

## Urban Weatherization Initiative

### Board Meeting

### Meeting Minutes

April 25, 2014

Meeting was called to order at 10:00 a.m. by UWI Board Chair, Percy Harris

#### Attendees:

**Voting Board Members:** Percy Harris (via phone); Beth Delgado (via phone); Deborah Harrington

**DCEO Staff:** Carmen Colvin; Sarah Atkins

**Guests:** Grace Boerema, Quad County Urban League; Casey Smagala, Albany Park Community Center; Kathryn Ballard, Albany Park Community Center; Marlin McClinton, Utilivate Technology; Felicia Griffin, North Lawndale Employment Network; Carmen Meekins, Reassemble Education and Training; Ladonna Taylor, Reassemble Education and Training; Steve Simmons, Chicago Jobs Council

- I. **Approval of Minutes:** Minutes from the February 21, 2014, UWI Board Meeting were approved.
- II. **April-August Action Plan:**

The April-August action plan consists of several items. The first of which is to get through the 4<sup>th</sup> quarter's current grants. UWI is looking to have the RFA's out on the street next month. Goal is to get the recommendations from the applications to the UWI Board by August 2014. This time frame will allow for current grants to be closed out prior to initiating the new awarded grantees.

  - a. Home Energy Auditor—currently reviewing the grant in regards to the RFA which should be completed next week. Looking to continue with the marketing piece of sending out four mailings to grantees. The first mailing has been sent out and the second mailing is scheduled to be sent out the first week of May 2014. The goal is for the RFA's to go out immediately after the second mailing. After the RFA has been released, approximately five business days after, a third mailing will go out, and seven business days after that, the fourth mailing will go out. The goal is to get as many applicants as the program can. Looking at only doing one more year of training programs
  - b. Weatherization Specialist
  - c. Residential Weatherization Program—Looking to increase the dollar amount per home from \$6500 to \$10,000 per home and increasing the dollar amount per grantee from \$500,000 to \$1,000,000. This has passed in the House and is on the docket for the Senate. This will not be retroactive, but for future grants.

Mr. Harris requests that a review of the current RWP grantees take place in order to release future funding to these grantees. RWP grantees must complete 30% of homes weatherized in order for future funds to be released.

- d. UWI Program Schedule—Release RFA in May 2014, and present recommendations to UWI Board in August 2014.
- e. Marketing Plan—Mailings to be sent out to grantees notifying them of the upcoming release of the RFA.
- f. Staffing—Ms. Foster is no longer with the UWI Program.

### III. **Program Statistics**

Ms. Colvin indicated to the UWI Board that the spreadsheet with the statistics listed are completers to date through the 3<sup>rd</sup> quarter for the training programs. All back-up documentation showing the numbers BPI Certified have been received and are in grantee files.

- a. Home Energy Auditor—486 classroom completers; 196 BPI Certified
- b. Weatherization Specialist Training—362 classroom completers; 262 BPI Certified
- c. Residential Weatherization Program—65 homes started; 22 homes completed. Based on Ms. Colvin's communication with the RWP grantees, the number homes estimated to be completed by August 2014, are 458. Ms. Colvin will be following up with the grantees on a monthly basis regarding these numbers.

IV. **CNT Update:** CNT has been working with the RWP grantees and getting them ready to begin work on home. The UWI program is in the process of working with CNT and the Office of Energy Assistance to renew CNT contract. CNT has been a valuable partner in this process and it would be a detriment to the UWI program if CNT was no longer working with UWI. CNT's contract ends in May and Ms. Colvin is recommending that it be approved and the Deputy Director of the Office of Energy Assistance is on board with renewing the contract and working with UWI.

V. **General Discussion:** Mr. Harris and Ms. Colvin spoke with the DCEO Director Mr. Pollet regarding the Prevailing Wage issue. The discussion was surrounding the amendment of the legislation in regards to Prevailing Wage. The amendment has gone to the committee and has passed in the House and is waiting on the docket in the Senate.

Ms. Harrington requested to come out of Executive Session at 11:04 a.m. to state for the record that she would like to commend Sarah Atkins for exemplary performance and would like for it to be noted in the minutes. Ms. Harrington voiced concern regarding not having a quorum for Board Meetings now that Ms. Williams has resigned from the UWI Board. Ms. Colvin and Mr. Harris will reach out to legislators to fill the open position on the UWI Board.

Ms. Harrington inquired about the Interest Bearing Accounts on the Modifications and to not to continue approving those modifications in the future. Need to reemphasize funds being placed in Interest Bearing Account.

- VI. Executive Session**
  - a. Modifications
  - b. Proposed Budget—2017
  - c. Residential Weatherization Program Review
- VII. Next Meeting:** June 20, 2014 at 10:00 a.m. Chicago Illinois
- VIII. Adjournment:** Meeting was adjourned at 11:12 a.m.