

Urban Weatherization Initiative

Board Meeting

Meeting Minutes

October 18, 2013

Meeting was called to order at 12:00 p.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: Mark Handy, Kenjiva (via phone); Marlon McClinton, Utilivate Technologies; Steve Simmons, Chicago Jobs Council

- I. **Approval of Minutes:** Minutes from October 1, 2013, Board Meeting have been adjusted as requested and approved.

- II. **CNT Meetings:** The meeting with CNT was very positive and all of the RWP grantees were in attendance. CNT went over the Savings to Investment Ratio tool that will be utilized and answered any questions that the grantees had. The grant managers will be working with CNT and will be going out to conduct site visits with CNT and the grantee. Currently, UWI will be meeting with CNT on a monthly basis to identify any issues that have arisen. The Savings to Investment Ratio will be conducted two times on a home and the UWI Program will own this tool.

There is an issue regarding the use of Davis Bacon wages and further follow up will be required regarding the use of Davis Bacon or the utilization of the State's Prevailing Wage for the area in which the grantees cover. Ms. Williams issue is how are we going to award the grantees based on the use of prevailing wage. This will potentially have a negative effect based on where the grantees are located within the state. The UWI program will continue to work with the Legal Department to discuss the statutes and what to do about the wage issue.

- III. **UWI Program Updates:**
 - A. RWP Site Visit Overview: Ms. Williams indicated that it would help greatly if we knew how many applications have been received so far. This will help us to see how effective the grantees' marketing plans have been. In addition to that, have the grantees list their respective communities to where they are marketing their program.

There are issues with an RWP grantee in relation to other grants (not UWI grant) but grant funds through DCEO. The issues relate to a FEIN lock and once this grantee goes on FEIN lock, they will no longer receive any funding until the issues have been taken care of. There is no other RWP grantee in the area that has funding through the UWI program. Ms. Colvin has been instructed to come up with a plan on how to handle the issues surrounding this RWP grantee. Right now, the other program where the issue has arisen, DCEO is holding off placing the FEIN lock on the account and are requiring this grantee to set up an escrow account where the funds are specifically deposited and a third party will oversee the disbursement of those funds. Regarding UWI funds for the RWP monies, UWI may potentially require this grantee to have a fiscal agent to handle RWP funds. Further discussion regarding this grantee will take place in Executive Session.

- B. Home Energy Auditor Site Visit Schedule and Statistical Data Update: Ms. Williams requested that Home Energy Auditor information be discussed at the November Board Meeting and place Weatherization Specialist information on the agenda for December Board Meeting. Ms. Colvin indicated that it is more important to do the Weatherization Specialist grantees in November because these grantees only received half of their funding and Ms. Colvin will need to begin the process of obtaining the remaining grant funds for these grantees.

The training and statistical reports for the Home Energy Auditor have been summarized and the total number to be certified for each grantee is 87. Based upon what has been presented in the statistics, the UWI Board would like to speak with some of the Home Energy Auditor Grantees at the next Board Meeting. The Board would like to have a narrative from the grantees indicating why performance is low/non-existent, and what have been the barriers for low performance. Ms. Colvin will inquire about a conference call regarding the Open Meeting Act with the UWI Board to meeting with the grantees.

- C. Weatherization Specialist Site Visit Schedule and Statistical Data Update: The Weatherization Specialist training numbers seem more positive than the Home Energy Auditor grantees numbers. Many of these training sessions are still in progress or have recently just concluded. The UWI Board would like to speak with some of the Weatherization Specialist grantees regarding why some of the grantees have not started a cohort yet and forward written narratives for explanation.

IV. General Discussion:

- A. Staffing Shortages: Ericka Perkins has left the UWI Program. Donnie Love is still out of the office at this time. Ms. Colvin conducted interviews in Springfield to fill the vacancy position in the Springfield office. The interviews were positive; however Ms. Colvin has not had an opportunity to score the interviews at this time. Once the interviews are scored, Ms. Colvin will submit the recommendations to Personnel. Ms. Colvin has requested that Ms. Foster step in as Grant Manager in the interim while the program is in the process of hiring a staff member.

V. Executive Session:

VI. Next Meeting: Friday, November 15, 2013, at 12:00 p.m. in Chicago Illinois.

VII. Adjournment: Meeting was adjourned at 1:50 p.m.