

Southwest Home Equity Assurance Program
BOARD MEETING MINUTES
December 13, 2021

CALL TO ORDER

Chairman Kurtovich called the meeting to order at 6:30 pm on December 13, 2021.
Commissioner Tully had an excused absence and therefore, Chairman Kurtovich asked Ms. Gaspar to take roll call.

COMMISSIONERS IN ATTENDANCE

John Kurtovich
Chris Koczvara
Ray Nice

ALSO PRESENT

Betsy Allen, Miller Cooper
Elsa Bekele, CPA
Victoria Gaspar, Executive Director

ABSENT

John Tully

APPROVAL OF MINUTES

Chairman Kurtovich explained that since the Board did not have a quorum, they could not approve minutes.

GUEST SPEAKER

Chairman Kurtovich introduced Mrs. Betsy Allen from Miller Cooper to present on this year's Audit. Mrs. Betsy Allen explained the independent auditor's report page by page for the Commission. She reviewed basic financial statements, claim expense and Miller Coopers' letters to the Board. Mrs. Allen explained how the audit was performed and items to think about in the future as the program continues to evolve. She informed the Board that there were not any difficulties during the audit nor were audit adjustments made. Mrs. Allen continued her report mentioning the importance of 'segregation of duties' but explained that due to the small size of the office that was inevitable. She did commend SWHEAP on their internal controls that mitigate that risk. She also explained that it was routine for Miller Cooper to include the awareness of technology report as technology is always evolving and improving. She continued to review the communication letter to the Board and explained the accounting principles and standards used in the process. Mrs. Allen asked the Board if they had any questions or needed additional clarification. The Board did not have any. Mrs. Bekele asked Mrs. Allen about investment earnings declining and if she could offer any assistance. Mrs. Allen said that she could provide a contact that may be able to provide guidance. Lastly, subsequent events were mentioned as it related to the recently passed legislation regarding Covid-19 Relief. Once there were no further questions, Mrs. Allen concluded her report.

FINANCIAL REPORT

Mrs. Bekele began the Financial Report by reviewing the profit and loss statement. She highlighted that registration has increased but because of the current promotion, the revenue increase is not significant. Mrs. Bekele asked the Board if they had any questions. There was a question regarding marketing and Ms. Gaspar answered why there was a variance. Mrs. Bekele continued her report and seeing that there were not anymore questions, concluded her report. There was not a quorum so there was not any action taken.

CHAIRMAN TIME

Chairman Kurtovich began the Chairman's report by continuing the conversation from the last Board meeting regarding two members that were delinquent in completing Home Improvement inspection requirements. Chairman Kurtovich explained that while action was not taken at the last meeting, the Board should share their opinions to implement a solution going forward. The Board discussed possible options to explore and execute if members are unable to complete their Home Inspection requirement. There was discussion in ensuring that the program is protected, the consideration for the duration and complications of acquiring City permits, consideration for Covid and the labor & supply costs associated and if an automatic extension should be granted or rather forwarded to the Board. Ms. Gaspar agreed to create options for the Board to agree upon either by email or at the next Board meeting.

EXECUTIVE DIRECTORS REPORT

Ms. Gaspar began her report by her providing an overview on registration numbers, new members, open loans, and claims. She was happy to report that we exceeded last year's membership numbers, exceeded 100 and gained 50 new members from the new mailing and promotion. Ms. Gaspar also gave the Board a synopsis of a new amendment on the Northside, marketing, and a recap of a recent event with LISC. She concluded her report by mentioning an upcoming webinar event and asked the Board if she could proceed with the removal of the tree in front. The Board offered their suggestions.

NEW BUSINESS

Under New Business, Ms. Gaspar asked the Board if they could reschedule the June meeting from the 13th to the 29th due to personal scheduling conflicts. The Board agreed to reschedule the June meeting to June 29th. Lastly, Ms. Gaspar informed the Board as part of her strategic report for FY21-22 she was in the process of creating SWHEAP's 2022 Workshop Series. The 2022 Series would include a hosted event once a month targeting different demographics in the district for a presentation and Q&A on homeownership and housing matters. The Commissioners had some questions on what that would entail, offered suggestions, and embraced the idea.

ADJOURNMENT

Chairman Kurtovich asked for a motion to adjourn. Commissioner Nice motioned to adjourn, and it was second Chairman Kurtovich. All in favor, the Board meeting of December 13th was adjourned.