

OECA EXECUTIVE COMMITTEE MEETING

MWVCAA
2585 State Street
Salem, Oregon 97309
June 22, 2004

Present: Joan Cote, Donna Kinnaman, Dan Elliott, Debby McClure, Terry Weygandt, Jacque Meier, Jack Hruska, Richard Matthews, Karrie Durie

During the lunch hour Jeff Putterbaugh was presented with a plaque thanking him for his overall dedication to the program.

Joan called the meeting to order.

Agenda Review

- Pollution Occurrence Insurance
- DOE – vs.- HUD Lead Safe Work Practices
- Insurance
- Annual Report CRD
- Policies Procedures
- Finance Questions
- ERHO – Energy Rated Homes of Oregon
- Budget Review
- Energy Matters Support

First Order of Business – Dan Elliott

Dan stated that the state does not require that an agency have Pollution Occurrence Insurance, but he felt it was a good idea if agencies did carry it.

Next Dan discussed Lead Safe Work Practices Doe-Vs-HUD. Their certifications and training's are at different standard. If an individual is DOE certified only, they can not work on Section 8 housing. Dan felt we needed HUD training also. The State could set a minimum. HUD training covers what is required of Oregon; however DOE covers other specific practices that could be an added track to the Shell Tech Training.

Signs are still required. Agencies do not have to the “yellow signs”; they may use one of their own.

Next order of business – Joan Cote

Joan informed the group that so far she has received one bid for insurance coverage. She also stated that CADO has obtained insurance and she would like to compare the policies. Executive Committee members felt that would be a good idea. Joan will go forward.

The CRD was discussed and reviewed at the T&TA Committee Meeting this morning. Some minor changes were made,

Vena from OHCS has not gotten back with Joan regarding OECA Policies and Procedures. Donna will be contacting her directly for her input. Will have response by the August Executive Committee meeting.

Next Order of Business – Richard Matthews

Richard discussed various data sharing with the group. Also discussed household's energy burden and the difficulty of agencies obtaining this information from utilities. Discussion ensued.

Next Order of Business – Donna Kinnaman

Donna had some financial questions to discuss with committee members.

- At the last minute an agency sent a different staff person to attend the NLIEC conference. In doing so they incurred additional expenses. They have requested that OECA reimburse them for these additional charges. Discussion ensued. The consensus of Executive Committee members is not to reimburse for these expenses.
- An agency has requested that OECA reimburse them for the following expense: Staff member spent the night in Portland in order to catch an early morning flight to St. Lois to attend the NLIEC Conference. Requesting reimbursement for overnight lodging and parking. Discussion ensued. The consensus of Executive Committee members is to reimburse agency for these expenses.
- An agency has requested that OECA reimburse them at their agency rate (mileage) rather than at OECA's rate. Discussion ensued. The consensus of Executive Committee members is as follows:
 - 1) If an agency rate is higher than OECA's rate, the agency will pay the difference.
 - 2) If an agency rate is lower than OECA's rate, the difference becomes program income.

Next Order of Business – Donna Kinnaman

Donna discussed utilizing staff within our network as trainers. She feels that a contract is needed between OECA and individual trainers. She also felt that these individuals be required to submit to OECA bids outlining the costs of their services. Discussion ensued.

The Executive Committee members decided that T/TA committee should be responsible in establishing this protocol.

John H. stated that OECA hire the best trainers in the country. See what they do, collect their information in order to build on our training's and trainers. The training technique is just as important as the knowledge. Discussion ensued.

Dan feels that we need to invest in ourselves first then integrate.

Next Order of Business – Jack Hruska

Jack distributed the following reports:

- ECHO Yearly Allocation compared to amount received report;
- June 30, 2004 ECHO Quarterly Allocation report.

Discussion ensued around allocation formula. Committee members felt this was a good information. Joan would like to see these reports distributed to agencies on a quarterly basis.

Jack spoke about the BPA transition. Agencies who stand to lose part of their funding have been notified of amount. Funding was available to help off set their loss. Oly one agency took the full amount available. There is still a chunk of change available. Jack will add remaining monies to funding in October.

Jacque requested that Jack provide agencies a report that reflects \$ wx-vs.-kWh saved.

Next Order of Business

Joan distributed the 2003 – 2005 WX Certification Training Budget. After committee reviewed the budget the following revisions were made:

- Two line items were added
 - 1) Allowable Committee Meeting @ \$20,000 total and
 - 2) The Poverty Conference @ \$30,000.
- Line item #58 (Oregon Energy Partnership) was removed from budget.

Dan will update changes and bring back to committee members.

Next Order of Business

Joan would like OECA to be sponsor for the Poverty Conference in November. Amount of sponsorship is \$800. Donna so moved, Terry seconded. Motion passed.

Next Order of Business

Joan discussed Energy Rated Homes of Oregon. Could this be part of the training center? Who has raters? Does OECA want to continue with this project? Discussion ensued.

Committee members were undecided. Joan will take the matter to the Energy Policy Committee and CADO.

Next Order of Business

Joan stated to committee members that the NW Energy Coalition has requested a letter of support from OECA regarding Energy Matters. Discussion ensued. Executive Committee members were in full support. Joan will send an e-mail to membership for their vote.

There being no other business, meeting adjourned.