

NWHEAP Monthly Meeting 11 April 2019

In attendance:

Ivy Ellis, Executive Director

Commissioners Medina, Mitchell, Murphy, Rice

NOTE: We do NOT have a quorum, and no votes will be taken tonight.

1. Called to Order: 6:30
2. Approve Agenda: Commissioner Mitchell motions, Commissioner Medina seconds. All in favor.
3. Approve 14 March 2019 meeting minutes
 - a. Typo corrected in item 6
 - b. Edit item 7 to indicate that commission declined to include Commissioner Mitchell's suggestion for a provision that loan applicants could check qualification prior to joining NWHEAP, as it would be a burden on the bank.
 - c. Commissioner Medina motions to approve with changes; Commissioner Rice seconds. All in favor.
4. Approve 27 March 2019 special meeting minutes
 - a. Correct typos in items G and H
 - b. Commissioner Rice motions to approve with corrections; Commissioner Medina seconds. All in favor.
5. Public comments - NO public in attendance.
6. Committee Reports
 - a. Executive Director's report (see attachment).
 - i. Financial Report (see attachment). We remain "in the black"
 - ii. Preparation for budget meeting - we've moved to the 13 June monthly meeting to meet the requirement for 30-day public notice to amend the 2019 budget. Commissioners in attendance have approved the draft notice to publish in Nadig News.
 - iii. New location: commercial real estate agent Kris Keller is currently looking at additional properties in addition to negotiating with Veterans Square. Ivy spoke with new owners of 3022 N. Harlem - they'd like to keep us as a tenant and are willing to make improvements to the space including an office buildout. Commissioner Rice inquired about the formerly proposed "mobile office" idea but with the loan program and two employees we feel we need a permanent location.
 - iv. Scanner/printer update: purchasing the MFD.
 - b. Banking committee: met on April 11, 2019. Current documents are at the attorney's office and we are awaiting signators for the bank. Commissioner Reyes was present to sign paperwork earlier. Marquette Bank is waiting on approval of 27 March minutes.
 - i. Marketing ideas: bank will help supplement marketing budget. Commissioner Mitchell suggests potentially purchasing mailing lists that target middle- and lower-income households who are less likely to be

able to attend community meetings or see notices/advertisement online, to ensure equity of access to information.

7. New Business

- a. Upcoming Informational Meetings: Scheduled three Saturday library meetings (see Executive Director's report), plus the Jefferson Park Forward monthly meeting 16 May. Trying to have a commissioner at each meeting; Commissioner Reyes tentative for 20 April; Commissioner Murphy for 4 May; Commissioner Mitchell for 16 May; Commissioner Rice for 1 June.

8. Public comments - no public in attendance

9. Adjournment: Commissioner Mitchell motions, Commissioner Rice seconds. All in favor. Meeting adjourns 7:16 p.m.