

Urban Weatherization Initiative

Board Meeting

Meeting Minutes

January 18, 2013

Meeting was called to order at 10:00 a.m. by UWI Board Chair, Percy Harris

Meeting Location: Chicago, Illinois

**Attendees:** Voting Board Members: Deborah Harrington, Percy Harris (via phone), Representative Ken Dawkins (via phone), Beth Delgado (via phone)

**DCEO Staff:** Carmen Colvin, Angela Foster, Gwendolyn Davis

**Guest:** P. Chau, Albany Park (via phone), Bruce White, White National Insulation Inc., (via phone), Michael Thomas Secure Bio-Information, Dennis Walker First Energy Conservation

- I. **Approval of Minutes:** Minutes Approved for the November 2012 Board Meeting
- II. **Marketing/Public Relations:** Everyone was pleased with the presentations that went forward to introduce the Training Grant Applications to the expanded communities in an attempt to increase interest. Ms. Foster answered all questions that potential Awardees had in reference to the program. Currently all bills as they relate to the marketing blitz for the applications are being processed.

At this time all Public Service Announcements for the Residential Weatherization Program have been put on hold as we are not ready to award the grants at this time.

- III. **RFA Application Status:** There are 17 Home Energy Auditor applications and 23 Weatherization Training Specialist applications. Applications have been given to the review team. There may be a delay in the review process due to internal personnel staff shortages with the review team.
- IV. **Grantee Status Update:** Ms. Harrington wants to include past performance and use it as an additional determining factor for the new round of awardees. Ms. Foster stated that we would have all final numbers from the grantees and will present that information to the Board in order to assist with their awarding decisions. Ms. Colvin indicated that the first round of training grants are in monitoring. Ms. Colvin made the Board aware of the initial request of the funding for the RWP grants was sent to GOMB. Ms. Colvin also indicated the request was reduced and the funds should be released in 5 to 7 business days. Ms. Foster stated the Scope of Work is being developed with legal presently. Ms. Foster also indicated per Ms. Colvin she is being requested to take the lead to determine what technical needs

are required. Ms. Foster is to draft a memo to request technical assistance for the purpose of developing an electronic database to maintain the data. This system will also allow us to keep track of Davis Bacon-Wage requirements. Ms. Foster will give this memo to Ms. Colvin. Ms. Foster mentioned Weatherworks as a possible data tracking mechanism and Ms. Harrington wanted Weatherworks to be a possible option. Ms. Foster stated there are several issues with the Weatherworks system and we will duplicate portions of the system that will meet the needs of the Residential Weatherization Program.

It has been recommended that UWI use the experience of retired staff who have expertise in working with technical assistance and energy. Ms. Colvin stated it will take 6 to 9 months maximum to have the system in place. The problems that exist presently are, there is a lack of sustainable computer software, and it is important that the software be able to quantify the number of Davis-Bacon hours.

As it relates to the Residential Weatherization Program, Ms. Foster stated that we continue to work on the procedure manual and it will be sent to the Board for review and recommendations before it goes to legal prior to the next board meeting. To date 14 sections of the procedure manual have been completed and most of the forms have been created. Ms. Foster gave an update on the awardees, indicating that one awardee has voluntarily withdrawn from the process due to hiring requirements of which has decreased the original number of awardees from 12 to 11. Of the 11 awardees, Scopes of Work for 6 have been completed to date. Ms. Colvin informed the Board and all that we are able to start initiating the grant process.

- V. **General Discussion:** Ms. Harrington discussed the importance of curriculum development. Ms. Foster stated she had communicated with U I C and they indicated they would be willing to host a meeting to discuss curriculum development and other areas which they can assist the program. Mr. Harris stated he wanted curriculum he discovered on line to be reviewed first and Ms. Foster stated she would follow up with Mr. Harris request to review the vendor. There was a UWI marketing presentation plan and it was presented with team red. Presentations were in person and via video/teleconference in order to promote the program in the expanded areas. The population in attendance consisted of higher learning institutions, the business community and non-profits. A lot of participants said they could not apply this time around; however they would apply next year. Both the marketing and presentations were helpful in increasing awareness about the program and establishing partnerships with entities that can host trainings within their communities. Mr. Harris attended a presentation and informed the attendees to contact the DECO to ask any further questions in reference to the program. There is an expectation that the presentations will precipitate increased applicants in the future.
- VI. **Future Meeting Location:** The location for the upcoming meeting will be held in Chicago at JRTC on February 15, 2013 at 11:00 am.

**VII. Executive Session**

Adjournment: 12:00 p.m.