

URBAN WEATHERIZATION INITIATIVE BOARD MEETING
MEETING MINUTES
November 18, 2011

Meeting was called to order at 11:13 a.m. by UWI Board Chair Percy Harris

Attendees: **Voting Board Members:** Deborah Harrington, Percy Harris, Melissa Williams
 Ex-officio Members: Senator Donne Trotter; State Representative Dave Winters
 DCEO Staff: Deputy Director Carmen Colvin, Lisa Stott, Marie Dumas

Review/Approval of Minutes:

Mr. Harris made a correction to the October 21, 2011 UWI Board meeting minutes regarding a group that wanted to do a presentation during that meeting and was advised to wait until the RFA comes out and submit their proposal not that it was determined that the presentation would be better presented during the third phase of the UWI program, as noted. Ms. Williams also made a correction regarding her statement made to future UWI Board meetings and how the board meetings should be held in the new board members areas and the meetings are circulated around the state. Motion approved and carried.

General Update:

Home Energy Site Visits- Mrs. Colvin informed the Board that site visits were conducted on all the Home Energy Auditors programs. Mrs. Colvin informed the Board that all the programs have started their auditor training and recommended to the Board that they may want to enhance the curriculum component for the next RFA. Mrs. Colvin advised the Board that most of the programs curriculum were very good but some of the programs have a very condense curriculum and it may be challenging for the participants to retain the information. The programs have been very positive and operating very well within the budget. Mrs. Colvin informed the Board that Ms. Dumas will be modifying how the grantee should submit supporting documents. Mrs. Colvin informed the Board that the site visits were good overall and we were able to clarify what will be acceptable and what will be unacceptable. Mrs. Colvin informed the Board that all the grantees are meeting their goals and doing the onsite training in the classrooms and field training.

Ms. Dumas informed the Board of her concerns regarding how condense some of the training classes were and how it may become challenging to retain information and be qualified enough to perform auditor duties in a residents homes. Mrs. Colvin recommended to the Board that they may want to put a limit on class size as a future requirement. Mr. Harris advised that the grantee may be trying to hit goals and may request modifications to their initial proposed participant's target.

Ms. Harrington questioned if there will a gap in the time as when the participants take the BPI test and the time they apply training. Mrs. Harrington posed the question of how this may impact the quality of the participants training.

Mrs. Colvin informed the Board that some of the grantees have implemented in the budgets for ongoing work that the participants will be doing after training. Some of the Grantees informed DCEO that they will put the individuals to work and pay them through the UWI program. Ms. Dumas added that most have grantees have post training programs in place for retention.

Mrs. Harrington inquired about a post site visit letter. Ms. Dumas informed the Board that she will be providing a summary report of all the site visits to the grantees and to the Board members.

UWI Board Member Nominee Status- Mrs. Colvin informed the Board that there has not been any action taken to providing new board members. Mrs. Colvin advised the Board that Representative Gordon has submitted a name and Senator Tory Hutchinson has submitted a name. Senator Trotter informed the Board that there may not be any action until sometime in February 2012.

Phase III RFA Status- Mrs. Colvin informed the Board that the DCEO staff has been working on a draft scope of work that has been reviewed by the IHWAP team and the goal is to get it in a formalized format and get it ready for the December target.

Marketing & Public Relations Discussion:

Expenditure Data: Mr. Harris expressed his concern about money that has been spent and products are not present overall. Expressed that he felt the Little Black Pearl curriculum looked like it was a marketing tool for Little Black Pearl but not something UWI can use. Ms. Stott stated when contracted the vendor that it is cost \$200 an hour and they did a lot of brainwork that there are three strategic plans and its just moving the timelines along. Ms. Stott suggested asking Little Black Pearl for a more comprehensive curriculum without expending more funds. Ms. Stott stated that the Jascula Terman did do what was asked of them but UWI is not ready to send a press release for weatherization to be performed in the resident's homes.

Ms. Williams expressed her concern that people don't know about the Weatherization Specialist Training available. Ms. Williams advised that media of the Weatherization Specialist Training piece should be put out into the community as soon as possible and not wait until the third phase because people need the training and the jobs.

Ms. Stott informed the board that the marketing and public relations department will help publicize that they are openings for Weatherization Specialist Training.

Ms. Williams added that there wasn't any press release done for the Home Energy Auditor training.

Ms. Harrington expressed her concern about Little Black Pearl work is not complete and that they are waiting on DCEO approval. Ms. Harrington advised that if there are pending deliverables and would like to know is there a timeline set up for these deliverables with be followed up on and whose responsible for it.

Ms. Stott stated that Little Black Pearl curriculum is the only deliverable that they were responsible for.

Ms. Harrington, made a clarification that UWI paid for JT for there idea and Little Black Pearl for there curriculum and expressed her disappointment for the funds that were used for this. Ms. Harrington stated that only received brochures as tangible items and a lot of recommendations of what should happen and believed that what was received could have been done internally. Ms. Harrington stated received some good ideas but a lot of conceptions.

Mr. Harris stated that if would have received a draft before things were implemented the Board could have made decisions. Mr. Harris requested that if there are any other drafts the Board would like to receive them. Ms. Stott stated that there is nothing more to receive. Ms. Harrington stated that the Board would need to work more closely with the marketing department in the future.

Senator Trotter thanked The Board for their hard work to get UWI moving along. Mrs. Colvin expressed her concern regarding lack of DCEO staff.

Ms. Williams expressed her concern that the marketing piece should be more aggressive when it comes to the jobs. Mrs. Harrington suggested doing some press releases prior to a news conference.

Ms. Stott informed the Board that a general press release can be completed by the first week of December. Mrs. Colvin advised Ms Stott to email to Ms. Dumas and she will send it out the Board members. Ms. Harrington expressed concern of timing of getting out press releases. Ms. Stott suggested that general press release can be completed in early December and do follow ups January.

General Discussion:

Ms. Harrington expressed her concern about Ms. Dumas' temporary employment status with UWI and how they can build more capacity for the program. Ms. Colvin informed the Board that Ms. Dumas' status is for 60days and can be renewed for up to six months. Ms. Colvin stated that she is waiting to hear from personnel to post positions. Ms. Colvin informed the Board that she is looking to get three positions filled under UWI

program and two positions for EOGP. Ms. Colvin added that with the additional funds there will be additional staff needed.

Ms. Harrington inquired about previous meeting that was to be scheduled with ILBC. Ms. Colvin informed the Board that she plans to develop an executive summary for the Illinois Black Caucus members to include the awardees of the Home Energy Auditors and the Weatherization Specialist Training programs and to report where the Board is with the Phase III. Ms Colvin added that she will make herself available to answer any questions and is looking at January in meeting with the Caucus members.

Next Board Meeting: Friday, December 16, 2011
11:00 a.m. - 12:30 p.m.
Illinois department of Commerce & Economic Opportunity
100 W. Randolph Street, Suite 3-400
Director's Conference Room

Adjournment: Meeting adjourned at 1:45 p.m. by UWI Board Chair Mr. Harris