the West End Home Assurance Value district as after designation.
- l. To allow the City of Pittsburgh the right to include in the agreement with the WE HAV Board of Commissioners and in the enabling resolution establishing the district a sunset provision of no less than five years for renewal of the agreement.
- m. To determine method for collection of all property assessment fees levied within the district.
- n. To perform other functions in connection with the program as required under Pittsburgh City Council Resolution No. 5 of the year 2002.

Article II. Definitions

The board shall adopt definitions as defined in the Neighborhood Improvement District Act, the Pittsburgh City Council Resolution No. 5 of the year 2002, and the definitions as defined in **Appendix A: Definitions**. Definitions, other than those defined by the Neighborhood Improvement District Act and the Pittsburgh City Council Resolution No. 5 of the year 2002, can be added, deleted, or modified by the WE HAV Board of Commissioners.

Article III. Officers

Section 3.01 Number

The officers of the WE HAV Board of Commissioners shall be a chairman, a vice-chairman, a treasurer, and a secretary. The officer positions shall be elected by the WE HAV Board of Commissioners.

Section 3.02 Officer Selection And Term Of Office

The board shall elect the officers of the WE HAV Board of Commissioners annually. The timeline and procedure for nominations and elections are as follows.

(a) Nominations

Nominations shall be held during the November meeting

(b) Elections

Officer elections shall be held during the December meeting. Prior to voting, nominees have option to present qualifications and goals for such office to the Board of Commissioners

(c) Office Transition

Newly elected officers will take over such office in January.

(d) Inaugural Officer Elections

After the acceptance of the by-laws by the Board of Commissioners, the Board shall nominate and elect officers. After this initial election, officer elections shall be held according to the conditions stated above.

(e) Office Vacancies

In the event that an office becomes vacant, a special election shall be held at the next meeting to fill the office.

Section 3.03 Chairman

The position of chairman is created to perform the following duties.

- a. Preside over meetings.
- b. Liaison to the Mayor of the City of Pittsburgh and the Pittsburgh City Council.
- c. See that resolutions and directions of the Board of Commissioners are carried into effect except in those instances in which that responsibility is specifically assigned to some other person by the board.

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- d. Execute for the commission any contracts, bonds or other instruments, which the Board of Commissioners has authorized to be executed.

Section 3.04 Vice-Chairman

The position of vice-chairman is created to perform the following duties.

- a. Chair the public relations committee.
- b. Preside over meetings in the absence of the chairman.
- c. Promote the WE HAV program.
- d. Develop community growth programs.
- e. Work with community groups to promote programs.
- f. Fill of the office of chairman and adopt the duties of the chairman should a vacancy occur until a special election is held according to Section 3.02(e) to fill that office.

Section 3.05 Treasurer

The position of treasurer is created to perform the following duties.

- a. Chair the finance committee.
- b. Maintain balance of funds
- c. Distribute funds in accordance with decisions made by the Board.
- d. Maintain records of payments and delinquencies by affected property owners.
- e. Present investment options for maintaining the guaranteed fund to the Board.
- f. Present a yearly budget to the Board.

Section 3.06 Secretary

The position of secretary is created to perform the following duties.

- a. Maintain up-to-date contact information for the nine commissioners.
- b. Distribute contact information to the nine commissioners, the executive director of the WE HAV Program, Pittsburgh City Council, and the Mayor of the City of Pittsburgh.
- c. Record the minutes of the meetings and distribute to the nine commissioners, the executive director of the WE HAV Program, Pittsburgh City Council, and the Mayor of the City of Pittsburgh.
- d. Notify the nine commissioners of time and date of meetings.
- e. Inform the public of open meetings, amendments for approval, and any other notifications required.
- f. Provide annual reports to the Mayor, City Council, and Municipal authorities.

Article IV. Meetings

This section defines the procedure for setting meeting times, setting public meetings, the format for meetings, and the format for public meetings.

Section 4.01 Regular Meetings

All regular meetings shall be closed to the public. Outside parties are by invitation only. Community organizations may request an invitation in accordance with section 4.03. A meeting time for each year shall be chosen during the December meeting. The selected meeting time shall become effective for January. Parliamentary procedure shall be governed by Robert's Rules Of Order. The format of the meeting shall be as follows.

1. Roll Call
2. Reading of Minutes

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3. Officer Reports
4. Committee Reports
5. Old Business
6. New Business
7. Announcements
8. Adjournment

Section 4.02 Public Meetings

Public meetings shall be conducted to keep the public informed of the status and business of the Board and Program. The order of business shall be the same as for regular meetings except that public comment will be allowed prior to adjournment.

(a) Public Comment

Questions and comments shall be entertained at the end of the regular business of the Board meeting and prior to adjournment. Public comment shall be limited to two minutes per individual.

Section 4.03 Community Participation

The board encourages community participation. The following sections shall govern such participation. Community organizations may request an invitation, and the board may request the presence of community organizations or other guests.

(i) Community Organization Requests

Requests are to be sent to the WE HAV executive director. These requests must be submitted no less than seven calendar days before the scheduled meeting. The request shall be forwarded to the board officers. The officers will determine if the request is valid and deserves time during new business. The WE HAV executive director will notify the requester of the status of the request.

(ii) Board Requests

The Board of Commissioners may, at times, desire the presence of community organizations. In such times, the secretary shall send an invitation to such organizations no less than seven days prior to the scheduled meeting time.

Section 4.04 Quorum

An attendance of five of the nine commissioners is required to conduct official business of the board. Discussion and business may be discussed without a quorum, but a quorum is required for voting on official business.

Article V. Day-To-Day Operations

A policy shall be drafted and adopted by the Board of Commissioners which defines the requirements each board member must meet to fulfill the requirement by Pittsburgh City Council Resolution No. 5 of the year 2002 that the board oversee the day-to-day operations. This policy shall be reviewed and approved annually.

Article VI. Status Reports

A policy shall be drafted which defines the requirements for status reports submitted to the Mayor of the City of Pittsburgh and the Pittsburgh City Council. These requirements shall be included in each annual report. The policy shall be reviewed and approved annually.

Article VII. Appraisals

A policy defining the guaranteed value standards for appraisals, the approval process for guaranteed values, and requirements for program appraisers shall be drafted and approved by the Board of Commissioners. This policy shall be reviewed and approved annually.

Article VIII. Claims

A policy defining requirements needed to approve claims shall be drafted and approved by the Board of Commissioners. These requirements shall be in accordance with the Pittsburgh City Council Resolution No. 5 of the year 2002. This policy shall be reviewed and approved annually.

Article IX. Agreement With City Of Pittsburgh

An agreement policy shall be drafted and approved by the Board of Commissioners. This agreement shall be reviewed and approved every five years.

Article X. Agreement with West Pittsburgh Partnership

An agreement between the WE HAV Board of Commissioners and the West Pittsburgh Partnership shall be drafted. This agreement shall determine the contractual agreement between the West Pittsburgh Partnership and the WE HAV program. It shall define the responsibilities each organization shall be responsible for. This agreement shall be reviewed and approved annually.

Article XI. Committees

This section defines the standing committees of the Board. This section also defines the appointment process for the committee members. This section also defines how special committees or new standing committees shall be created. Each committee shall consist of a chair and two members.

Section 11.01 Standing Committees

The following standing committees are created to assist the board in creating a better neighborhood, managing the WE HAV program, and for better development of the board.

(a) Finance Committee

The finance committee is created to perform the following tasks. The finance committee is chaired by the treasurer.

1. Develop annual budget.
2. Develop ways to increase income.
3. The \$20 assessment to affected property owners shall not be increased.
4. Develop collection process.
5. Assist the treasurer in the manner of keeping track of payments and delinquencies.

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(b) Public Relations Committee

The public relations committee is created to perform the following tasks. The public relations committee is chaired by the vice-chairman.

1. Promote the WE HAV program by developing programs that positively affect the quality of life for residents of the West Pittsburgh neighborhoods.
2. Actively participate and help community groups develop their ideas for the betterment of their community.

(c) Appraisal Committee

The appraisal committee is created to perform the following tasks. The appraisal committee is chaired by the chairman of the Board of Commissioners.

1. Develop an appraisal policy addressing but not limited to the following issues.
 - a. Policy pertaining to approving/hiring appraisers
 - b. Appraisal policy and guidelines
 - c. Acceptable appraisal forms
 - d. The \$125 appraisal fee shall not be increased.
2. Review, at least annually, the performance of approved appraisers.
3. Develop method to keep track of appraisals

Section 11.02 Special Committees

Special committees shall be created as determined by the Board of Commissioners. The purpose of the committee, the length of the existence of the committee, and how the chair is selected shall be contained in the motion presented to the board for the creation of the committee. The creation of the committee shall follow the same rules for the acceptance of amendments to the by-laws.

Section 11.03 Committee Appointments

The appointments to both standing and special committees shall first be done through volunteer basis. If there are not enough volunteers obtained through this process, the committee chair shall nominate desired members to the committee. If the committee chair does not perform this function, the chairman of the board shall appoint desired members to the appropriate committee.

Article XII. Amendments

The power to make, alter, amend, or repeal the by-laws of the commission shall be vested in the Board of Commissioners. The by-laws may be amended at any regular or special meeting of the commission by a majority vote (no less the five affirmative votes), provided that previous notice of the amendment was given to all members at least seven days in advance.

WE HAV By-Laws: Appendix A - Definitions

Introduction

The following are the definitions adopted by the WE HAV board of commissioners. All definitions shall be in compliance with the Pennsylvania Neighborhood Improvement District Act and the City Of Pittsburgh resolution number 5 of the year 2002.

Amendments

The power to make, alter, amend, or repeal these definitions shall be vested in the board of commissioners. These definitions may be amended at any regular or special meeting of the commission by a majority vote (no less than five affirmative votes), provided that previous notice of the amendment was given to all members at least seven days in advance. No amendment shall conflict with the Pennsylvania Neighborhood Improvement District Act or the City Of Pittsburgh resolution number 5 of the year 2002. If either of the previous authorities adopts a new definition, the commission must accept this adoption.

Definitions – Pennsylvania Neighborhood Improvement District Act

Authority – A body politic and corporate, created pursuant to the act of May 2, 1945 (P.L. 382, No. 164), known as the Municipality Authorities Act of 1945.

Benefited Property – Those properties located within a neighborhood improvement district which profit from district improvements based on a rational nexus test. Properties need not profit equally to be considered to have benefited.

Bonds – The term shall include the notes, bonds, and other evidence of indebtedness or obligations which each municipal corporation is authorized to issue under section 4(7).

Business Improvement – In the case of neighborhood improvement district management associations created for the purpose of making improvements or providing administrative services within a neighborhood improvement district, the term shall mean those improvements needed in specific areas or to individual properties, including, but not limited to, sidewalks, retaining walls, street paving, parks, recreational equipment and facilities, open space, street lighting, parking lots, parking garages, trees and shrubbery, pedestrian walks, sewers, water lines, rest areas and the acquisition and rehabilitation or demolition of blighted buildings or structures.

Business Improvement District – A business improvement district (BID) created prior to the effective date of this act, governed by the act of May 2, 1945 (P.L. 382, No. 164), known as the Municipality Authorities Act of 1945, insofar as it relates to business improvement districts or 53 Pa.C.S. Ch.54 (relating to business improvement districts). On or after the effective date of this act, the term shall mean a limited geographical area comprised of real property which is used for any for-profit activity involving trade and traffic, or commerce in general.

Commercial – Relating to or associated with any for-profit activity involving trade and traffic or commerce in general.

Construction Expenditures – Property and right-of-way acquisition costs where applicable

Costs Of Improvements – The term includes architectural fees, engineering fees, attorney fees, consulting fees, professional fees, preliminary planning expenditures, feasibility study expenditures, financing costs and any other expenditures necessary and incidental to the development, construction or completion of the improvement.

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District Advisory Council – A committee comprised of property owners from a neighborhood improvement district established under section 7(a) for the purpose of providing guidance and direction to the neighborhood improvement district management association concerning association activities within the district.

Industrial District – A limited geographical area comprised of real property which is used predominantly for manufacturing, commercial or any other activity related to the distribution of goods and services and intermediate and final products, including, but not limited to, warehousing, shipping, transportation, remanufacturing, stockpiling or raw materials, repair and maintenance of machinery and equipment, storage, administration or business activities and research and development.

Institution – The term includes, but is not limited to, colleges, universities, schools, hospitals, museums, theaters, churches, synagogues and art centers.

Mixed-Use District – A limited geographical area comprised of real property used for any or all purposes contained within a business, residential, industrial or institutional district.

Municipal Corporation – The body or board authorized by law to enact ordinances or adopt resolutions for the particular municipality.

Municipality – With the exception of cities of the first class, any city, borough, incorporated town, township, home rule, optional plan or optional charter municipality located within this Commonwealth (Pennsylvania).

Neighborhood – A limited geographic area within a municipality establishing a neighborhood improvement district, the limits of which form the neighborhood improvement district boundary.

Neighborhood Improvement – Improvements needed in specific geographic areas or to individual properties within those areas, including, but not limited to, sidewalks, retaining walls, street paving, parks, recreational equipment and facilities, open space, street lighting, parking lots, trees and shrubbery, sewers, water lines, rest areas and the acquisition and rehabilitation or demolition of deteriorated buildings or structures.

Neighborhood Improvement District – A limited geographic area within a municipality, in which a special assessment is levied on all designated property, other than tax-exempt property, for the purpose of promoting the economic and general welfare of the district and the municipality, hereinafter referred to as NID. Such districts shall be referred to generally as neighborhood improvement district (NID) and specifically as business improvement district (BID), residential improvement district (RID), industrial improvement district (IID), institutional improvement district (INID) or mixed-use improvement district (MID), depending on the type district established. A designated property may not be included in more than one neighborhood improvement district.

Neighborhood Improvement District Management Association – The governing body which oversees the management of neighborhood improvement districts in a municipality as established under section 5, which hereinafter shall be referred to as the NIDMA. Such body shall be incorporated as a nonprofit corporation in this Commonwealth or an authority as established pursuant to the act of May 2, 1945 (P.L. 382, No. 164), known as the Municipality Authorities Act of 1945.

Neighborhood Improvement District Plan – The strategic plan for neighborhood improvements required by section 5, hereinafter referred to as NIDP, and all projects, programs and supplemental services to be provided within the district to implement the plan by the neighborhood improvement district management association.

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Neighborhood Improvement District Services – In the case of neighborhood improvement district management associations created for the purpose of making improvements or providing expanded services within any neighborhood business improvement districts established, the term shall include, but not be limited to, those services which improve the ability of the commercial establishments within the district to serve the consumer, such as free or reduced-fee parking for customers, transportation-related expenses, public relations programs, group advertising and district maintenance and security services. For services provided within any residential, industrial, institutional or mixed-use neighborhood improvement district, the term shall include, but not be limited to, those services which improve the ability of property owners to enjoy a safer and more attractive neighborhood through the provision of increased or expanded services, including street lighting, street cleaning, street maintenance, parks, recreational equipment and facilities, open space and/or security services.

Nonprofit Corporation – A legal entity that is incorporated within this Commonwealth and specifies in its charter or bylaws that no part of the net earnings may benefit any private shareholder or individual holding interest in such entity.

Private Security Officer – Any person or firm employed by the neighborhood improvement district management association for the purpose of providing increased security or protective patrol services within the neighborhood improvement district. The term may include off-duty police officers provided that the use of such officers for this purpose is approved by the governing body of the municipality in which the neighborhood improvement district is located or the municipality where the officer is employed if different.

Project – The acquisition, development, construction, improvement, rehabilitation, operation and/or maintenance of any building, facility, equipment or structure, by purchase, lease or contract, by a neighborhood improvement district management association to facilitate neighborhood and business improvements as authorized by this act.

Rational Nexus – The legal principle which requires that there is a rational, definable benefit which accrues to any property owner assessed a fee for said benefit in a neighborhood improvement district created under this act. All property owners within a designated neighborhood improvement district paying a special assessment fee must benefit directly or indirectly from facilities or services provided by a neighborhood improvement district management association within the neighborhood improvement district, provided, however, that property owners need not benefit equally.

Residential District – A limited geographical area comprised of real property consisting predominantly of buildings and structures for housing individuals and families, including, but not limited to, single-family detached homes, single-family semidetached homes, townhouses, condominiums, apartments, manufactured homes, modular homes or any combination of same.

Service Area – The area within the boundaries of the neighborhood improvement district established by a municipality under this act in which the neighborhood improvement district management association provides programs, services and improvements. The term may also include an area outside of the neighborhood improvement district where services are being provided by the neighborhood improvement district management association under contract.

Special Assessment Fee – The fee assessed on property owners within a neighborhood improvement district levied by the municipality establishing a neighborhood improvement district under section 4(10) for the purposes of providing programs, improvements and services under section 7.

Sunset Provision – The term means a provision in the neighborhood improvement district plan under section 5 (c), establishing a neighborhood improvement district, which provides for the automatic termination of the

WE HAV By-Laws: Appendix A - Definitions

neighborhood improvement district on a date specified in the neighborhood improvement district plan and in the municipal ordinance establishing the neighborhood improvement district. The neighborhood improvement district may be continued beyond that date, provided the municipal enabling ordinance creating the original neighborhood improvement district is reenacted, following a review of the neighborhood improvement district and the neighborhood improvement district management association programs and services provided within the neighborhood improvement district, by the municipality.

Definitions – City Of Pittsburgh Resolution No. 5 of the Year 2002

Bona Fide Offer – means an offer to purchase a guaranteed residence made in good faith and for a valuable consideration.

Certificate Of Participation – means the duly notarized document of membership in the program, signed by the qualified applicant and by an authorized representative of the governing commission, which specifies the location and description of the guaranteed residence, its guaranteed value, and the registration date, and to which is attached the program appraisal for the guaranteed residence.

Community Organization – means a not-for-profit organization which has been registered as such with the state of Pennsylvania for at least 5 years, which qualifies for tax-exempt status under Section 501(c)(3) or 501(c)(4) of the United States Internal Revenue Code of 1986 as now or hereafter amended, which continuously maintains an office within the program district, along with a listed telephone number, and whose members reside within the program district.

Family Member – means a program member's spouse, child, stepchild, parent, grandparent, brother, sister, or any such relation of the spouse of the program member.

Governing Commission – means the board of nine commissioners of the West Pittsburgh Partnership appointed to administer the program as outlined in Section 6.

Gross Selling Value – means the total consideration to be paid for the purchase of a guaranteed residence, and shall include any amount that the buyer or prospective buyer agrees to assume on behalf of the program member and costs traditionally borne by the seller, including broker commission, seller's legal fees, seller's share of transfer taxes, or other items of value involved in the sale.

Guaranteed Fund – means the funds collected under the provisions of this Plan for the purpose of guaranteeing the property values of members of the program.

Guaranteed Residence – means a qualified residence for which a certificate of participation has been issued, which is occupied continuously as the principal residence of the program member or his or her family member, and which is entitled to coverage under the program.

Guaranteed Value – means the appraised value of the guaranteed residence, based upon a standard of current fair market value as of the registration date, as determined by a program appraiser pursuant to accepted professional appraisal standards, and which is authorized by the governing commission. The guaranteed value shall be used solely by the commission for the purpose of administering the program and shall remain confidential.

Member – means the owner of a guaranteed residence.

Owner – means a natural person who is the legal titleholder, or who is the beneficiary of a trust which is the legal titleholder.

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Physical Perils – means physical occurrences including, but not limited to, fire, windstorm, hail, nuclear explosion or seepage, war, insurrection, wear and tear, cracking, settling, vermin, rodents, insects, vandalism, pollution or contamination, and all such related occurrences or acts of God.

Program – means the West End Home Assurance Value Program, as outlined in this Ordinance (City of Pittsburgh Resolution No. 5 Of The Year 2002)

Program Appraisal – means a real estate appraisal conducted by a program appraiser for the purpose of establishing the guaranteed value of a qualified residence and providing a general description of the qualified residence. The program appraisal shall be used solely by the governing commission for the purpose of administering the program and shall remain confidential.

Program Appraiser – means a real estate appraiser who meets the professional standards established by the American Institute of Real Estate Appraisers (AIREA), the National Association of Independent Fee Appraisers (NAIFA), the National Society of Real Estate Appraisers (NSREA), or the American Society of Appraisers (ASA), and whose name is submitted to the governing commission to conduct program appraisals under the provisions of the program.

Qualified Residence – means a building (1) located within the program district, (2) having at least one, but not more than six, dwelling units, (3) classified by the City as residential and assessed as such for property tax purposes, and (4) with at least one dwelling unit continuously occupied as the principal legal residence of a program member or his or her family member.

Registration Date – means the date of receipt by the governing commission of the registration fee and a completed application of a qualified applicant for participation in the program.

Registration Fee – means the fee established by the governing commission to defray the cost of a program appraisal on a qualified residence.

Western Neighborhoods of the City of Pittsburgh – means Crafton Heights, Chartiers City, Ridgmont, West End (excluding South Main Street and Wabash Avenue), Elliott, Westwood, Oakwood, Esplen, Sheraden, Fairywood, East Carnegie, and Windgap as shown on the map attached Exhibit "A" (City of Pittsburgh Resolution No. 5 of the year 2002)

Nominees submitted to City Council on September 10, 2002 for position on nine member Board of Commissioners for the West End Home Assurance Value (WE-HAV) Program:

Nominated by Mayor Murphy:

Peter Czuczman, Chartiers/Windgap, insurance broker and real estate salesman, member of Pittsburgh Planning Commission. (2 year term)

Amy Manfredo, Sheraden, Secretary of AFSCME Local 2719, Tax Investigator for the City of Pittsburgh. (1 year term)

Gregory D. Ross, Oakwood/Westwood, MBA from Indiana University of Pennsylvania, Operations Director for UPMC Cancer Centers. (1 year term)

David Julian Roth, Crafton Heights/Sheraden, architect, Bachelor of Architecture degree from Carnegie Mellon University. (1 year term)

Joyce Ruediger, Sheraden, Bachelor's degree from Duquesne University in Leadership and Communications, member of WE-HAV Task Force. (3 year term)

Nominated by Councilman Hertzberg:

Adrienne Carter, Sheraden, Real Estate salesperson, Member of WE-HAV Task Force. (2 year term)

Randi Fowler-Black, East Carnegie, former chair of Mt. Washington Community Development Corporation's Housing Committee, City of Pittsburgh police officer. (3 year term)

Michael Roos, Elliott, Senior Manufacturing Engineer, Bachelor's degree from West Virginia Institute of Technology in Electrical Engineering, member of WE-HAV Task Force, (3 year term)

Ken Unice, Crafton Heights, Master's degree in Environmental Engineering from Cornell University, newest member of the WE-HAV Task Force. (2 year term)