NORTHWEST
HOME EQUITY ASSURANCE PROGRAM
NWHEAP

Meeting Minutes December 15, 2022

Attendance by Zoom: Commissioner Bannon, Commissioner Blaise, Commissioner Arroyo-Reyes, Commissioner Sayen, Commissioner Simmons, and Executive Director Ellis
Absent: Commissioner Hawkes and Commissioner Medina

I. Commissioner Bannon called the meeting to order at 6:37 pm

II. 2023 Budget Ordinance (Ordinance 23-01): ED Ellis stated that notice was given 30 days before the budget meeting, and the proposed budget was open to the public. Commissioner Arroyo-Reyes wanted more information on the Cost-of-Living Raise and the Merit Raise; ED Ellis could provide the additional information needed. Commissioner Bannon requested information regarding the tax levy for 2022, which will not be raised but will stay the same for the next fiscal/calendar year.

   a. Commissioner Bannon motion to approve the 2023 Budget, Commissioner Arroyo-Reyes 2nd
   b. Ayes: Thomas Simmons, Diane Arroyo-Reyes, Laura Sayen, and Michilla Blaise.

III. Public Comments: No Comments

IV. Approval of Agenda: Commissioner Sayen moved to approve the agenda, Commissioner Bannon 2nd, Motion carried by all present commissioners

V. Approval of Minutes of October 20, 2022: Minutes were read and approved; Commissioner Simmons motioned to approve the minutes and Commissioner Bannon seconds. All present commissioners approved the minutes; the Motion carried.

   a. ED Ellis requested a merit bonus for 2022. Commissioner Arroyo-Reyes requested information regarding the performance review.
   b. Commissioner Sayen motioned to approve the bonus, and Commissioner Simmons second, Motion was approved and carried by all commissioners.

* Commissioner Sayen left the meeting; there is no longer a quorum, and the remainder of the meeting is only discussion*

VI. Executive Director Report Summary:
   a. For 2022, we have a total of 30 new guarantee program enrollees.
   b. We have rolled out our Webinar Series. In January, we held a live webinar with the Board of Review. In March, we collaborated with Cook County Assessor for a Tax Exemption Workshop (March 8, 2022). Real estate agent, Appraisal and Devon Bank Rep. (April 28, 2022), Back to School: Customer Appreciation (August 29, 2022), Coffee and Conversations with Lindsey LaPointe Office (November 18, 2022), and Tax Appeal Forum with the Cook County Assessor's Office (December 1, 2022).

c. We currently have 18 new loans for 2022. We have three loans that are closed/paid off. We have a total of 33application altogether for the program.
d. **Commissioner Arroyo:** Reyes suggested going to the lenders to inform them about our Delinquent Tax Assistance Program. Commissioner Bannon and Commissioner Arroyo-Reyes suggest we do a direct mailing as well.

VII. End of Year Report: ED Ellis reviewed NWHEPS Goals and Outcomes for 2023.
a. Recapturing and Engaging with Members
b. Membership Increase by 5%
c. Increase the number of loans by 20%
d. Bi-monthly webinars and newsletters
e. Increased employee training and cross-collaborations with other organizations.

VIII. Financial Report: ED Ellis will identify ways to lower the current internet and phone line item. ED Ellis will increase the audit fee to include CPA Watson's audit preparation fee. ED Ellis is currently waiting for the remainder of November and December. ED will submit the year-end financial report in the February 2023 meeting.

IX. No Public Comments

X. Unfinished Business/General Business – N/A

XI. New Business –N/A

XII. Adjournment –Commissioner Bannon adjourns the meeting adjourned at 7:14 pm.

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Secretary, Governing Commission