

**URBAN WEATHERIZATION INITIATIVE BOARD
MEETING MINUTES
June 17, 2011**

Meeting was called to order at 11:15am by Deputy Director Carmen Colvin

Attendees: **Voting Board Members:** Deborah Harrington, Percy Harris, Melissa Williams
Ex-officio Members: Donna Hampton-Smith representing State Rep. Ken Dunkin
DCEO Staff: Charlene Raickett

Apologies: Representative Dave Winters, Senator Donne Trotter, Kurt Summers

Public Attendees: Angelyn Vanderbuilt, Jasmine Vanderbuilt

Review/Approval of Minutes: A motion was called to approve the May 20, 2011 meeting minutes. Motion approved and carried.

Legislative Communications:
UWI Board Amendment SB 1609 Update-During the May 20th Board meeting, Deputy Director Colvin provided the board with an overview of SB1609 which sought to amend the Urban Weatherization Initiative Act. The bill would add 8 Non-voting ex-officio members to the Urban Weatherization Initiative Board, with each legislative leader appointing 2 additional members from his or her caucus. It has been suggested that 1 person be appointed by each legislative leader. Additionally, it was noted that a full compliment of the UWI Board is 5 voting members. As of June 17, 2011 the amendment to SB1609 was not passed.

Weatherization Training Specialist RFA:
Schedule-Deputy Director Colvin presented the schedule outlined below:

Action Item	Date
Release RFA to organizations	May 26, 2011
RFA submissions due to DCEO	July 14, 2011
RFA submissions provided to evaluators	July 15, 2011
Evaluator responses due to OUA	August 10, 2011
RFA recommendations prepared for Board review	August 16, 2011
UWI Board Meeting	August 19, 2011

Implementation Plan-Deputy Director Colvin indicated that successful organizations will participate in a grantee meeting, at which time; the UWI Strategic Plan will be reviewed and discussed in conjunction with contract review and compliance. Representatives from DCEO's legal and monitoring unit will be in attendance to review and discuss program policies and procedures. Ms. Colvin indicated to the Board that organizations will receive 50% of their grant award upon full contract execution. She also indicated that as we approach the first quarter, it is of critical importance to ensure grantees are aware of contract compliance with regards to quarterly reporting, as DCEO's systems are in place to implement a FEIN lock and implement progressive action if the grantee is and remains non-compliant for more than one month.

Percy Harris inquired about the maximum award per grantee and if the maximum of \$500k is listed in the UWI RFQ/RFA. He further inquired about the Boards discretion in awarding up to the maximum amount and not exceeding. Deputy Director Colvin confirmed that the Board has the discretion to award up to and not exceed the maximum amount of \$500K per grantee.

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Home Energy Auditor Program:

Implementation Plan-Deputy Director Colvin notified the Board that a mandatory grantee meeting is scheduled to take place on June 29, 2011 with Home Energy Auditor key staff (i.e. Program Director, Program Manager, and Fiscal Officer). Board members were invited to attend. During this meeting the UWI Strategic Plan will be discussed in conjunction with contract review and compliance. Staff from DCEO's legal and monitoring unit will be in attendance to discuss legal and monitoring requirements.

Quarterly Meetings-Deputy Director Colvin notified the Board that on-site quarterly meetings will be held with grantees to ensure program and fiscal performance measures are met. She indicated OUA staff met with Scott Harry and John O'Connor of DCEO's Office of Accountability to discuss DCEO's performance measurement model. The Board was notified that UWI does not have performance measurements in place. It was recommended that a copy of DCEO's performance measurement model be sent to the entire Board for review and that recommendations to utilize the model be made based upon UWI's statutory requirements prior to implementation. Ms. Colvin further indicated that the State of Illinois' plans to move toward performance based budgeting by FY2013.

Percy Harris indicated that UWI performance measures need to be established prior to release and implementation of the next phase. He noted that homeowners have been burnt due to the lack of quality inspections. He noted that performance measurements can be used as a tool for follow-up as contractors begin to perform pre/post audits and work on homes.

Melissa Williams indicated that UWI performance measures would be helpful to UWI applicants, especially as the Board begins to review actual versus projected numbers of people trained, people obtaining BPI certification and individuals hired to conduct home energy audits.

Deborah Harrington indicated that UWI performance measures will allow everyone to be measured by the same standards, as it creates consistency and reinforces accountability. Ms. Harrington inquired and sought clarification regarding attendance of the lead organization and program partners at the June 29th meeting. Ms. Colvin confirmed that the lead agency is required to attend the meeting, as they are the grantee of record and responsible program and fiscal implementation.

Further discussion ensued around the UWI grantee budget especially with regard to rent charges against the administrative/audit and/or contractual budget line items.

Deputy Director Colvin informed the Board that she has met with Lisa Stott, DCEO Deputy Director of Marketing and Marcelyn Love, DCEO Public Information Officer to review and discuss the DCEO/UWI strategic implementation plan and budget. Ms. Colvin expressed concern around the use and expenditure of funds for UWI marketing to date. She further indicated that a contract with Jascula Terman had been in placed since December 2007 and has since been extended until December 2011. A motion was called to request a detailed report outlining UWI marketing expenditures to date. Motion approved and carried.

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Deputy Director Colvin informed the Board that she will prepare and present a brief synopsis of each organizations training plan along with the award amount to DCEO's marketing team. The marketing team would then plan an announcement/press event with the Governor's Office for the first week in July. Ms. Colvin informed the board that they will need to be more pro-active as they continue to roll-out the announcement of the Weatherization Specialist awardees.

General Discussion:

New Board Recommendations-Deputy Director Colvin informed the Board that she has communicated with Caucus members specifically Reps. Golar and Gordon in hopes of identifying individuals and submitting their name to the Governor's Office for approval by the August Board meeting. Ms. Colvin indicated that she would follow-up with Senator Hutchinson regarding her recommendation.

Deborah Harrington expressed concerns about the qualifications of new board members and inquired about the process of identifying members who have the preferred competencies that is needed for the Board. Ms. Colvin indicated that Rep. Gordon's recommendation has a strong background in home building and energy auditing. Percy Harris expressed concern and indicated that the Board exercise caution as new UWI board members are sought.

Board Rules-Deputy Director Colvin inquired about the selection of a UWI Board Chair. Percy Harris mentioned that due to the lack of a full five voting member board, the process in selecting a Board Chair had been delayed. Melissa Williams and Deborah Harrington made recommendation that Percy Harris be nominated to act as UWI's Board Chair. As a result, a motion was called to elect Percy Harris as the UWI Board Chair. Motion approved and carried.

Further discussion ensued around the next phase of the Urban Weatherization Initiative.

Joint Committee on Administrative Rules (JCAR)-Deputy Director Colvin informed the board that she has begun work on preliminary rules and is working in conjunction with DCEO's legal staff to incorporate amended changes. An update will be provided during the August Board meeting.

Executive Session:

A motion was called to convene an executive session. Motion approved and carried.

Extensive conversation ensued around the Chicago Regional Council of Carpenters and the timely execution of their Home Energy Auditor grant agreement. A motion was called to formally remove this organization and replace them with OAI, Inc. Motion approved and carried.

Next Board Meeting:

Friday, August 19, 2011
11:00 a.m.-12:30 p.m.
Illinois Department of Commerce & Economic Opportunity
100 West Randolph Street, Suite 3-400
Illinois Conference Room
Chicago, Illinois 60601

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Adjournment:

Meeting adjourned at 1:00p.m. By Deputy Director Carmen Colvin

***Respectfully Submitted by
Charlene Raickett
Illinois Department of Commerce and Economic Opportunity***