

Urban Weatherization Initiative

Board Meeting

Meeting Minutes

May 24, 2013

Meeting was called to order at 10:06 a.m. by UWI Board Chair, Percy Harris

Attendees:

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

DCEO Staff: Carmen Colvin; Sarah Atkins

Guests: Steve Simmons, Chicago Jobs Council; Mark Handy, Kenjiva (via phone)

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

- II. **Residential Weatherization Program Update:** For this item on the agenda, the Board discussed updates pertaining to all three grant programs: Residential Weatherization, Home Energy Auditor, and Weatherization Specialist. Each program, Residential Weatherization, Home Energy Auditor, and Weatherization Specialist programs are in the process of being funded with checks being issued. Ms. Colvin spoke with the Office of Accounting regarding the Weatherization Specialist Grant and the funds that had been allocated to this grant in the amount of \$500,000.00 are now insufficient. The Weatherization Specialist grantees will be awarded \$250,000.00 each. Ms. Colvin indicated in October/November of 2013, after the next bond sale, UWI will do a modification to increase the grant funds to the grantees in the amount of \$250,000.00. Each grantee will receive the \$500,000.00 grant award; it will just be done in two separate transactions. The UWI program does not anticipate any issues relating to getting funds from bond sales based on the time frame in which funding will be available and the time frame in which grantees will need their next disbursement of funds for the program to continue.

In addition to the funds, the grantees are still being required to perform according to the Performance Measures that have been established by the Board. The UWI staff has been working to get all of the grants ready to begin and have taken care of any FEIN locks that were preventing the grants from moving forward. All paperwork will be submitted to the Office of Accounting by the end of May 2013, and from that point the paperwork will have gone on to the Comptroller's Office for check issuance by June 10, 2013. UWI is anticipating funds to be released to the grantees by the latter part of June 2013, in order to for the grantees to begin their programs. The increments in funding have changed slightly due to the decrease in grant funds for the Weatherization Specialist Grant. The Board had originally stated that increments are in 25% disbursements, but this has been changed to 50%. The original 25% disbursement was based on the \$500,000.00 grant award.

III. Home Energy Auditor Training Program Update: See entire program update listed above.

IV. General Discussion: UWI is planning on conducting a Meet and Greet for each program respectively. The Meet and Greet will allow the grantees from each program to come together both via in person or via video conference to meet one another, meet the staff, and meet the UWI Board. The Meet and Greet will be a way for the grantees to ask any questions regarding their respective programs and put faces to the names of those they will be working with. For those interested in video conference, Ms. Foster will be coordinating with different sites in order to set up this arrangement. Tentative dates for the Meet and Greet for the Residential Weatherization Program is May 29, 2013, Home Energy Auditor is June 5, 2013, and the Weatherization Specialist June 6, 2013. These dates may be modified and Board members will be notified of any changes. The UWI programs focus has been to get these grants completed so the grantees can start and as such, these dates are subject to change.

The Residential Weatherization Program grantees have not been given any information pertaining to starting their program. All the Grant Agreements have been signed and are in accounting review, but the formal notice to proceed will not be done until after the funds have been issued by the Comptroller's Office to the grantees.

The next task once the three grant programs have begun will be to focus on the JCAR Rules. The focus for Ms. Colvin and Ms. Foster will be on the JCAR Rules and the goal will be to have them done as a draft to present to the Board in July 2013, and concurrently be in Legal review. Ms. Colvin would like to have the JCAR Rules approved by September 2013, in order to present them to Joint Accreditation Committee for approval.

We have an additional staff member located at the Springfield office. Ericka Perkins will be joining the UWI program beginning June 3, 2013. Ericka is coming into the office with a wide range of knowledge pertaining to grants and DCEO's system (e-Grants and GRS).

V. Marketing: Marketing plan will be disseminated for each individual grantee. Each grantee has submitted their marketing plans for each program respectively. Marketing plans will be submitted to the UWI Board members and will be discussed at the next Board meeting. Ms. Colvin will be meeting with Ms. Jones (marketing for DCEO) to discuss future media campaigns for the UWI programs. Ms. Colvin is working on collaborating the UWI program with the Energy Assistance program to provide more services to the UWI grantees.

VI. Executive Session:

VII. Next Meeting: June 21, 2013, at 10:00 a.m. in East St. Louis

VIII. Adjournment: Meeting was adjourned at 11:15 a.m.

Meeting Minutes prepared by: Sarah Atkins