

Southwest Home Equity Assurance Program
BOARD MEETING MINUTES
December 9, 2019

CALL TO ORDER:

Chairman Nice began the meeting at 6:30 pm. Commissioner Tully took roll call.

COMMISSIONS IN ATTENDANCE:

Ray Nice
John Kurtovich
Chris Koczwarra
John Tully

ALSO PRESENT:

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

APPROVAL OF MINUTES:

Chairman Nice suggested approving the minutes of August 12 and October 14 together, given that the minutes were sent to the Commission weeks prior. Vice Chairman Kurtovich noted that Ms. Gaspar made corrections on the August 12 minutes and made a motion to approve both minutes. Commissioner Koczwarra second the motion to accept the August and October minutes. All voted “aye.” The Commission approved the minutes of August 12 and October 14.

GUEST SPEAKER:

Mrs. Betsy Allen went over the independent auditor's report page by page for the Commission. She explained basic financial statements, claim expense and their letters to the Board. Mrs. Allen went over 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 'segregation of duties' but explained that due to the size of the office that was inevitable. She continued to say that as long as SWHEAP continued good internal controls, that would mitigate anything that could go wrong. Mrs. Allen did recommend that SWHEAP create a signed off memo for pay rate increases and for those to be filed in personnel files. Given that there were no further questions, she concluded her report.

TREASURER'S REPORT

Commissioner Koczwarra introduced the Treasurer's report and deferred to Mrs. Bekele. Mrs. Bekele reviewed the financial report's year-to-date. Commissioner Tully motioned to accept Mrs. Bekele's report. Chairman Nice second Commissioner Tully's motion. All in favor, the Commission collectively voted "aye."

CHAIRMAN REPORT

Chairman Nice informed the Board of NHS' annual gala on March 4, 2020. Ms. Gaspar explained the options available for SWHEAP to purchase. In previous years, SWHEAP sponsored a table. Last year, the Commission decided to cut costs and instead supported the event by purchasing tickets without advertisement. This year, the Commission voted to purchase 5 tickets with advertisement included. Proceeds help fund NHS and its programs. Commissioner Koczwarra motion to purchase the \$3,000 option which included 5 tickets and advertisement. Vice Chairman Kurtovich second the motion. All in favor voted "aye."

EXECUTIVE DIRECTOR'S REPORT

Ms. Gaspar went over general updates and statistics of the program. There was an increase of 21 new registrations after the annual literature was sent out. She also informed the Board of the retirement of the cleaning crew and asked for referrals. Ms. Gaspar updated the Board on the roof situation. Given the long duration of obtaining the permit, at the suggestion of the roof contractor, it was recommended that SWHEAP wait till early Springtime to fix the roof.

NEW BUSINESS

Ms. Gaspar informed the Board of her meeting with City officials regarding their piloted program for 2020. She informed the Board on the details and discussion of the meeting. She tentatively scheduled to host a representative from the pilot program to explain the program in further detail for the Board and answer questions in 2020. Ms. Gaspar informed the Board of her current work updating the home improvement loan brochures and working on the 2020 mailing. Finally, she concluded this section on upcoming events with GSDC and speaking at a local real estate agency about the program.

OLD BUSINESS

Ms. Gaspar briefly went over the strategic goals for the next year. She also mentioned the outdoor lighting bids that were uploaded on Dropbox. Vice Chairman Kurtovich recommended that we request the product details on each bid that way they are more accurately comparable. Ms. Gaspar said she would contact the bidders and request that.

ADJOURNMENT

Vice Chairman Kurtovich made a motion to adjourn. Chairman Nice second the motion. The meeting was adjourned.

Regards,

John Tully
Secretary