

## Urban Weatherization Initiative

### Board Meeting

### Meeting Minutes

June 20, 2014

Meeting was called to order at 10:00 a.m. by UWI Board Chair, Percy Harris

#### Attendees:

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

**DCEO Staff:** Carmen Colvin (via phone); Sarah Atkins

**Ex-Officio Members:** Representative Ken Duncan (via phone); Senator Donnie Trotter

**Guests:** Keith Jones, Urban League of Metropolitan St. Louis (via phone); Steve Simmons, Chicago Jobs Council

- I. **Approval of Minutes:** Minutes from the April 25, 2014, UWI Board Meeting were approved.

Prior to discussing June-August action plan, voting for the Election of Chair Person was conducted with voting UWI Board Members nominating Percy Harris to continue the role of UWI Board Chair.

- II. **June-August Action Plan:**

- a. **Home Energy Auditor:** UWI has received all of 4<sup>th</sup> quarter numbers and are currently being reviewed. Date Extensions through end of July based on statistics in order to get numbers up. These extensions will allow the grantees to increase their program numbers but also to get reimbursed for this fiscal year.
- b. **Weatherization Specialist Program:** UWI has received all of 4<sup>th</sup> quarter numbers and are currently being reviewed. Date Extensions through end of July based on statistics in order to get numbers up. These extensions will allow the grantees to increase their program numbers but also to get reimbursed for this fiscal year.
- c. **Residential Weatherization Program:** UWI has received all of 4<sup>th</sup> quarter numbers and are currently being reviewed. UWI has issued cash requests since last Board Meeting based on individual grantees and their progress. Most of the grantees are doing well, but there have been issues with other grantees. The RWP grantees have been told the reasons why they may or may not be getting cash request which is based on production numbers at this time. Mr. Harris discussed the Prevailing Wage issue and how this could be affecting the RWP Program with higher salaries. Mr. Harris requests to go back and revisit the Prevailing Wage issue to see if there is a way to change this in order to get comparable salaries for novice workers versus being paid salaries for journeyman

wages. Individual grantees seem to be working out the Prevailing Wage issue and Elevate Energy has been working with the grantees in order to get bids and pay out the higher salaries for the workers. Mr. Harris suggests using the apprenticeship wage for this program which is still a Prevailing Wage for an entry level position. A meeting is to be scheduled with Ms. Colvin, Mr. Harris, and Legal regarding revisiting the Prevailing Wage issue.

- d. **UWI Program Schedule:** The RFP's are due on June 26, 2014, for the next round of grants, and the Office of Urban Assistance conducted a meeting for potential applicants to come and ask questions regarding the RFP's. The outcome of the meeting was positive with potential applicants in many communities interested in the program.

Overall goal the past week has been to issue cash requests prior to the Comptroller's Office closing out books for Fiscal Year 2014. The Grant Managers worked on getting as many 4<sup>th</sup> quarter reports completed and cash issued prior to the rollover of the fiscal year. Mid to late August the Comptroller's Office should have completed this rollover and remaining cash requests will be issued to the remaining grantees that have outstanding cash requests.

- e. **Staffing:** Sarah Atkins has been approved to take on the role of UWI Program Manager on a temporary assignment basis. Grant Managers are currently reviewing documents for the Home Energy Auditor and Weatherization Specialist grantees to ensure that information has been submitted correctly. The Grant Managers will be scheduling site visits with the Home Energy Auditor and Weatherization Specialist grantees. Mr. Harris requested the site visit schedule to be sent to the UWI Board and encouraged board members to attend if their schedule permits.

The Program Manager position has been approved by CMS and Ms. Colvin will get the documentation next week to begin to organize the questions for the interviews for this position. Ms. Colvin anticipates that this process of interviewing to move quickly. Ms. Colvin discussed the hiring of another Grant Manager in the Chicago area, and those applications have been approved, but interviews have not taken place, but will begin to schedule interviews for this position.

### III. Program Statistics

- a. **Home Energy Auditor**
- b. **Weatherization Specialist**
- c. **Residential Weatherization Program**

The program statistics were presented to the UWI Board for Home Energy Auditor and Weatherization Specialist grantees with up to date numbers through the 4<sup>th</sup> quarter grantee reports. There are a few Home Energy Auditor and Weatherization Specialist grantees that are not doing well with successful number of trainees BPI Certified. Many grantees have

been given date extensions in order to get numbers increased and conduct more cohorts to meet their scopes of work.

The Residential Weatherization Program statistics were discussed and presented to the UWI Board regarding the number of homes that have been started and completed to date. Ms. Colvin conducts monthly phone calls to the RWP grantees to get up to date numbers as well as discuss any concerns/issues that the RWP grantees have. UWI staff will be making some site visits to some of the RWP grantees in the next couple of weeks based on some issues/concerns that have arisen.

- IV. Program Changes for FY15:** UWI will incorporate Best Practices Meetings during the next round of grants that are awarded.
- V. Best Practice Meetings:** Ms. Harrington inquired about Best Practice meetings to document issues/concerns grantees are having. Ms. Colvin indicated that UWI has their first Best Practice Meeting for the RWP grantees at the end of July 2014. UWI will be hosting a Best Practice meeting for the current Home Energy Auditor and Weatherization Specialist grantees, but the date has yet to be determined. UWI has not scheduled a Best Practice Meeting for Home Energy Auditor and Weatherization Specialist grantees to date due to lack of staff.
- VI. General Discussion:** Representative Duncan would like the information regarding the number of homes that have been completed in the communities and the statistics to date from the Residential Weatherization Program grantees.

Request from Lincoln Land Community College to include Montgomery County was presented and it was determined that Montgomery County was not eligible for future funding for RFA's for this program due to the research done by the UWI Board Chair. It was determined through this research that Montgomery County is a rural community and not an urban area as defined in the Legislation. Mr. Harris will draft a letter of denial regarding this request and submit to Ms. Colvin.

UWI is hopeful in getting qualified applicants for the new round of funding due to the marketing of the program with three different mailings to the eligible communities prior to the RFA being released.

- VII. Executive Session**
  - a. Modifications**
  - b. Proposed Budget—2017**
- VIII. Next Meeting:** August 15, 2014, at 10:00 a.m.
- IX. Adjournment:** Meeting was not adjourned due to extending Executive Session