

Urban Weatherization Initiative

Board Meeting

Meeting Minutes

October 19, 2012

Meeting was called to order at 11:03 A.M. by UWI Board Chair Percy Harris

Attendees: **Voting Board Members:** Percy Harris; Deborah Harrington; Melissa Williams, Beth Delgado

DCEO Staff: Carmen Colvin; Angela Foster; Sarah Atkins

Guests: Marlon McClinton, President and CEO of Utilivate; Dan Lyonsmith, Director of Government Relations, Chicago Jobs Council; Bill Meehan, National Quality Assurance, BPI (on phone); Vickie Murphy, Director of Operations, BPI (on phone); Paul Francisco, University of Illinois (on phone); Bill Rose, University of Illinois (on phone); Jeff Gordon, University of Illinois (on phone)

- I. **Approval of Minutes:** Mr. Harris discussed that meeting minutes will not reflect what is said in executive session. Mr. Harris inquired about a memo from Mr. Kettlewell regarding marketing. Ms. Colvin commented on the memo from Mr. Kettlewell and the information for the marketing was completed and is in the process of production. Mr. Harris requested that reporting on grantees will need to be discussed in executive session. Meeting minutes will be requested to be withdrawn to allow for editing. Mr. Harris requested that the minutes are to be approved at the Board Meeting, and then posted to the website. Ms. Williams commented that minutes are very thorough and some statements that are discussed have not been included in the minutes and suggests that pertinent information gets posted. Ms. Colvin requested a recommendation from the Board that beginning in 2013, if the previous minutes can be archived and have only 2013 items listed. Mr. Harris approved the recommendation for archived minutes as well as reports posted for the expenditure of funds for the program. Ms. Williams commented on ensuring the website is updated accordingly to ensure that proper notification is provided of upcoming meetings. well.

Approval of minutes were given and will be amended as requested.

- II. **Marketing:** Ms. Colvin reported that we have received our brochures. Ms. Colvin has had three separate meetings with Representative Davis and is scheduled for the 25th. Legislative officials have received communication regarding eligible areas. Ms. Colvin reported that Mr. Kyle for Team RED has been working with his team and reports have come in from the communities reporting that individuals have received the documents and RFP for the

program. Ms. Foster reported on the update for marketing and the 1 page flyer has been completed. This flyer identifies all areas being served and will have 2500 copies printed. These flyers will be given to Team RED and will be sent out when the program is discussed. There will also be an advertisement that will go out discussing the deadline for the applications. This advertisement will be published in 31 newspapers in the counties that have been identified. Mr. Harris inquired about the dates being wrong. Ms. Foster reported that marketing suggested that a project like this should be started 2-3 months before the program begins. Ms. Foster indicated that had UWI kept the date of the 19th for Home Energy Auditor, there would not have been enough time for proper advertisement. Ms. Colvin indicated that the awarding of the programs will change in that the Home Energy Auditor grant will be awarded before the Weatherization Specialist grant as it has been done before. The date changes have been posted on the website with the new deadline dates for both RFA's. These advertisements began on the 17th and will run through the 31st. The next marketing piece is developing graphics for the RWP. Once it is awarded in January, we are discussing doing a media blitz for it and looking to run that advertisement for one week. We will also do a media blitz for the training program once awarded. Mr. Harris suggested that there be a phone number for the awarded grantee be posted so that individuals know how to contact that grantee. The website will not be ready until March and when it is ready, the information would be posted on the web regarding the awarded grantees and contact information. Ms. Foster also reported working on developing posters to be sent to representatives in an additional effort to market the program.

- III. **BPI Presentation:** Bill Meehan and Vickie Murphy presented information regarding BPI. Discussed the core certifications of BPI, test centers, and BPI certified test proctors. Ms. Foster requested that Bill and Vickie discuss the pilot program and how that program would be beneficial for UWI. Ms. Murphy discussed the pricing of BPI testing listed on the website as a cost of \$500 for field testing and \$250 for the online test; those costs are for individuals who may contact BPI directly for examination. BPI integration in the UWI programs, UWI may want to work with Illinois Brick and Mortar Test Centers that provide training because they may have different pricing and BPI does not set the price for other entities providing the service. There are 213 test centers around the country, in Illinois there are about 8 or 9. There are 700 proctors in Illinois and BPI can increase this number. The pilot program is a set of home professional organizations that assists in data to develop the cut scores for the exam. Anyone can apply to take the pilot exam. Pilot program completed at the end of December and the rest of it completed by the end of February. Ms. Foster inquired about the job titles in the pilot program. Ms. Murphy indicated that the job titles are Energy Auditor, Retrofit Installer, Crew Leader, and Quality Control Inspector. Ms. Murphy indicated that there is no training for the pilot program because it is a pilot. Ms. Foster inquired about the different certifications offered. Ms. Murphy discussed the different certifications: Installer, Envelope Professional, Heating and Air Condition Systems, Retrofit Installer, Crew Leader, Quality Control, and Energy Auditor. Mr. Harris inquired about the costs of the tests and whether or not test centers could raise the fees for testing. Ms. Murphy stated that BPI does not set the rates and most centers bundle in the fees for the testing.

IV. University of Illinois Presentation: Representatives from the University of Illinois provided information on components of a standardized curriculum for the UWI program. The curriculum proposal has several parts. U of I suggests to develop the standards by which the program will be run in the field and how the work gets done in the field and train to those standards. Prepare two different curriculums, one for Installers, and the second one for Energy Auditors. Also have prepared some ideas of costs in training the trainers. U of I suggests to deliver the curriculum to the trainers and train the trainers for the program. U of I would provide a co-teaching component and assist the trainers with any questions while implementing the program to participants. Ms. Harrington inquired about increasing consistency among the grantees and methodology about the curriculum and how would one make sure the curriculum is working. U of I responded that these programs are already up and running. Ms. Foster inquired about how U of I works with the Department of Energy and BPI. Ms. Colvin then asked how U of I would be able to work with the targeted population that UWI serves in regards to the curriculum. U of I responded by saying that U of I has worked with the Department of Energy for many years regarding the standards and have been consulted regarding questions pertaining to work in the field by outside organizations. Everything that has been done has been field based. U of I have dealt with people who have not had a lot of education in the past and the U of I has had a huge increase of people in the program with limited education. To improve things, U of I is shifting their focus to develop props and make it a hands on and visual training to get people more experience. U of I suggests soft skills training to the participants in the program along with the standardized curriculum. Having a construction background is beneficial and if trainees come in without that background, U of I would need to spend more time training for that component. Ms. Harrington inquired about who is going to be trained to do the training and who are those people you will train? Ms. Foster stated that U of I staff will train the grantees to teach the curriculum and the training would occur in conjunction with the awarding of new grantees. Mr. Harris's concern is the cost that will be incurred for having to continuously train new grantees.

V. Utilivate Technology Presentation: Marlon McClinton, of Utilivate Technology, presented information on the benefits of a quality assurance program. Mr. McClinton discussed that evaluation, measurement, verification, and quality assurance is a critical area and that the money is being used properly and homes are being properly weatherized. Utilivate is one of the top BPI trainers and test centers who are authorized to do the BPI pilot program. Utilivate recommends that workshops be held for UWI program and describe what are the technical and administrative requirements of the program; in addition to that give the tools to succeed in this program and provide all the 'how to' information to succeed. Utilivate would then work with the applicants who win the award to track the performance of the program trainers. Utilivate will also assist in job creation for the trainees in the program. Utilivate also discussed quality assurance regarding the contractors. Utilivate would assist in monitoring the contractors who have done the job in the homes as well as monitor customer satisfaction. BPI monitors Utilivate to ensure that Utilivate is monitoring the program as well. Ms. Delgado commented on the need for this type of quality assurance to be incorporated into the UWI program. Mr. Harris's would like to have further deliberations regarding Utilivate. Ms. Colvin commented on other programs' downfalls are the quality assurance component and based on limited staff, there is only so much the staff can do.

Ms. Colvin is working to get more staff to assist in the quality assurance component. Ms. Foster added that our staff does not do the quality assurance piece, as this is not our area of expertise. My staff focus is purely grant compliance. Ms. Williams inquired about who the grantees are that utilize Utilivate. Mr. McClinton stated that Albany Park is a grantee who utilizes Utilivate. Mr. Harris's concern is that unless someone says what we want in the homes, contractors are not going to do it because they are going to use the less expensive means to complete the job, and quality assurance would be the backup to make sure contractors are doing what they are supposed to be doing. Ms. Foster stated that UWI will adopt IWAP's standards and procedures for the UWI program. Ms. Delgado would like to see an RFP that has been done for quality assurance. Mr. Harris is concerned about cost effectiveness regarding the quality assurance piece when monitoring grantees throughout the State. Ms. Colvin suggested that during the process if a quality assurance piece was added, the entity selected would cover all the counties to monitor. Ms. Harrington inquired if the quality assurance could happen now.

VI. General Discussion: Ms. Harrington requested an updated time line of activities for each meeting. Mr. Harris suggested the time line to include what is pending what has been accomplished. Ms. Williams inquired about the temporary staff for the program. Ms. Colvin reported that temporary staff has been approved; however the rate was approved significantly lower than anticipated, so the temporary person has requested to be paid a higher amount. Ms. Foster reported that we have extended the date for the Home Energy Auditor RFA to 10-31-12. Ms. Colvin inquired about setting up a meeting with the entire Black Caucus to meet with them. Mr. Harris reported that the Black Caucus would be interested in the reports on actual work that is being done in the home and suggested doing a conference call. Ms. Colvin suggested to go to Springfield for an in-person meeting. A tentative date for January/February will be set. Ms. Williams suggested a power point presentation to be presented at this meeting. Mr. Harris motion to move into executive session.

VII. Executive Session

VIII. Next Meeting: November 16, 2012—Chicago IL at 11:00AM

IX. Adjournment

Prepared by Sarah Atkins