

URBAN WEATHERIZATION INITIATIVE BOARD
MEETING MINUTES
August 31, 2010

Meeting was called to order at 10:15am by Karin Norington-Reaves

Attendees: **DCEO Staff:** Karin Norington-Reaves, Charlene Raickett, and Claudine Najjar
Voting Board Members: Deborah Harrington, Percy Harris, and Melissa Williams.
Ex Officio Members: Representatives Ken Dunkin and Dave Winters, Senator Dan Duffy.

Apologies: Senator Donne Trotter, Kurt Summers, Lester McKeever.

Review of draft RFQ: The meeting was held via conference call for the sole purpose of reviewing and approving the proposed RFQ (Request for Qualifications). Ms. Norington-Reaves opened the floor to comments on the document. Senator Duffy questioned whether it was appropriate to launch the initiative at this time given the state's fiscal crisis. Ms. Norington-Reaves acknowledged his concern stated that the Initiative is legislatively mandated and that the Board's task is to implement the program within the legislation's framework and intent--not to question its general existence. Ms. Norington-Reaves offered to speak with the Senator one-on-one in order to bring him up to speed on what the Board has worked on to date.

Ms. Norington-Reaves informed the Board that the RFP will be renamed RFA, Request for Application, to avoid possible confusion surrounding procurement issues. She also reminded the Board that goals for the number of homes to be weatherized this year, as well as over the next 5 years, need to be determined.

Ms. Harrington suggested that grantees be required to provide feedback on the UWI program after 12 months of participation. She suggested that font requirements (i.e. 10 pt font minimum) be put in place to avoid receipt of difficult to read applications due to small fonts. She also suggested that page numbers be required on the application for the review process to go smoothly.

Ms. Norington-Reaves discussed the skills needed for energy auditor trainees. Mr. Harris sought clarification on whether the auditors' responsibility will be to assess homes, provide recommendations for weatherization, and follow-up on the progress or to simply assess and recommend; Ms. Norington-Reaves stated that their responsibility will be the former. Mr. Harris then concurred that the targeted population should have some fundamental knowledge and understanding of building mechanics and performing necessary calculations. Mr. Harris also discussed the length of time of auditor training and it was unanimously agreed that training will last anywhere from 4-6 months.

After all members provided their recommendations, Ms. Harrington suggested that Ms. Norington-Reaves reach out to those members who were unable to attend and get their feedback as well. A final draft will be circulated and released pending final Board feedback, if necessary, and Department approval.

Upcoming Meetings: Friday, **September 10, 2010** 10am-12pm at JRTC/DCEO
Friday, **October 8, 2010** 10am-12pm at JRTC/DCEO
Friday, **November 12, 2010** 10am-12pm at JRTC/DCEO
Friday, **December 19, 2010** 10am-12pm at JRTC/DCEO

Adjournment: Meeting adjourned at 10:43am by Karin Norington-Reaves

Respectfully Submitted,
Claudine Najjar
Department of Commerce and Economic Opportunity