

Northwest Home Equity Assurance Program

Meeting minutes: September monthly meeting, Thursday, September 12, 2019

In attendance: Commissioners Andrea Mitchell, Diane Reyes, Tommy Simmons, Executive Director Ivy Ellis

- I. Meeting called to order 6:44
- II. Approval of agenda: Mitchell motions to approve, Simmons seconds, all in favor
- III. Approval of August 8 minutes
 - A. Flyer: Bank made the updates
 - B. Special budget meeting scheduled for Wednesday, Sept. 25; notice published in paper on August 24 in Nadig News and budget available for review as required by legislation
 - C. Website has been updated per requested at last meetingReyes motions to approve, Simmons seconded, all approve.
- IV. Banking committee met earlier today.
 - A. Working on a training with bank for local politicians and nonprofits
 - B. In the process of contacting new banks for our 2nd option, no updates. Com. Mitchell sent contact information for Daniel Loundy, CEO of Devon Community Bank.
 - C. Marketing
 - D. Loans
- V. Executive Director's Report
 - A. File Documentation/Backup - working through files, looking at offsite storage options. Com. Mitchell: If files are now digital and 10+ years old, should we shred rather than pay to store/move? Should we engage an audit of the files to document that we have digitized, prior to shredding?
 1. Ivy to contact auditor and we will place this on agenda for October for vote.
 - B. Loan Program - banking committee met on Thurs. Sept 12 (change from original date of Sept. 11).
 - C. Outreach ongoing - Ivy distributing program enrollment information to home ownership programs; sharing loan program info with Bunglaow Association; Alderman and Community training TBD in October; West Belmont library confirmed today for 10/19, Com. Simmons to attend; Dunning pending approval for 10/12, Coms. Mitchell or Murphy will be voluntold.
 - D. Marketing - looking at pens for logo, producing 1-pagers for each program.
 - E. Program enrollees - one new for Aug/Sept; 23 for the year, still on target to meet goal of 50 for 2019.
 - F. Board training - proposals due 9/20. Need to select an all-day weekend OR two weekday evenings; Ivy to poll board.
 - G. Relocation: top 4 properties visited on 8/22. Photos, costs, etc. to be distributed at the October meeting after budget change vote. Com. Reyes asked Ivy to have information on assessments ready to discuss at this meeting.

- H. Phone/internet discussions postponed until after decision on move.
- I. Office Assistant: Jasmine selected and started 9/10.
- VI. Budget update
 - A. Com. Reyes: when do we need to replenish the interest offset fund? Do we need to vote? Ivy says no, but Coms. Murphy and Reyes have to transfer money from IL fund to Bank of America account
 - B. A realtor called and asked about how to file a claim, we sent how-to information to both the policy owner and realtor. No intent to file yet.
- VII. Public Comments: Pat Vader only in attendance. Asked about new logo - she likes it! Would like to have her house re-appraised; Ivy asked Pat to send an email to start the appraisal process.
- VIII. New business:
 - A. Com. Reyes asked what the plan is to visit new Aldermen Nugent, Gardiner, Cardona, and Rep LaPointe. No response to calls and emails but Ivy will try again now that we have a new office assistant in place.
 - B. MacArthur Foundation and the Chicago Community Trust have invited Ivy to speak on the equity model of our fund; there's a design challenge pending on equity assurance and they want to hear more. Com. Mitchell offered to be in attendance if warranted as her office is downtown.
 - C. Ivy applying for Chicago United Equity Fellowship.
- IX. Com. Reyes motions to adjourn; Com. Simmons seconds. Meeting adjourned 7:32 p.m.