

Southwest Home Equity Assurance Program

BOARD MEETING MINUTES

December 10, 2018
6:30 p.m.

CALL TO ORDER

Chairman Nice called the regular meeting to order at 6:30 p.m. Chairman Nice asked Commissioner Koczwarra to take roll call since Secretary Tully was unable to attend.

COMMISSIONERS IN ATTENDANCE:

Ray Nice
John Kurtovich
Chris Koczwarra

COMMISSIONERS ABSENT:

John Tully

ALSO PRESENT:

Victoria M. Gaspar, Executive Director
Elsa Bekele, CPA
Betsey Allen, Miller Cooper & Co., Ltd.

APPROVAL OF MINUTES

Chairman Nice noted that because there was not a quorum at the current meeting, the Commission will allow for the review and approval of the October minutes at the next meeting in February.

GUEST SPEAKER

Commissioner Koczvara referred to Ms. Bekele to introduce our auditor, Betsy Allen from Miller Cooper & Co., Ltd. to present the audit for fiscal year 2017/2018. Mrs. Allen gave her Independent auditors' report and went over basic financial statements. Mrs. Allen communicated to the Board the importance of segregation of duties and continuance of a review process, for example the reimbursement checks. She also recommended the continuance of enhancing technology. Ms. Allen concluded her report by emphasizing the need to be proactive with the use of risk assessing technology. There was a brief mention of possibly including a management analysis in next year's report. While most comments were repeated from last year, Ms. Bekele noted that reimbursement checks were only created at a time of transition between executive directors before the audit was completed last year. Ms. Gaspar also mentioned the ways that the office has improved technology platforms after the last audit was complete. Nevertheless, Ms. Gaspar acknowledged the constant need of evaluation and always assessing newer measures to ensure cyber safety. Ms. Allen offered support that her firm could help with as far as recommending external and internal technology services. The Commission thanked Ms. Allen for her attendance and report. She then excused herself from the meeting.

FINANCIAL REPORT

Commissioner Koczvara referred to Ms. Bekele to give the Financial Report. During the Financial Report Ms. Bekele discussed an overview of the year-to-date budget. Ms. Bekele also mentioned the surplus in marketing and that she spoke with Ms. Gaspar about the future of ordering more marketing materials next year.

CHAIRMAN'S REPORT

Chairman Nice introduced the Neighborhood Housing Services Annual Dinner for March of 2019 that in prior years, Southwest Home Equity Assurance Program has been a part of. The Commissioners did have a discussion on the benefit the networking may have on the Southwest Home Equity Assurance Program. The Commission also acknowledged that this event is budgeted and that we have always contributed in the past. Chairman Nice did note that while Commissioner Tully will have to approve this as well, he called for a motion. Commissioner Koczvara motioned to approve and it was second by Vice Chairman Kurtovich.

EXECUTIVE DIRECTOR'S REPORT

Ms. Gaspar began the Executive Director's report with the number update on registrations and home improvement loans. She briefed the Commission on items that will need approval for next

year such as repairing the façade outside the building, lighting in the building (lights continuously go out), building security cameras (to ensure safety when extended office hours go into effect) and literature for next year. The Commission had some questions and suggestions regarding security cameras like exploring the variety of portable cameras that the office could set up alone or how video footage is stored if a computer is stolen. Nevertheless, there were more aspects Ms. Gaspar agreed to look into. Finally, Ms. Gaspar mentioned the marketing literature for next year. The Commission appreciated the style of literature Ms. Gaspar wanted to go with but suggested to continue receiving bids from companies that specialized in the style of literature.

NEW BUSINESS

OLD BUSINESS

Ms. Gaspar shared her conversation with Mr. Neil Renzi, with the Commission. Based on the conversation with Mr. Renzi, she was informed that more money was lost when our appraisers appraised homes that were 2-4 units and asked the Board if they could approve an increase in those prices. She also offered clarification in what the administrative fees entailed. However, due to lack of quorum these were items that would have to hold off until the Commission had a quorum to vote. Commission Kurtovich suggested looking at other potential appraisal firms. However, Commissioner Koczvara noted the difficulty in finding a firm that would thoroughly know the statute and its application with appraisals. Ms. Gaspar also shared her concern regarding the lack of appraisers. She explained that right now SWHEAP has one appraiser available for the holiday. She wanted the Appraisal Committee to start looking at hiring another prospective appraiser so that the office is not short, if we have an influx of residents joining at the same time. She stressed the importance of avoiding a situation where an applicant was waiting long periods of time for an appraisal because of lack of available appraisers.

ADJOURNMENT

Chairman Nice concluded the meeting. Commissioner Koczvara motioned to adjourn and Vice Chairman Kurtovich second the motion. The meeting of December 10th was adjourned.

Respectfully submitted,

Ray Nice
Chairman