

## NWHEAP Monthly Meeting May 9, 2019

In attendance:

Ivy Ellis, Executive Director

Commissioners Medina, Mitchell, Murphy, Rice, Reyes, Simmons, Saladino

1. Meeting Call to Order: 6:30pm

2. Approval of Agenda: Commissioner Saladino and Commissioner Simmons second. All in favor.

3. Approval of April 11, 2019 Board Meeting Minutes: Commissioner Simmons motion, Commissioner Saladino seconds. All in favor.

4. Public Comment - No Public in attendance.

5. Bank Committee Report

- Ivy presented the Bank Committee Report
  - All updated documents have been approved by Marquette Bank
  - Update on program guidelines: The bank will continue to bill interest during a default until it is charged off. There will be a default letter that will be tiered. First letter 30 days and Second letter 60 days.
  - The Marquette account was funded at 50,000.
  - Marketing Meeting with Southwest and Marquette was set for a later date, co-branding material is tentatively schedule for distribution in July/August 2019
  - NWHEAP is charge of monitoring all work being done by participants
  - Bank wants to wait until the board is confident in the updates on the program.
- Kerry stated she felt comfortable with the changes, fellow commissioners are in agreement,

6. Executive Director's Reports

Outreach: schedule in report. Would like to have at least one commissioner at each meeting. Com. Mitchell attending May 16; Com Murphy attending June 19 (North Austin).

7. Budget meeting - important to attend. Will be promoting virtually to the community in addition to newspaper notification.

- a. Com Murphy asked Ivy to create as an event, rather than just posting a flyer. Com. Mitchell asked for interactive Google map to be included.

Budget status:

- Audit underway
- Reconciling 2018 and 2019 budgets to move from fiscal to calendar year.
- In reviewing the proposed budget, Com Mitchell asked for the tax levy income and Com Murphy suggested the investment income (interest, etc.) be added to the budget, to demonstrate we are operating with a balanced budget

- Bring printing back up to \$8,000, bring marketing back up to \$5,000 to account for new brochures that include both programs, distribution per last month's discussion about mailings. Office supplies up to \$2,500 due to bigger purchases (laptop etc.)

Location:

- Vets Square: landlord not willing to make changes to property
- Milwaukee Ave not easily accessible by transit, at the very far north end of the district
- Central Ave good for transit but poor for parking
- Back to the drawing board - priorities remain close to transit (CTA and bus) and centrally located in the district

New business: request from new applicant to accept an appraisal that is 7 months old. IL Statute says it must be 6 months or less. Commission believes we should adhere strictly to the statute on this issue. Ivy will convey the decision.

Meeting adjourned 7:28 p.m.