

Southwest Home Equity Assurance Program
BOARD MEETING MINUTES
April 8, 2019
6:30 pm

CALL TO ORDER

Chairman Nice began the April 8th board meeting at 6:37 pm.

COMMISSIONER IN ATTENDANCE:

Ray Nice
John Kurtovich
Chris Koczwar
John Tully

ALSO PRESENT:

Elsa Bekele, CPA
Victoria Gaspar, Executive Director

APPROVAL OF MINUTES:

The first item on the agenda was to review the minutes that needed to be approved. Vice-Chairman Kurtovich motioned to approve the minutes from the December 10, 2018 meeting. It was seconded by Commissioner Koczvara, all in favor voted “aye.” It was approved. The following item were the minutes from February 11, 2019. Vice-Chairman motioned to approve the minutes and it was seconded by Chairman Nice. It was approved as well.

FINANCIAL REPORT:

Following after, Commissioner Koczvara introduced the financial report by deferring to Mrs. Bekele. Mrs. Bekele went over the year-to-date budget and went over various line items. There was a brief discussion on the audit recommendations in regard to the IT line item and a dialogue ensued about future goals that were in the works to be completed before the fiscal year 19 was over. There were also a few questions surrounding the new fiscal year and the budget procedures. In particular, there were questions regarding the marketing line item and the intentions to utilize. Finally, brief remarks were made regarding the format of the budget and rectifying it. Ms. Bekele agreed to review the formula and format used on the budget. Commissioner Tully motioned to approve the Treasurer’s report, Vice-Chairman Kurtovich seconded the motion.

CHAIRMAN’S REPORT:

Chairman Nice began his report by reminding the Commission that their Statement of Economic Interest needs to be filed by May 1st, 2019.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Gaspar began her Executive Director’s report by providing the Commission with general updates including a new digital platform she was exploring, goals listed from the audit recommendations, marketing orders in progress and a new proposal that included neighborhood beautification to promote awareness and presence. There was a discussion over the proposal, what would be in the best interest of the taxpayers of the program and how we can continue to showcase our neighborhood efforts. The Commissioners discussed making sure it was a proposal that could benefit everyone and explored how we could partner up with other governmental entities and city events like “Earth Day.” The Commission agreed that the beautification proposal should include areas in which everyone benefits from. It was agreed that the Vice-Chairman would work with Ms. Gaspar on the proposal and that he would be made aware of cost estimates prior to voting. Commissioner Tully also mentioned exploring sponsorship ideas and signage. Next on the agenda was a member issue that Ms. Gaspar wanted to discuss with the Commission to seek their opinion. The Commissioners provided suggestions to consider before determining a member was in violation of the act for the particular case. Following after, Ms. Gaspar talked to the Commission on utilizing the marketing funds before the fiscal year was over. There was a thorough discussion about the limits on marketing and ensuring that logistics were communicated prior to meeting. Vice-Chairman recommended that cost estimates be forwarded to the Commission prior to the board meetings. It was also agreed that Vice-Chairman

Kurtovich would work with Ms. Gaspar on the proposal. Ms. Gaspar concluded her report with a recap on the Homeowners Resource Fair and its success.

NEW BUSINESS

There was not any new business discussed.

OLD BUSINESS

Next on the agenda were old administrative fees that needed to be paid to Neil Renzi and Associates. There was a deep conversation on the matter and in good faith, the Commission agreed to pay what was owed to Mr. Renzi. In the meantime, the Commission decided to modify internal policies going forward. Vice-Chairman Kurtovich added that while items have been delayed because of natural and personal circumstances, all information must be presented prior to the meeting. Therefore, he suggested we receive an itemized summary on the administrative fee. There were also questions on any known prior agreements and contracts with Mr. Renzi that would suffice an administrative fee. In addition, there was a conversation on potential future appraisers to add to our list of program appraisers as summer begins. To conclude the old business items, the Commission voted on the building security camera for the building and its premise. It was motioned by Vice-chairman Kurtovich and seconded by Chairman Nice.

ADJOURNMENT

Adjournment was motioned by Commissioner Tully and seconded by Vice-Chairman Kurtovich.