



Approved 11/20/2012

**WEATHERIZATION COMMITTEE  
MINUTES**

**REGULAR MEETING  
Tuesday, September 18, 2012**

**The Weatherization committee convened on Tuesday, September 18, 2012 at City Hall, 301 West 2nd Street in the Executive Session Room, # 1027 in Austin, Texas.**

**1. CALL TO ORDER**

Chair, Mr. Andy Ramirez called the Board Meeting to order at 3:03 p.m.

Board Members in attendance were Andy Ramirez, Barbra Boeta and Anne Harutunian.

**2. APPROVAL OF MINUTES**

The minutes from June 19, 2012 regular meeting were approved on a motion by Ms. Boeta and second by Ms. Harutunian. Motion passed 3-0.

**3. CITIZEN COMMUNICATION: GENERAL**

There were no citizen's communications.

**4. OLD BUSINESS**

a. Ms. Rosie Truelove, Director, Contract Management Department (CMD) briefed the Committee regarding additional funding sources from the Austin Energy Customer Assistance and Austin Water Utility. As a result, CMD is working with Small & Minority Business Resources (SMBR) to determine goals on additional scopes of work and discussions with Legal to determine the appropriate contracting mechanism. Ms. Truelove also stated that the Job Order Contract (JOC) procurement methodology is on the September 27, 2012 Council agenda.

Mr. Joe Guerrero, Program Coordinator, Austin Energy (AE) gave a presentation to the Committee regarding the budget allocation of the additional proposed funding from Austin Water Utility for water conservation on the Customer Assistance Program funded Weatherization and the Home Efficiency Assistance Program (HEAP). Mr. Guerrero also briefed the Committee on the new pilot program called the Leverage Weatheration Repair Rehab Assistance Program (LWRAP).

Ms. Amelie Gonzalez-Flores and Ms. Jan Lawson, AE Business Development and Contractor Compliance Division briefed the Committee on the results from the training provided to subcontractors regarding an overview on the JOC contracting procurement methodology on the HEAP solicitation.

**5. STAFF REPORTS**

There were no updates on the ARRA Weatherization Services MBE/WBE Participation report. Final reporting will be provided at next month's meeting contingent upon final payments from AE.

**6. AGENDA ITEMS**

- a. Discuss and make recommendations regarding the HEAP Weatherization program solicitation.

**7. ADJOURNMENT**

Chair, Andy Ramirez adjourned the meeting at 3:54 p.m.