

**URBAN WEATHERIZATION INITIATIVE BOARD**  
**MEETING MINUTES**  
**August 13, 2010**

**Meeting was called to order at 10:10am by Karin Norington-Reaves**

**Attendees:** **DCEO Staff:** Karin Norington-Reaves, Jeff Stauter, Charlene Raickett, and Claudine Najjar  
**Voting Board Members:** Deborah Harrington, Lester McKeever Jr., Kurt Summers, and Percy Harris (ph).  
**Ex Officio Members:** Representatives Ken Dunkin (ph) and Dave Winters (ph).  
\*(ph) indicates participation via phone.

**Apologies:** Senators Donne Trotter and Dan Duffy.

**Review/Approval of 05/14/10 Minutes:** Mr. McKeever moved to approve the 05/14/10 meeting minutes, Ms. Harrington seconded the motion, and the May meeting minutes we approved.

**Review of 07/16/10 Discussion Notes:** On 07/16/10 due to lack of quorum, the scheduled board meeting became a conference call where no official business was conducted. Instead, members held a preliminary discussion regarding the draft RFP. Details of the exchange are in the discussion notes which was provided to all members. Discussion participants were: Percy Harris, Lester McKeever, Senator Donne Trotter, and DCEO Staff.

**Review of draft RFP:** Representative Ken Dunkin suggested that the weatherization skills training RFP be available to the public ASAP, but Ms. Norington-Reaves said that because the Initiative still does not have sufficient funds that it is better to wait and perfect the RFP. People interested in this Initiative are aware that an RFP is coming and they are preparing themselves for it in the meantime.

Mr. Summers noted that Sections 3.7 (Performance Outcomes) and 3.8 (Grant Audits) of the RFP do not outline how people weatherizing homes will be judged on their work and suggested that such information needs to be provided. There is also a need for clearer certification standards and the term "target population" is too vague and needs to be better defined in Appendix A, Part B-1. It was then realized that poverty and underemployment are also not defined and Ms. Harrington agreed that properly defining these terms will then make screening much easier. Ms. Raickett suggested the possibility of having these details outlined in an MOU when applying and the Board liked that idea.

Mr. Summers also expressed some concern over the proposed point scale. He was concerned that the point scale did not seem to give enough importance to cost-effectiveness and the Board agreed. In order to resolve this issue, the number of points that can be earned for cost-effectiveness of the project was increased from 25 to 75. This increased the total points available to 350.

Ms. Harrington noted that in Section 3.2, Eligibility Expenditures, "fringes" is not properly defined and that it needs to be better explained. She also suggested that in Appendix B, II. Qualifications, a ceiling should be created for indirect costs. Ms. Norington-Reaves also suggested identifying ineligible costs in greater detail.

Ms. Norington-Reaves proposed having an RFQ prior to the RFP and the Board unanimously agreed. It will be made clear to those people denied in the RFQ stage that a "no now is not a no forever." In other words, rejected applicants should understand that the program is a 5-year initiative with this initial phase serving as a pilot. A prospective grantee that is unsuccessful at this stage should be

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encouraged to reapply in the future. A draft of the RFQ will be forwarded to the Board for final review and approval.

Details surrounding stipends, such as how much and how often, were also discussed. It was agreed that the actual dollar amount should be proposed by the potential applicants, but in terms of frequency, the stipend will be given 2 times a month. Doing so will make the stipend resemble a pay check and ultimately promote financial literacy.

**Discussion on auditor training:**

Ms. Norington-Reaves stressed that auditor training is very important because it will create numerous jobs throughout the state, as well as ensure that homes are being properly weatherized. The Board agreed that interested applications will have to submit an RFQ to determine their eligibility and ability to apply for the RFP. Ms. Norington-Reaves will have a draft RFQ prepared for the week of 08/23/10. The Board agreed that auditor training was the first step in implementing the Initiative. Ms. Norington-Reaves suggested that a conference call be held to discuss the proposed Auditor Training RFQ prior to its proposed issuance in early September.

**Grant \$ limits and material costs:**

This agenda item was tabled for discussion at a later date.

**Budget Update:**

Ms. Norington-Reaves informed the Board that \$2 million has currently been allocated for the Initiative. It was proposed that these dollars be used largely for auditor training as well as marketing and administrative costs. Marketing efforts, at a cost of \$150,000, will be handled by Jasculca Terman and Avis Lavelle Consulting. At the next Board meeting, the winning UWI logo from the contest held by Little Black Pearl will be revealed. A more in depth conversation regarding marketing strategies will take place at that time as well.

The Board agreed that goals for number of homes weatherized needs to be established, and Mr. Stauter went one step further to suggest that such goals should be set relative to the area (i.e. Rockford, Chicago, Springfield, etc.).

**Site Visits:**

Ms. Norington-Reaves stated that by law, all awardees will have monthly site visits to monitor their progress and grant compliance. In an effort to broaden everyone's understanding of what weatherization entails, UWI Board members will shadow CEDA's site visits, specifically auditors and contractors, to see how everything operates from beginning to end. Board members will go on the site visits in groups of 3 or 4.

**Miscellaneous:**

Ms. Norington-Reaves informed the Board that approximately 1,500 people have been reached through the UWI information sessions being held throughout the state since December 1, 2009. She noted that there have been a significant number of people inquiring about jobs and their contact information is being retained so that they can be informed of opportunities to train to become auditors or weatherizers.

Ms. Norington-Reaves suggested to the Board that as the Initiative moves forward, they work in small working groups with each group focusing on a specific agreed upon area and the Board was in favor of that suggestion.

The Board was informed that Melissa Williams will be filling Camille Lily's vacancy on the Board.

**Upcoming Meetings:** Friday, **September 10, 2010** 10am-12pm at JRTC/DCEO

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Friday, **October 8, 2010** 10am-12pm at JRTC/DCEO  
Friday, **November 12, 2010** 10am-12pm at JRTC/DCEO  
Friday, **December 19, 2010** 10am-12pm at JRTC/DCEO

**Adjournment:** Meeting adjourned at 11:51am by Karin Norington-Reaves

*Respectfully Submitted,  
Claudine Najjar  
Department of Commerce and Economic Opportunity*