

## Urban Weatherization Initiative

### Board Meeting

### Meeting Minutes

November 16, 2012

Meeting was called to order at 11:05 A.M. by UWI Board Chair Percy Harris

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

**DCEO Staff:** Angela Foster; Sarah Atkins

**Guests:** Marcelyn Love, DCEO (on phone); Greg Roberts; Angela Bailey, Chicago Jobs Council; Daniel Hernandez, HDI

- I.     **Approval of Minutes:** Mr. Harris addressed Ms. Harrington's concern regarding the meeting minutes and the presentations that took place at the previous Board Meeting in October. It was clarified that all the presentations from last month's meeting were for information purposes only. The October meeting minutes were amended with Ms. Harrington's suggestions and without further questions/concerns regarding the October minutes, the minutes were approved.
- II.    **Marketing Update:** Presentation from Ms. Love (DCEO) regarding a proposed press plan. Ms. Love discussed putting out a press release to the targeted list of communities and suggested UWI continue to work with Team RED to market to those eligible communities. Once the RWP is up and running, the marketing plan will incorporate radio blitz's, Public Service Announcements, and interviews by UWI Board and staff to discuss the program, running advertisements in community newspapers, flyers sent to communities, and utilizing third party's such as community action agencies to use their distribution lists.

Mr. Harris voiced concern for better marketing strategies in the downstate area. Ms. Foster discussed the presentation to market to all targeted communities with the assistance of Team RED in order to publicize both applications. Mr. Harris voiced concern about the program expansion and limited applications tendered. Ms. Foster distributed a regional map of economic development areas which targets the surrounding counties where the program will be marketed in order to encourage application submissions.

Ms. Foster discussed the advertisements that the program would like to run in local community newspapers with the exception of Cook County along with the total cost. The advertisements will run from November 18, 2012 through December 9, 2012.

Ms. Delgado inquired about installing a 1-800 number that potential applicants could call regarding further questions. Mr. Harris's concern is that the advertisements do not provide enough information regarding the program and the problem with the information on the internet is that not everyone has access to a computer or internet services. Mr. Harris suggested that Team RED get the marketing piece out to the communities before spending a large amount of money on advertisements. Clarification regarding the advertisements was discussed and the advertisements that are to be run in community newspapers are advertising for entities to apply for the grant programs and these ads are not marketing to trainees or homeowner. A motion to move forward with the ads for the 21 newspaper advertisements in extended counties excluding Cook County was approved.

Ms. Foster discussed her meeting with Mr. Kyle, Deputy Director of Team RED, and his team, in order to outline the presentation schedule. Presentations will be held the weeks of November 26, 2012, December 3, 2012, and December 10, 2012. These meetings will provide information regarding the UWI program and the grant applications for the Home Energy Auditor and Weatherization Specialist Training Program. The presentations will allow the opportunity to explain the differences between UWI and IWAP. Ms. Williams wants the presentation to include information regarding the program being bond funded verses general revenue.

- III. General Discussion:** Ms. Foster discussed the program timeline for UWI. March and April 2013, is the projected implementation of the Home Energy Auditor and Weatherization Specialist Training programs. Mr. Harris voiced concern regarding performance measures for the Home Energy Auditor and Weatherization Specialist grantees and requested to table the approval of the RFP awardees until performance measures have been calculated. The program will have all final performance measures for Home Energy Auditor and Weatherization Specialists by February 2013.

Mr. Harris recommends acquiring more staff members due to the amount of work that both the Home Energy Auditor and Weatherization Specialist grants will bring, and to stagger the two training program with the Home Energy Auditor training program beginning in March 2013, and the Weatherization Specialist training program beginning in April 2013. Ms. Delgado inquired about the approval of more funding for the addition of staff. The approval of funding does not come from the Board, but the Department (CMS, Director, Union). Ms. Foster met with Ms. Colvin regarding the staffing issue and potentially dividing the state into regions according to the Team RED breakout map and possibly stationing the staff according to their assigned region. Ms. Foster's final discussion regarding the program time line is to have the RWP procedures completed by the next Board meeting, and JCAR during the 1<sup>st</sup> quarter of 2013.

Ms. Foster met with Ms. Colvin regarding Davis Bacon software/wages and both spoke with Ms. Wilcoxson in order to inquire about securing the Davis Bacon software and the bid

process. No information has been obtained regarding costs and the Department is still waiting on further information.

Ms. Foster discussed the meeting with Mr. Sellway (DCEO-Office of Energy) regarding the Illinois Home Performance program. This program provides rebates to participants to obtain their Building Analyst and Building Envelope Certification from BPI and offers participants a rebate of \$250.00 to complete the program as an encouragement. The UWI program does not offer the Building Envelope Certification—The Illinois Home Performance program would like to work with UWI to bridge the training program and to encourage the participants to receive their Building Envelope Certification at no cost to the UWI program. Ms. Foster recommended that a representative from the Illinois Home Performance program be present at the Board Meeting in February or March 2013, in order to further discuss their program, and see how it may benefit our training participants.

Ms. Foster discussed Modifications and close out surveys. The Home Energy Auditor training program ended in October 2012, and UWI staff prepared a five question survey to be tendered with the Final Reports that are due. The Weatherization Specialist program was given the same survey, but will be due in February 2013, with the submission of the Final Reports. Once both surveys have been secured, comments will be discussed with the Board.

Mr. Harris discussed the possibility of implementing a program geared toward training minority contractors. Ms. Williams would like to see some form of communication with the minority contractors regarding the UWI program and encourage them to apply. We will look further into the possibility of exploring the development of a training class specifically for minority contractors.

- IV. Executive Session:**
- V. Next Meeting:** January 18, 2013
- VI. Adjournment**

Minutes prepared by: Sarah Atkins