

Southwest Home Equity Assurance Program

BOARD MEETING MINUTES

October 14, 2019

CALL TO ORDER

Chairman Nice began the meeting at 6:31 pm. Commissioner Tully took roll call.

COMMISSIONER IN ATTENDANCE:

Ray Nice
John Kurtovich
Chris Koczwar
John Tully

ALSO PRESENT:

Victoria M. Gaspar, Executive Director
Elsa Bekele, CPA

APPROVAL OF MINUTES

The Commission had various questions regarding the August minutes and wanted to modify several items before the next Board Meeting. Commissioner Kurtovich also asked for the minutes to be sent out sooner. Ms. Gaspar complied. The August meetings were tabled to be approved at the December meeting.

FINANCIAL REPORT

Commissioner Koczvara introduced Mrs. Bekele and she went over the financial report. Mrs. Bekele went over variances such as the marketing line item which was impacted by the distribution of this year's new mailing. She also explained that program appraisals were higher because of new registrations. Vice Chairman Kurtovich motioned to accept the Treasurer's report and it was second by Chairman Nice to accept the report.

CHAIRMAN REPORT

Chairman Nice began his report by reintroducing the August meeting's conversation surrounding the payout increase justified by Neil Renzi's Home Comparison Study. Given that the payout increase was notified publicly in local newspapers, Commissioner Koczvara motioned the increase payout and it was second by Commissioner Kurtovich. The Commission voted to approve the payout from 71% to 75%.

EXECUTIVE DIRECTOR'S REPORT

Ms. Gaspar went over the general updates that included the following: 6 pending claims and 121 claims paid year-to-date. There were also 64 new registrations. Ms. Gaspar informed the Commission that the annual mailing is complete, and she passed around a copy of the product. She also updated the Commission on the salesforce migration that her and the staff have been working on and will continue to work on following into the winter season. She also mentioned potential projects to assist with the improvement such as change management training. Ms. Gaspar would investigate the free training further. She concluded her report mentioning last year's audit and implementing a risk assessment strategy. Ms. Gaspar has been working with SWHEAP's IT company, Firefly in creating a strategy.

NEW BUSINESS

In New Business, Ms. Gaspar introduced a strategy goal packet for the board members to review. The packet included questions for the Commission to consider in respects to future program goals this fiscal year and the next 3 years. The packet was dispersed to every Commissioner and uploaded to Dropbox.

OLD BUSINESS

Ms. Gaspar updated the Commission on the landscaping that was completed and how the office was pleased with the result. She also explained to the Commission that she would speak with Marquette Bank regarding a particular member who did not respond to SWHEAP's certified letter regarding his current situation. Ms. Gaspar also informed the Commission that she received 2 bids for the Outdoor Lighting and that they would also be up for viewing on Dropbox. She concluded this portion of the minutes by asking the Commission for a vote on the roof bids. The roof bids were discussed in the previous board meetings and a decision needed to be made as soon as possible (before the weather broke). Ms. Gaspar gave her preference of bidder which had to do with the knowledge of city codes and ability for a city permit. The Commission then discussed the bids, the process of the work, and some shared their opinions. Commissioner Koczvara motioned to accept the bid in which the contractor would obtain the permit. Chairman Nice second the motion. The Commission voted to approve the bid that included the knowledge and ability to obtain the permit.

ADJOURNMENT

Vice Chairman Kurtovich motioned to adjourn and it was second by Commissioner Koczwar. The meeting was adjourned at 6:54 pm.

Regards,

John Tully
Secretary