

**URBAN WEATHERIZATION INITIATIVE BOARD  
MEETING MINUTES  
August 26, 2011**

**Meeting was called to order at 11:05am by Carmen Colvin**

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

**Apologies:**                   Senator Donne Trotter, Kurt Summers

**Public Attendees:**       Mark Handy (KenJiva Energy Systems), Luther Mason, Will Tanzman-Southsiders Organized for Unity and Liberation (S.O.U.L.), Derek Covington (Roseland Community Collaborative)

**Review/Approval of Minutes:**   A motion was called to approve the June 17, 2011 meeting minutes. Motion approved and carried.

**General Update:**

**New Board Member Recommendations-**Carmen Colvin informed the Board that Kurt Summers has tendered his letter of resignation. Ms. Colvin was also informed by Rep. Gordon and Senator Hutchinson that their prospective candidates have submitted their applications on-line. These individuals must be confirmed as per the legislation and cannot officially participate until they have been confirmed by the Senate. Rep. Winters indicated those applicants who have been officially nominated by the Governor could become active as UWI Board members pending Senate approval. Rep. Winters advised Ms. Colvin to follow-up the Governors Office on this matter.

**Target Group-Data Mapping-**Carmen Colvin provided the Board with a brief synopsis of their capabilities regarding data-mapping of UWI targeted areas (i.e. legislative districts, cities by zip codes, etc). She explained that this group is interested in becoming a contractor for Phase III of this initiative. The Board was informed that if interested, the group would be subject to DCEO's procurement process. Percy Harris requested that further discussion be tabled until the next Board meeting.

**Legislative Communication-**Carmen Colvin informed the Board of her meetings with Rep. Will Davis and his request to be kept abreast of UWI activities. Ms. Colvin indicated that she provided him with a list of UWI Home Energy Auditor awardees. She also indicated that DCEO's marketing team was preparing a press release to announce HEA awardees; however the release is pending awaiting a statement from Rep. Will Burns. Percy Harris expressed concerns about marketing and the need to promote the program to the targeted population in order to attract candidates. Ms. Colvin indicated that she will follow-up with the marketing team and provide an update at the next meeting.

**URBAN WEATHERIZATION INITIATIVE BOARD**  
**MEETING MINUTES**  
**August 26, 2011**

**Marketing:**

**Expenditure Data**-Carmen Colvin directed the Board's attention to the expenditure data spreadsheet of Jascula Terman and Avis LaVelle. She indicated that the information contained in both spreadsheets provided a breakdown of cost associated with UWI marketing to date. The breakdown consisted of the development of the UWI Brochure, Logo and Marketing Plan. She informed the Board that DCEO's marketing team will submit a proposal to move forward with implementation of the plan through 2015. Deborah Harrington requested that the Board receive a line item budget for marketing. The Board requested that a representative from DCEO's marketing team be present at September's Board meeting to review and discuss the marketing spending plan presented.

**Weatherization Specialist Training:**

**Implementation Plan**-Carmen 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 indicated that 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 move forward with progressive action if the grantee is and remains non-compliant for more than one month.

**Next Phase UWI Program:**

**Proposed Schedule**-Carmen Colvin presented the schedule outlined below:

<b>Action Item</b>	<b>Date</b>
Draft RFA submitted to Board	October 2011 Board meeting
Final RFA approved	November 2011 Board meeting
RFA released	December 2011
RFA returned	Mid-January 2012
Evaluators review and return	January-February 2012
Recommendation to Board for review and award	March or April 2012
RFA implemented	April 2012

Ms. Colvin informed the board of her concerns with retaining DCEO evaluators. She explained that the process outlined above can be every taxing and that to date, DCEO staff has been very accommodating with our request for participation. Additionally, she indicated that the Governor's Office is requesting that Phase III of this initiative move forward. Percy Harris, Deborah Harrington and Melissa Williams all agreed that combining the RFA/RFQ process will help expedite Phase III of this initiative in a more efficient and effective manner. Percy Harris inquired about UWI's current funding levels. Charlene Raickett stated that approximately \$10million remains available for future spending under this initiative. Ms. Colvin informed the Board that the combined process will be implemented for future Home Energy Auditor and Weatherization Specialist training grants as well as the Contractor's piece of this initiative.

**URBAN WEATHERIZATION INITIATIVE BOARD  
MEETING MINUTES  
August 26, 2011**

**General Discussion:**

**Joint Committee on Administrative Rules (JCAR)**-Carmen Colvin informed the Board that there are several issues pending. One is the issue around combining the RFA/RFQ process. The second issue involves increasing the Area Median Income (AMI) from 60% to 80%. Ms. Colvin informed the Board that increasing the AMI requires an administrative versus a legislative change. A motion was called to increase the Area Median Income (AMI) from 60% to 80% to allow more families to have access to this program. Motion approved and carried.

**Mark Handy (KenJiva Energy Systems)**-Carmen Colvin informed the Board that Mark Handy was available to make a presentation regarding his services and his commitment to hiring UWI BPI certified Home Energy Auditors. The Board requested that Mr. Handy be prepared to make a formal presentation at the September Board meeting.

**September 16, 2011 Board Meeting**-Carmen Colvin informed the Board that she would not be available to convene the Board meeting on September 16th. Instead, she suggested that the Board convene to meet on Friday, September 23, 2011 at 11:00 a.m. A motion was called to convene the next UWI Board meeting on Friday, September 23, 2011 at 11:00 a.m. Motion approved and carried.

**Executive Session:**

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

Extensive conversation ensued around evaluator's comments and the clarity of RFA's received from Weatherization Specialist applicants. Staff expressed concerns regarding 2 of the 13 RFA's submitted. The Board recommended that each applicant review/amend their budgets to fall in-line with the maximum allowable cost of \$6k per participant; provide further clarification with respect to their training curriculum, technical hands-on training and employer partnerships.

A motion was made to approve a Weatherization Specialist Training budget in the amount of \$3.5 million. Motion approved and carried.

Carmen Colvin informed the Board that DCEO's current IHWAP program utilizes Local Action Agency's (LAA)'s to perform application in-take and completion of weatherization work for eligible homeowners throughout the state. It was suggested that as UWI begin to roll-out Phase III of this initiative, staff convene a meeting with Larry Dawson, Deputy Director of Energy Assistance and Anita Patel, Chief Financial Officer to discuss charge-back to UWI for an auditor to perform post-assessments on completed homes.

**Next Board Meeting:**

Friday, September 23, 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

**URBAN WEATHERIZATION INITIATIVE BOARD  
MEETING MINUTES  
August 26, 2011**

**Adjournment:**

Meeting adjourned at 2:10p.m. by Carmen Colvin

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