

**Urban Weatherization Initiative Board Meeting**  
**MEETING MINUTES**  
**September 23, 2011**

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

**Attendees:**                   **Voting Board Members:** Deborah Harrington, Percy Harris, Melissa Williams  
**Ex-officio Members:** State Representative Dave Winters, Senator Donne Trotter  
**DCEO Staff:** Charlene Raickett

**Public Attendees:**       Mark Handy (KenJiva Energy Systems), Will Tanzman (Southsiders Organized for Unity and Liberation (S.O.U.L.), Royce Cunningham (Architectural Services Group), Phillip Bradley and Korey Bilbro (F.O.R.U.M.), Michael Howard (Fuller Park Community Based Action Agency, Steven Heath (Faith and Community Based Action Agency), Avis Lavelle, A. Lavelle consulting, LLC., Dan Reagan, Jascula-Terman and Associates, Inc.

**Review/Approval of Minutes:**

A motion was called to approve the August 26, 2011 meeting minutes. Motion approved and carried.

**General Update:**

**New Board Member Recommendations-** Deputy Director Carmen Colvin advised the Board that two names who were submitted by legislators to the Governor for the appointment to the UWI Board have not yet been acted on. Carmen informed the Board that response to her inquiry regarding the status was that action will be taken during veto session which is the last week in October.

**Deputy Director Comments:** Carmen Colvin informed the Board of what her primary roll as the Deputy Director of UWI position is in detail. Deputy Director Carmen Colvin advised the Board that as the Deputy Director of UWI she does not make any decisions of who gets contracts or funds. Deputy Director Carmen Colvin advised the Board that her position is to only administer the board's decisions of who they have selected to get UWI grant funds and/or contracts.

Deputy Director Carmen Colvin informed public attendees to submit all comments electronically. Board member Percy Harris added that all comments that are transmitted pertain to the UWI only.

**KENJIVA Presentation:** Mark Hardy (Kenjiva Energy Systems) provided information to the Board on how his energy management company would be an asset to the UWI. Mr. Hardy provided the Board with documents as well as a power point presentation to support his discussion on how his company provides auditing services for residential clients and contractor's that are beneficial for the overall efforts weatherization. Mr. Hardy advised the Board of his company's weatherization experiences, staff's education and its goal to train and hire approximately 1000 Home Energy Auditor's by 2013.

## **Marketing &**

### **Public Relations Discussion:**

**Expenditure Data:** Lisa Stott, Director of Marketing Program, informed the Board on the present expenditures utilized for the UWI. According to Ms. Stott, through the partnership of Jascula-Terman (JT) and Avis Lavelle Consulting Services (ALCS) the marketing program has spent approximately \$65,000.00. Ms. Stott informed the Board that the funds were utilized to develop a research toolkit, creating a UWI logo and curriculum, PSA's, and brochures. Ms. Stott explained that the PSA's have been written but not executed because the UWI have not implemented funding for hiring weatherization specialists to support the PSA's.

Percy Harris made mention that there is no information to disseminate in his community outside of the UWI brochures. State Representative Dave Winters advised the marketing staff to provide the marketing products for the Board to review before implementation. Board member, Melissa Williams supported this mention by requesting to review all copies of the marketing materials developed to this point for UWI. Ms. Stott agreed to make all marketing materials available at the next Board meeting.

**General Discussion:** Deputy Director Carmen Colvin informed the Board that Faith Based & Community Action Agency was present and prepared to make presentation to the Board for the UWI. Mr. Harris advised that due to lack of time the agency should prepare a presentation for the next board meeting. Voting members were in agreement and the presentation was tabled for the October 21, 2011 meeting.

Deputy Director Colvin informed the Board of the next meeting date of October 21, 2011. Mr. Harris proposed to set up meetings at different venues in the targeted UWI areas. Deputy Director Carmen Colvin advised Mr. Harris that his proposal will be put on the agenda for discussion during the next meeting.

Deborah Harrington, board member, made mention of how UWI can incorporate recruiting women in the UWI. Ms. Williams advised the board of the importance of following the law and not make recruiting women a requirement but to follow what the statute states.

**Executive Session:** A motion was called to convene an executive session. Motion approved and carried.

Deputy Director Carmen Colvin led the session regarding the Board approving Grant funds for Phase two of the UWI. The Board reviewed spreadsheets of survey respondents and community partnerships status. Mr. Harris requested clarity of different names of agencies and if agencies are reporting status of recruitment and performance progress to DCEO. Charlene Raickett gave clarification on how agencies receive the first 50 percent of grant funds to start up recruitment and how reporting outcomes determines when and how much other cash funds will be disbursed. Mr. Harris requested to review recruitment and program reports. Mrs. Raickett agreed to provide documentation during the third quarter reporting cycle sometime in November.

Deputy Director Carmen Colvin informed the Board that there will be site visits to review reporting documents before it is presented to the Board.

Ms. Harrington suggested a review of any agencies that show discrepancies regarding agencies status. The Board agreed that those grantee agencies should be contacted for clarification before approval determination will be made. Deputy Director Carmen Colvin led the board in reviewing the lists of agencies for approval:

- Peoria Citizens Committee for Economic Opportunity (PCCEO) budget was approved for \$311,885.00.
- Proviso Leyden Council budget was approved in the amount of \$356,252.00 **contingent upon request for any discrepancies with partnerships and good standing status**
- Illinois Youth Built Coalition budget of \$400,000.00 was approved with no additional information required
- Southwestern Illinois College (SWIC) request for funding was approved in the amount of \$400,000.00 with no additional information required

- Genesis Housing Development Corporation budget was approved in the amount of \$270,000.00 **contingent upon request for any discrepancies with employer partnerships and good standing status**
- Black Star Project - Board requested release agreements for water heaters and boilers installations. Charlene Raickett informed the board that the agency agreed to maintain liability insurance for installations. Deborah Harrington suggested that this agency should submit a disclaimer letter and or DCEO attorney should review the potential liability. Charlene Raickett recommended a reduction of the award in case of liability issues. The Budget was approved in the amount of \$384,900.00 **contingent for any discrepancies regarding legal issues, discrepancies regarding employer partners and good standing status**
- North Lawndale and Employment Network budget was approved in the amount of \$325,407.00 **contingent upon request for discrepancies regarding employer partners and good standing**
- Healthcare Consortium of Illinois budget was approved in the amount \$350,000.00 **contingent upon request for information regarding employers and good standing status**
- Emerson Park Development Corporation budget was approved in the amount of \$350,000.00. **The Board agreed to request a commitment from the agency to provide MOUs; employee partnerships information and good standing status.**
- Pembroke Hopkins Park Construction Outreach Program budget was approved in the amount of \$250,000.00. Charlene Raickett recommended to the Board that this agency receive extensive technical assistance. Percy Harris suggested that the UWI is new and other agencies may also need technical assistance. Deputy Director Colvin suggested putting this agency on a monthly reporting status in lieu of the standard quarterly reporting system as other agencies. Charlene Raickett recommended making various site visits before disbursing funds. Approval was made contingent to a pre site visit before funding will be disbursed.

Deborah Harrington suggested making outreach efforts for community partnerships such as University of Illinois and possible internships. Deputy Director Colvin agreed made mention of including ITT in that effort.

Deputy Director Carmen Colvin made the request of the Board for a consensus on the funds needed of the next bond issuance for UWI. The Board agreed to request \$30 million and the clarity will be earmarked for UWI.

**Next Board Meeting:** Friday, October 21, 2011  
11:00 a.m. - 12:30 p.m.  
Illinois Department of Commerce & Economic Opportunity  
100 West Randolph Street, Suite 3-400  
Director's Conference Room  
Chicago, Illinois 60601

**Adjournment:** Meeting adjourned at 2:23 p.m. by Deputy Director Carmen Colvin

***Respectfully Submitted by***  
***Marie A. Dumas***  
***Illinois Department of Commerce & Economic Opportunity***