

Urban Weatherization Initiative

Board Meeting

Meeting Minutes

April 19, 2013

Meeting was called to order at 11:05 a.m. by UWI Board Chair, Percy Harris

Attendees:

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

DCEO Staff: Carmen Colvin; Sarah Atkins

Guests: Hua Chau, Albany Park Community Center; Angela Bailey, Chicago Jobs Council; Luther Mason, SOUL (via phone); Bob Wiley, Reassemble Education and Training (via phone); Carmen Meekims, Reassemble Education and Training (via phone); Ladonna Taylor, Reassemble Education and Training (via phone); Roxanna Daniel, Taj Development/Black Start Project (via phone)

- I. **Approval of Minutes:** Minutes approved for the March 2013 Board Meeting

- II. **Residential Weatherization Program Update:** Estimated start date for the Residential Weatherization Program is May 1, 2013. One grantee has an issue related to a FEIN lock which has nothing to do with the Urban Weatherization Initiative grants, but with a grant through DCEO's Digital Divide program. The goal is to have this situation cleared up by early next week to move forward with the grant agreement. The other grant agreements have been sent out to the grantees. The grantee PCCEO has submitted a revised budget with correct budgetary figures for the line item cost categories. The only other issues are regarding Urban League's TIN number and Habitat for Humanity had a W-9 issue, but both issues are getting cleared up in order to send out the grant agreements.

Mr. Harris inquired about an announcement regarding the start of the Residential Weatherization Program. Ms. Colvin indicated that each grantee had to submit a marketing plan regarding the marketing strategies that each grantee will utilize to get the word out about the program. Mr. Harris requested that the Board receive a copy of the marketing plan for the RWP program in order for the Board members to assist in getting the word out for this program. UWI staff needs to stay on top of the RWP grantees hiring the 50% of the trainees from the two training programs (Home Energy Auditor/Weatherization Specialist). Ms. Harrington would like to suggest continual updates regarding marketing on the programs and is concerned that not enough people know about the program. Ms. Colvin indicated that she would talk with Mr. Kyle (Team RED) and Ms. Jones (DCEO Marketing) regarding putting together a press release for the RWP. Mr. Harris suggested that UWI conduct a public service announcement and distinguish which counties this program will be serving. An advertisement campaign will be created for the communities that the RWP program will service indicating who the awardees are and announce who can be contacted in order for residents to get their homes weatherized. The UWI program will create a flyer with the information for the RWP start date. This flyer will be submitted to the Black Caucus

indicating who the awardees are and when the start date is (05/01/13). Names of the agencies, contact person, and phone number will be posted on the UWI website 48 hours before the start date for home owners to contact the agencies regarding weatherization on their homes. Ms. Colvin will send a memo to the Board providing a brief description of what the RWP program is and list the eligible communities for this program. Ms. Colvin will also do this for the Home Energy Auditor and Weatherization Specialist training program.

The Residential Weatherization Program Manual has been finalized. The Monthly Program Status Report has been given to the Board for the month of March. The general format is fine with the Board Members regarding the layout of this report which summarizes what is going on with the UWI program.

- III. General Discussion:** The meeting with the Black Caucus was cancelled; however, Ms. Colvin is working on future dates for the Board to meet with the Black Caucus. Ms. Colvin will secure dates for the meeting with the Black Caucus and contact Representative Duncan. Mr. Harris suggested that the Board Meetings also need to take place outside of the Chicago area so that others who would like to attend can do so. Mr. Harris also suggested that all Board Members need to attempt to be present at each Board Meeting so the public can put a face to the name of each Board Member.

Ms. Colvin extended the invite to Director Pollet to attend the Board Meeting. It is tentative that Director Pollet will attend the Board Meeting in May 2013. Ms. Colvin has been in contact with Mr. Dawson regarding IHWAP and IGA and is working to present information to the Board at next month's meeting. Ms. Colvin also indicated that UWI will be working on JCAR Rules and that the performance measures have been updated. The plan/goal is to have JCAR Rules in a draft form for legal review by June 2013.

There have been two new staff members that have joined the UWI program as of 04/08/13 and one position has been posted in Springfield for another grant manager in the Springfield office who could work more closely with grantees downstate.

- IV. Executive Session:**

- V. Next Meeting:** May 17, 2013, at 11:00 a.m. Chicago, Illinois. June 21, 2013, will be held in E. St. Louis

- VI. Adjournment:** Executive Session was extended and the Board will conduct a Conference call on Tuesday, April 30, 2013, to conclude April 19, 2013, Board Meeting.