

## Urban Weatherization Initiative

### Board Meeting

### Meeting Minutes

June 21, 2013

Meeting was called to order at 10:06 a.m. by UWI Board Chair, Percy Harris

#### Attendees:

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

**DCEO Staff:** Carmen Colvin; Ericka Perkins

**Guests:** Connie Taylor, Urban League of Metropolitan St. Louis

- I. **Approval of Minutes:** Minutes approved for the May 2013, Board Meeting.
  
- II. **UWI Program Updates:** The Board discussed updates pertaining to all three grant programs: Ms. Colvin advised that all of the initial payments for all of the programs with the exception of the CNT Energy, a Grantee with the Residential Weatherization Program. Ms. Harrington questioned exactly how much of the funds have been disbursed at this time; Ms. Colvin stated that each Grantee has received \$125,000. Previously, 50% of the funds were disbursed, however, that was based on prior award amounts of \$200,000-\$300,000. Based upon the \$500,000 Grant award amount, \$125,000 was instead issued as a first payment. The Weatherization Specialist Training Grants, whose Grants were revised downwards to the amount of \$250,000, based upon the requirements of funding availability, were also sent an initial disbursement of \$125,000.  
  
Ms. Williams inquired about the status of the Grantee's at this point, now that they have received funds, if they are now in the process of recruiting participants and when they are beginning. Mr. Harris advised the Grantee's haven started recruiting and in fact, a representative from Southwestern Illinois College (SWIC) advised him at the Welcome Event held the night before on June 20th that their June 24<sup>th</sup> class is already full. Ms. Williams also inquired as to whether or not a previously discussed plan to draft a letter to the Caucus advising that the money has been sent to the Grantee's has occurred yet. Ms. Colvin stated that the money just went out the door this week and that communication will go to the Caucus soon.
  
- III. **Marketing Plan:** Mr. Harris discussed the marketing that took place prior to the Welcome Event held June 20, 2013 for the East St. Louis/St. Clair County area. Mr. Harris stated he did a number of media events including one appearance on cable television as well as three separate radio spots. He believes this helped to get the word out and in fact, there was a great turnout at the event with approximately 100 attendees. In addition, all three Grantees from the area were present (Urban League of Metropolitan St. Louis, SWIC, and Emerson

Park) and at least 4 attendees signed up with a Grantee to begin classes as soon as possible. There was a lot of excitement for the program and Mr. Harris was asked if another event would be held in this area in the future and if more events such as this would be held in other parts of the state. Ms. Harrington feels that this type of event would be good for the Chicago area as well. Ms. Colvin stated that Ms. Williams had previously worked with Senator Collins (no longer in office), with the intent of coordinating an event of this nature in the Chicago area. Ms. Williams stated that Representative Turner and Representative Ford may be helpful in assisting with planning such an event. Ms. Harrington also added that maybe it would be possible to send communication to the Caucus members asking if they could assist or provide volunteers to help plan an event. Mr. Harris stated that he is currently unaware of how many participants Grantee's in this area already have but that these numbers should be checked; if their recruitments efforts are going well, it may not be necessary to have such an event, we do not want to have them inundated with too many participants. If it is found out they are struggling in this area for participants, Mr. Harris suggested that marketing be contacted and an event be put together as quickly as possible. Ms. Colvin stated she will put a memo out to the DCEO team next week and have them contact their individual Grantee's in this area to see if they have any kind of kick-off events planned and if they would be interested in participating in a kick-off in the Chicago area. Ms. Colvin also reminded board members that they would be receiving the marketing plans from each Grantee on June 28th, so that they may review them prior to the Welcome Meeting's planned for July 10<sup>th</sup>. Ms. Williams added that if an event is planned for this area, it would be beneficial to host separate events for the South (who has never had an event regarding the program) and West sides of Chicago due to their distance. Ms. Colvin advised she would work with Ms. Williams if it is decided that events need to be held.

- IV. UWI Grantee Welcome Meeting:** Mr. Harris stated that he received a mailing referencing a Welcome Meeting in the first part of July and questioned whether videoconferencing would be made available in the St. Clair/Madison County area. Ms. Colvin replied that videoconferencing locations would be available for the Welcome Meeting's on July 10th in St. Clair/Madison County, Springfield, as well as Chicago. The meet and greet will begin at 10:00 am – 11:00 am for Home Energy Auditor; 11:15 am – 12:15 pm for Weatherization Specialist Training; and 12:30 pm – 1:30 pm for Residential Weatherization Specialist Program. All of the Grantee's will have forms sent to them prior to the meeting along with a copy of any applicable PowerPoint manuals that will accompany each presentation. If anyone is unable to make it to a videoconferencing site, a call-in number will be provided for teleconferencing. Ms. Harrington asked for clarification as to which programs would be discussed on this day. Ms. Colvin advised that all three programs will occur on the same day, further explaining that the Office of Urban Assistance's UWI program will have an approximately 15 minute presentation and the remaining time is to allow the Grantee's to ask questions and to allow the board to ask questions of the Grantee's regarding their marketing plans.

**V. General Discussion:** Board Chair Election; Current Chair: Percy Harris. Nominated by Deborah Harrington, and was seconded by Melissa Williams. Percy Harris will remain the Board Chair.

**VI. Executive Session**

**VII. Next Meeting:** August 2, 2013, at 10:00 a.m. in Chicago, IL.

**VIII. Adjournment:** Executive Session was extended and the Board will conduct a Conference call on Tuesday, July 9, 2013, to conclude June 21, 2013, Board Meeting. Meeting Adjourned on Tuesday, July 9, 2013, at 11:23 a.m.

***Respectfully Submitted by***

***Ericka Perkins***

***Illinois Department of Commerce and Economic Opportunity***