

Urban Weatherization Initiative

Board Meeting

Meeting Minutes

August 2, 2013

Meeting was called to order at 10:04 a.m. by UWI Board Chair, Percy Harris

Attendees:

Voting Board Members: Percy Harris (via phone); Melissa Williams (via phone); Beth Delgado (via phone); Deborah Harrington

DCEO Staff: Carmen Colvin; Sarah Atkins

Guests: Steve Simmons, Chicago Jobs Council; John Paddy, Albany Park Community Center; Harold Rice, Albany Park Community Center; Ben Handy, Kenjiva (via phone)

- I. **Approval of Minutes:** Minutes approved for the June 2013, Board Meeting.
- II. **UWI Program Update:** Ms. Colvin addressed the UWI Program Update indicating that all the grants are out, but UWI is still waiting to initiate the Black Star Project grant due to the Fiscal Year for the State starting over. The Welcome Meeting was a success and UWI has received positive feedback from the grantees regarding the meeting.

The RWP Manual has not been submitted to the grantees at this time. UWI has received the RWP Manual back from Legal review with a few minor corrections that need to be made. UWI is in the process of making the corrections to the RWP Manual and it is anticipated that the manual will be resubmitted to Legal by next week. UWI is anticipating the release of the manual to the grantees a week from Monday. There will be a conference call with the RWP grantees regarding the manual once the grantees have received it. In addition to discussing the RWP Manual via conference call with the grantees, UWI will also be discussing the Quality Control/Quality Assurance piece regarding the RWP program.

UWI is beginning the process of working on the JCAR Rules. UWI is looking to have JCAR Rules finished by October 2013. The JCAR rules are being updated in order to present to the accreditation committee. The JCAR Rules reflect what the legislation states. These rules are accessible to the public and are the formal rules for running the program.

- III. **Marketing:** Ms. Colvin indicated that most of the marketing material/plans that the grantees have submitted have been approved and returned to the grantees for dissemination. Ms. Williams updated the Board regarding the marketing materials that she has seen throughout the community marketing the UWI program and that the grantees marketing materials have

really targeted their communities providing information about the program and the requirements to participate in the training programs. UWI will be updating the program brochures to contain the updated approved counties and the goal is to have the brochures completed prior to the Second Chance Summit which will be held on September 7, 2013.

- IV. Legislative Update:** Ms. Colvin has prepared a document to go out to all the legislators regarding a synopsis of the UWI program. The document has been sent to Representative Duncan and Senator Trotter for review. The document contains information regarding quarterly updates for all grantees, timelines regarding what the program is anticipating beginning in October 2013, regarding marketing, the next round of applications going out in late November/December 2013, with applications to be returned January/February 2014, with awards ready to be issued March/April 2014. Ms. Colvin will provide the document to the UWI Board members once the final document has been reviewed and returned from Representative Duncan and Senator Trotter. The goal is to get this document to the legislators as soon as possible.

Ms. Colvin has been asked by the Chief of Staff from the agency (DCEO) to prepare a document to be presented to the Administration and to the Illinois Legislative Black Caucus explaining all the challenges the UWI program has faced from its inception up to this point. Ms. Colvin indicated that prior to her arrival as Deputy Director for the UWI program, the program itself had had multiple administrators and lack of staff and was challenging to have a continuity to allow the program to grow up until the point where UWI is currently at. The document details funding issues and the cutting of funding for the first round of Home Energy Auditor grants. The document also includes the challenges that faced the Weatherization Specialist training grants, which were not allowed to move forward because the program did not have appropriate staff, and the RWP component facing its own challenges as far as getting the program up and running, the expansion of the program and challenges with marketing the program. The document also covers a timeline for the next two years and how the UWI program is looking to expand exponentially and conduct one more round of training. UWI is looking to hire a marketing person to market the program to the communities. Future funding would be to allot \$1 million dollars per grantee for the RWP program which will allow for the expansion of work on homes from 65 to 130. Ms. Harrington noted that another issue that should be included in the document was losing Board members which hindered the start of the program, and the Board also had to take on the task of setting up the entire program regarding which communities this program would serve. Ms. Colvin noted the document is currently in review with the Chief of Staff and the final document will be sent to the governor's office.

- V. UWI Grantee Participation at Representative Ford's Second Chance Summit:** Ms. Williams has received information regarding all the grantees in the Chicago area that are expected to participate in the Second Chance Summit. UWI is not expecting Rockford to participate; however, Rockford is partnering with a group in Lake County, and UWI is expecting the

group in Lake County to participate. The grantees located in the Chicago area have been formally notified that they are expected to participate in the Second Chance Summit. The event is expected to have a successful turnout based on a prior event that Senator Collins hosted. The event begins at 9:30 a.m. on Saturday, September 7, 2013. The event will be held at the UIC Forum.

The Second Chance Summit is in conjunction with a bill that is working to be passed to expunge criminal record sealing and this bill has passed the House and the Senate and is now waiting for the governor to sign. The hope is that the bill will be signed by November 2013. The goal is to help individuals gain a second chance for obtaining jobs/careers in the future. The Second Chance Summit will also be beneficial to the UWI program in order to promote the program to obtain participants looking to find new careers and be informed as to what the UWI program is.

- VI. Welcome Meeting Follow-up:** There was a lot of positive feedback regarding the Welcome Meeting. One of the main concerns the RWP grantees had is that the RWP Manual has not been submitted to them. The RWP Manual has been reviewed by Legal and there are minor changes that UWI staff will need to make. The goal is to have the corrections made and returned to Legal next week and have the manual to the grantees by the following Monday. When the RWP Manual is submitted to the grantees, there will be a conference call requested for all RWP grantees to participate in.

- VII. Next Meeting:** Friday, September 20, 2013, at 10:00 a.m. in Chicago, Illinois.

- VIII. Executive Session:**
 - A. New Board Policy**

- IX. Adjournment:** Meeting was adjourned at 11:00 a.m.