

**URBAN WEATHERIZATION INITIATIVE**  
**Board Meeting**  
**Meeting Minutes**  
**April 20, 2012**

**Meeting was called to order at 10:05 a.m. by UWI Board Chair, Percy Harris**  
**Meeting Location: Chicago, Illinois**

**Attendees:**                   **Voting Board Members:** Deborah Harrington, Percy Harris, Melissa Williams  
**Ex-officio Members:** Representative Dave Winters  
**DCEO Staff:** Carmen Colvin, Angela Foster, Gwendolyn Davis, Sarah Atkins, Bill House  
Dave Vincent, Midwest Region Foundation for Fair Contracting, Mark Handy, KENJIVA,

**Approval of Minutes:** Minutes approved as amended.

**Marketing Update:** Emerson Park and Southwestern Illinois College are both willing to participate in a May event. The event will be geared toward the UWI Training Programs and the release of the Residential Weatherization Training Program RFP. Ms. Williams inquired how do we encourage media coverage for the event when the elected officials are not direct involved or encourage the elected officials to give a statement to the paper about UWI so encourage media coverage and participation to promote the event. Mr. House indicated that he is working with the local media team to coordinate coverage to promote the event in addition to covering the event. The goal is to obtain a quote from the local state officials and encourage the mayor to participate in the program coalescing a positive energy resulting in media coverage. The Belleville market is different than Chicago and Mr. House is focused on the early evening event should provide an opportunity for coverage. The Mayor will be invited as will be asked to make very "tailored" remarks. Mr. Harris is requesting letter of support are read from the state elected officials for the area. Location will be determined by the participants an approved by Mr. Harris coordinated with Mr. House. The event will be held on May 17th and the Board may request an Emergency Meeting to discuss the logistics in early May. Mr. Harris and Mr. House will make the final recommendation for the meeting date, time and location. Mr. Harris requested number of brochures remaining, Ms. Colvin advised him that we had approximately 50 brochures remaining and we would either order additional brochures or create a flyer which would be utilized at the next event.

**Staff Status:** The new staff was introduced, Ms. Angela Foster - Assistant Director for Office of Urban Assistance, Gwendolyn Davis - Grant Manager for UWI and Sarah Atkins - Grants Manager for UWI.

**Board Member Status:** I've been advised by a member of the Governor's team that the applications are being reviewed and they will be moving forward with the appointments. There are currently two applications which are being reviewed, approval of these applications will give the Board a full compliment of voting members.

Representative Winters stated that ex-officio members are appointed by the Legislative Leaders in the House and Senate.

**Meeting Locations:** May - East St. Louis  
June - Chicago

**General Discussion:** Request For Proposal Rollout Schedule - Phase III will be rolled out within thirty day of this meeting. Name of the RFP is Residential Weatherization Program.

Site Visit Summary - Ms. Harrington comments

Orientation / WST & Meeting Consortium for HEA collaborative meeting

**Next Meeting:** June 15, 2012

**Executive Session**

**Adjournment:** 1:25 p.m.