

**Urban Weatherization Initiative Board Meeting**  
**MEETING MINUTES**  
**October 21, 2011**

**Meeting was called to order at 11:20 a.m. by UWI Board Chair, Percy Harris**

**Attendees:**                   **Voting Board Meetings:** Deborah Harrington, Percy Harris, Melissa Williams  
**Ex-officio Members:** Donna Hampton- Smith for State Representative Ken Dunkin  
**DCEO Staff:** Deputy Director Carmen Colvin, Marie Dumas

**Public Attendees:**       Faith Based & Community Action Agency- Steven Heath  
FORUM- Phillip Bradley

**Review/Approval of Minutes:**

Ms. Harrington requested to add to the minutes that although DCEO staff Ms. Charlene Raickett attended her last UWI Board meeting in September, the Board would like to acknowledge the exceptional support that Charlene provided during her tenure with the UWI program. A motion was called to approve the addition to the September 23, 2011 meeting minutes. Motion approved and carried.

**General Update:**           **Deputy Director Comments-** Mrs. Colvin informed the Board that Ms. Dumas will be serving as new DCEO Staff to assist with the UWI program.

**New Board Member Recommendations-** Mrs. Colvin informed the Board that the UWI pending nominations will be going through Senate confirmation during veto session but there has not been a specific time period given. Mrs. Colvin advised the Board that she will keep the board informed of updates via email.

**Announcement of Weatherization Specialists Training Awardees:** Ms. Dumas made the announcement of the Weatherization Specialist Training grantees and there amounts as part of the official record to the Board:

Peoria Citizens Committee for Economic Opportunity- \$311,885

Proviso Leyden Council- \$356,252  
Illinois YouthBuild Coalition- \$400,000  
Southwestern Illinois College- \$400,000  
Genesis Housing Development Corp. -\$270,000  
Black Star Project- \$384,900  
North Lawndale Employment Network- \$325,407  
Healthcare Consortium of Illinois- \$350,000  
Emerson Park Development Corporation- \$350,000  
Pembroke Hopkins Park Construction Outreach Program- \$250, 000

Mrs. Colvin informed the Board that the Home Energy Auditors programs are underway and that DCEO staff will be making site visits to the agencies. Mrs. Colvin advised the Board that the purpose of the site visits is to make sure the grantees are in compliance and that the grantees clearly understand the expectations. Mrs. Colvin informed the Board that the site visits are required by the administration and have been scheduled. Mrs. Colvin informed the Board that an update will be provided on the individual programs that have been visited at the November meeting.

Ms. Harrington requested clarification questioned how the announcement of the Weatherization Specialist Training awardees will be handled. Mrs. Colvin informed the Board that it would be up to the Board on the direction of how they would like handle the announcement or if the PR team intends to roll out the information. Mr. Harris informed the Board that protocol should be followed. Mrs. Colvin advised the Board that she will make an inquiry to the Marketing Team on how the announcement should be handled. Ms. Harrington requested that the Marketing Team draft a press release for the Board to review. Ms. Harrington inquired if the announcement will be on the website and if there were more UWI brochures available.

Mrs. Colvin advised that that the Weatherization Specialist Training Program awardees will be posted on the website and more brochures are available. Carmen informed the Board that she plans to send ILBC a letter informing them of the awardees and that brochures was sent to ILBC district offices.

**Presentation:**

The Faith Based & Community Action Agency presentation was cancelled by Percy Harris based on his review of the proposal submitted it was determined that the presentation would be better presented during the third phase of the UWI program.

## **Marketing & Public Relations Discussion:**

**Expenditure Data:** Ms. Harrington had questions regarding status on consulting Jascula Terman and the \$30,000 grant awarded to Little Black Pearl to develop the curriculum and questioned the curriculum's relevancy to weatherization. Harrington requested to see the logo and the material developed by the Little Black Pearl. Mrs. Colvin advised the Board that an inquiry of the Media Program would be initiated. Mr. Harris recommended that the Board email marketing questions to Ms. Dumas that will be forwarded to the Marketing Team for responses. Ms. Williams requested Ms. Lisa Stott from the Marketing Team to be on call to address the questions at the next meeting.

## **General Discussion:**

Mrs. Colvin informed the Board that DCEO staff will be in Rockford on a site visit. Mrs. Colvin stated that if the Board would like to have the next meeting in Rockford she would investigate if there are facilities available to set up the meeting. Mr. Harris advised that the site visits takes preference and suggested to wait to set up various site meetings in different locations in December. Ms. Harrington recommended adding site visit scheduling to agenda to the next meeting in November. Ms. Colvin suggested that off site meetings should be scheduled every other month. Ms. Williams added that when the new Board members come aboard the meetings can include the new board members.

Mrs. Colvin informed the Board that there has been various UWI communications submitted to the Governor's office questioning the current level of funding and the speed of the program. Mrs. Colvin informed the Board that she has advised the administration that the Board is working on getting out to the public the RFA for phase three of the UWI in late December. Mrs. Colvin informed the Board of the need to fast track the employment process and that Ms. Dumas' position is temporary. Mrs. Colvin informed the Board how important it is to get through the employment process and that there are other staff that is appointed by the work organizational chart that has not been hired. Mrs. Colvin advised the Board that due to the timeframe in the past had not been a concentrated effort to get the staff where it is needed or to move the funding quickly.

Mr. Harris reminded the Board that initially there wasn't funding and how the Board faced various obstacles in relation to losing funding, Board members and how it takes time to get through the competitive process. Ms. Harrington advised the Board that when the program is fully implemented and highly

successful the outcome will prevail. Ms. Williams stated that due to staff deficiencies the Board can't move any faster. Mrs. Colvin informed the Board that the administration would like to see people with jobs.

Mrs. Colvin reiterated that she has expressed to the administration that her staff is temporary and the need for positions to become permanently filled and that there is a schedule that UWI is working on.

Mrs. Colvin informed the Board that her communications have been with the Director and the assistant Director of the DCEO department and that she has been given verbal assurances that things will happen very quickly.

Mrs. Colvin informed the Board that the administration would like the UWI to move faster to get phase III RFA out by March 2012 in lieu of the April deadline that was previously set by the Board. Mrs. Colvin informed the Board that the initial first threshold discussion of the RFA scope of work was in November and a final discussion in December but Mrs. Colvin recommended that Ms. Dumas and herself will set up a schedule to look at different components of a RFA and will send them to the Board for review to help expedite the process.

Mrs. Colvin informed the Board that she has been responding to communications that she is govern by a Board and does not act arbitrarily with out the Board's direction.

**Next Board Meeting:** Friday, November 18, 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  
Chicago, Illinois 60601

**Adjournment:** Meeting adjourned at 12:59 p.m. by UWI Board Chair Mr. Harris

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