

**URBAN WEATHERIZATION INITIATIVE BOARD
MEETING MINUTES
September 10, 2010**

Meeting was called to order at 10:20am by Karin Norington-Reaves

Attendees: **DCEO Staff:** Karin Norington-Reaves, Charlene Raickett, Jeff Stauter, and Claudine Najjar
Voting Board Members: Deborah Harrington, Percy Harris, Melissa Williams, and Lester McKeever
Ex Officio Members: Representatives Ken Dunkin and Dave Winters, Senator Donne Trotter.

Apologies: Kurt Summers

Review/Approval of Minutes: Ms. Raickett noted a misspelling in the 4th paragraph of the 8/31/10 meeting minutes. Aside from that error, both the 8/13/10 and 8/31/10 meeting minutes were approved.

Review of Auditor Training RFQ and Info Sessions: Ms. Norington-Reaves informed the Board that the RFQ has been approved and is now live and available to everyone on the DCEO website. An email blast has also been sent out to State Legislators, DCEO Regional Outreach Staff, and UWI information session attendees. Approximately 1,500 people will be receiving the RFQ via email blasts.
Ms. Norington-Reaves also informed the Board that 4 UWI Information Sessions for the Auditor Training RFQ have been scheduled: The dates, time, and location are as follows:
Friday, September 17, 2010, 9am-11am at the Ford Heights Community Center
Tuesday, September 21, 2010, 9am-12pm at the Michael A. Bilandic Building
Thursday, September 23, 2010, 10am-12pm at the River West Community Center
Wednesday, September 29, 2010, 9am-12pm at the Illinois State Capitol Building
It was noted that there are no plans to hold an Auditor Training RFQ Information Session in the East St. Louis area, however an information session involving the actual weatherization process will be held in the area.

Pilot Year-Target Areas: Ms. Norington-Reaves suggested that since this is the pilot year for the UWI, the Board select a few regions within the state in which to focus this fiscal year's weatherization efforts. She reiterated to the Board that this initiative is trying to reach out and help those people that LIHEAP cannot, namely the middle class. Ms. Norington-Reaves suggested that the following areas be the focus of the UWI's weatherization efforts this fiscal year: St. Clair County/East St. Louis, Chicago, Rockford, Peoria, and Kankakee County.

With regard to the Metro East, Mr. Stauter noted that the Board needs to make sure that the appropriate areas within St. Clair County are targeted and that the Board is sensitive to and inclusive of all needs in that area. Mr. Harris agreed with Mr. Stauter and suggested that the final determination of areas within St. Clair County should be determined after evaluating the Census estimates that were released approximately 2 months ago. Mr. Harris noted that in the last year many people have moved out of the area or are no longer homeowners, thus making them ineligible for the grant dollars. Therefore, the Board must utilize the Census estimates to ensure that area(s) within St. Clair County qualify under the UWI requirement. With St. Clair County's close proximity to the Missouri border, the Board needs to be mindful and conduct extra research to make sure people applying for help are in fact residents of Illinois and not residents of Missouri utilizing a relative's address in Illinois. Census estimates will also be used to confirm that the other 4 areas suggested are in fact the best options for weatherization in this initial fiscal year.

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The Board agreed that once a home is weatherized, the home must remain and be considered “affordable housing” for a time of no less than 5 years. This will eliminate condominium conversion, rent increases, and ultimately ensure that these homes will be assisting those people who need it the most.

Working Groups & Site

Visits:

Ms. Norington-Reaves proposed that the Board split up into working groups of 2-3 people for each of the following areas: Program Guidelines, Eligibility Criteria, and Accountability. Having Board members focus on a specific area will ensure that the Initiative is being properly administered and monitored. After asking the Board for their preferences, it was determined that the following Board members are responsible for:

Program Guidelines: Percy Harris, Melissa Williams

Eligibility Criteria: Deborah Harrington, Charlene Raickett

Accountability: Lester McKeever

Absent Board members will be placed into a specific area at the October 8, 2010 meeting.

Ms. Norington-Reaves informed the Board that 4 shadow site visits with Mark Handy of KenJiva Energy Systems will be scheduled for the week of September 20, 2010 through the second week of October. She recommended that Board members shadow on one of these visits during that time.

The Board meeting concluded with a brief review of the newly revised UWI Power Point presentation shared with those attending the information sessions.

Upcoming Meetings: 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 11:53am by Karin Norington-Reaves

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