

Northwest Home Equity Assurance Commission  
October Monthly Meeting Minutes  
10 October, 2019

In Attendance

Commissioners: Andrea Mitchell, Kerry Murphy, Diane Reyes (arrived 6:46 p.m.), Cindy Rice, Michael Saladino

1. Meeting Call to Order 6:42 p.m.
2. Approval of Agenda - Com. Saladino motions to approve, Com. Rice seconds, all in favor.
3. Public Comment: no members of the public in attendance
4. Approval of Sept. 12 minutes; Com. Murphy asked for edit to item V. C.; Com. Mitchell makes a motion to approve with the edit; Com. Saladino seconds; all approve (6:45 p.m.)
5. File #3915; Quorum is present.
  - a. Policy holder has filed intent to sell and will now list at the certificate value for 90 days.
  - b. Since the policy was purchased in 2008, the property is subject to the RVL/HMR calculations.
  - c. ED Ellis will continue to research the steps in the Guidelines and Procedures to determine an adjusted value, if needed, before the owner's intent to claim.
  - d. Com. Saladino motions to approve the intent to sell; Com. Murphy seconds; all are in favor.
6. Budget FY 2020 Discussion in preparation for December meeting vote
  - a. Building purchase: Adjustment was made to the 2019 budget to allow for purchase of a building. If we do not close before the end of 2019 we will need to include the purchase in the 2020 budget.
  - b. Increase PT employee to 30 hours/week (\$29,640)
  - c. Adjust payroll tax down (we overestimated for 2019 and have a high variance)
  - d. Eliminate rent; add assessments and property taxes (including the higher of the two properties as a conservative estimate)
  - e. Increase annual utility costs
  - f. Include \$30,000 for facility improvements, maintenance and repairs.
  - g. Nominal increases to website fees and service contracts
  - h. Increase software training to ensure full access
  - i. Executive Director salary: Commissioners have discussed a plan that will be finalized with the employee during her annual performance evaluation. **Coms. Mitchell, Rice, Simmons and Media still need to complete evaluations.**
7. Board Elections: Quorum is present.
  - a. President: Com. Mitchell nominates Com. Murphy to continue as Chair; Com. Saladino seconds; all are in favor.
  - b. Com. Saladino nominates Com. Reyes as Vice Chair; Com. Murphy seconds; all are in favor.

- c. Com. Murphy nominates Com. Mitchell, Com. Reyes seconds, all are in favor.

8:11 p.m. - Com. Saladino departs; we no longer have quorum but no votes remain on the agenda.

8. Banking Committee report:

- a. **Action Item:** HILP -Training for local politicians and non-profits, tentative for Fall 2019. We are currently in the process of contacting new banks for our 2nd bank option.
- b. **Marketing:** Potential marketing ideas and marketing budget. Marquette has committed to providing an in-kind gift of postcard flyers for the program. – No update
- c. In the process of developing a winter weatherization program to assist those who will not qualify for assistance through local non-profits or other assistant programs. – Contacted Habitat for Humanity
- d. Ivy will work with Cathy from Marquette to update a one-pager brochure for HILP with an attached condensed application on the back. Also included in this brochure would be the list of contact people for the Home Improvement Loan Program. – In progress **Loans:** We currently have closed two loans. We are closing on a third loan

9. Executive Director's report:

- a. **File/Documentation Backup:** We will be hiring additional part-time help to finish inputting file for the month of November.
- b. **Loan Program:** The Banking Committee met on October 2, 2019
- c. **Outreach/Marketing:**
  - o Free Homebuyer Education Workshop – West Cook Homeownership Center – September 14, 2019 – attended and was able to speak with their Executive Director for future speaking engagements.
  - o Alderman and Community Training – TBD
  - o West Belmont – October 19, 2019- Approved
  - o Free Homebuyer Education Workshop-Northwest Side Housing – October 5, 2019 – Completed
  - o Free Homebuyer Education Workshop – Northwest Side Housing – November (TBD)
- d. **Marketing materials:**
  - o BallPoint Pens (100 quantity) – Total \$50.00 -completed
  - o Currently creating more marketing materials – one pager for each program (Folders created)
- e. **Program Enrollees:** We currently have no new enrollees for the month of August/September. So far, we have a total of 22 new enrollees for 2019. We are still on target of our goal of 50 new enrollees for 2019.
- f. **Board Training:** Planning for a board development training Fall 2019 – We are reviewing and reconstructing the board training.

- g. **Relocation:** Top 2 properties identified. Awaiting dates to visit the properties.
- h. **Phone/Internet:** Postpone until relocation

**10. Additional Outreach:**

- a. Planned Oct. 12 outreach event at Dunning Library was denied by the library
  - b. Com. Mitchell to attend Oct. 21 Green Town Hall hosted by Sen. Martwick/Rep. LaPointe at Austin-Irving Library
  - c. ED Ellis and Com. Mitchell to attend the OIPA monthly meeting Nov. 7
11. Public Comments: still no one in attendance
12. Old Business
- a. Moving discussion re: digitizing/shredding to the November meeting
13. New Business
- a. Addressing the first item from the ED report, hiring temp via CARA to complete digitizing files. This will come from contingency funds.
14. Com. Reyes moves to adjourn meeting; Com. Rice seconds. Meeting is adjourned at 8:28 p.m.