

Urban Weatherization Initiative

Board Meeting

Meeting Minutes

November 15, 2013

Meeting was called to order at 12:01 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: Ronnie Dunning; Crispina Ojeda Simmons, CJC; Casey Smagal, APCC; Emily Peters, APCC

- I. **Approval of Minutes:** Minutes from the October 18, 2013, Board Meeting were approved; however, during Executive Session, UWI Board Member Ms. Harrington requested that the Board motion to amend the October 18, 2013, minutes to change the wording in Section III part B indicating that the minutes remain neutral regarding the mention of specific grantees as the minutes are a public record. At that time, UWI Board Chair, Mr. Harris, directed the UWI Board meeting out of Executive Session and reconvened the UWI Board Meeting. At this time, a motion to amend the October 18, 2013, Board Meeting minutes was made and the motion was carried. Once amended, the October 18, 2013, Board Meeting minutes are approved.
- II. **UWI Program Updates:**
 - A. **CNT Training Schedule:** CNT has been conducting training with the Residential Weatherization Program grantees. The training has consisted of using the SIR (Savings to Investment Ratio) calculator which is a spreadsheet that breaks down the components of the home to input measures of the home. The training has been very interactive with the auditors and CNT. The SIR tool will be utilized on each home that is to be weatherized. The SIR tool will also assist in collecting data regarding utility bills and net savings for the home owner. Mr. Harris would like to have the grantees report the hiring of 50% of the training program participants and to have this item placed on the agenda for the next meeting. There is another meeting scheduled with CNT and the RWP grantees to be held on November 26, 2013. UWI has and will continue to meet with CNT one time per month.
 - B. **Home Energy Auditor and Weatherization Specialist Site Visits:** Home Energy Auditor and Weatherization Specialist grantee site visits have been completed. Overall approximately 90% of site visit reports have been completed but have not been approved. The site visit reports will be reviewed and approved the later part of

November and will be submitted to the Board for the December meeting. Ms. Colvin has been in communication with Springfield regarding the bond funding for the Weatherization Specialist grantees; however, Ms. Colvin is still waiting on information regarding the funding.

There were modifications made to release 25% of funds; however the modifications were not worded correctly and will need to be done one more time in order to disburse funds for the 3rd quarter and the remainder of the grant cycle. The reason for the modifications is that UWI staff was unable to modify the grant language until after the Grant Agreement has been signed. This was not an issue for previous grant cycles because the system allowed UWI staff to change the information on the front end; however, this is not the case in moving forward with FY2014 grants.

III. General Discussion:

- A. Staffing Update: The UWI Program has had some staffing issues regarding staff out on medical leave and one member of the team leaving the UWI Program. Ms. Colvin has conducted interviews and has a potential candidate in mind; however, Ms. Colvin is waiting on the candidate's final decision which should be sometime next week. This position will be in the Springfield office to cover grantees downstate. Grant Manager, Ms. Davis, has been reviewing documents and ensuring that all the documents from previous years have been completed and everything is in order. This will ensure that the program can locate and accurately pull all documents when FOIA requests are made as it has been anticipated that these requests will be forthcoming for the UWI Program.

Once UWI is fully staffed and the program has hired a team member located in the Springfield office, the program is looking to redistribute the work load for all team members. In redistributing the work load, the hope is to have the grant managers in the Chicago area assigned to grantees in the Chicago area, and the grant manager in the Springfield office to manage the central Illinois and East St. Louis grants based on location. The UWI staff is also organizing internal drives on the computer where the documents are stored.

- B. Grass Roots Marketing Contractor Update: Marla Ford in the marketing office would like for the UWI program to be part of the larger marketing campaign plan which encompasses all programs in DCEO. Ms. Colvin is concerned that the UWI Program will get lost in the mix. Ms. Colvin also is concerned about the waiting period before launching this marketing campaign due to the pressure of getting grants out on the street for organizations to apply. The other issue is money—if there is no money, the UWI Program is unable to know how many grants will be awarded in the upcoming fiscal years. Next year would be the last year of training grants and then the focus would be on the Residential Weatherization Program where each grantee would get \$1 Million dollars per year instead of \$500,000.00. Ms. Colvin indicated that she will be in contact

with Senator Trotter and Representative Duncan in regards to funding and to set up a meeting with the Black Caucus. Ms. Harrington requested that the marketing piece be placed on the agenda for future meetings.

Ms. Williams indicated that there is a grantee with marketing materials that need to be amended because their material has incorrect information regarding ex-offenders. The marketing material is going out via e-blasts every day with the wrong information and this will need to be changed. Ms. Foster was supposed to check with this grantee to ensure that this information was removed from their marketing material.

IV. Executive Session:

V. Next Meeting: Friday, December 20, 2013, at 12:00 p.m. in Chicago Illinois

VI. Adjournment: Meeting was adjourned at 1:18 p.m.