

OECA EXECUTIVE COMMITTEE MEETING

MWVCAA
2585 State Street
Salem, Oregon 97309

April 14, 2004

PRESENT: Jacque Meier, Donna Kinnamon, Tom Brodbeck, Kraig Ludwig, Joan Cote, and Karrie Durie

Meeting called to order by Joan.

First Order of Business – Travel Policy

Times need to be added (a.m. – p.m.). Vena from HCS suggested that times should be 7:00 a.m. – 7:00 p.m. Discussion ensued.

Next Order of Business – Support for Oregon folks, OECA members to be trainers at training's held outside of the state. Donna asked if we supported this idea, does this require a CRD change and approval prior to implementation. Also, we will need to develop a process/criteria to follow regarding reimbursement to OECA members as trainers.

Discussion ensued.

As contract signer, Joan will talk with OHCS.

Next Order of Business – Reimbursement for car rentals.

Donna stated that she knew that we said no but she felt there were exceptions, which she proceeded to explain. Discussion ensued.

It was decided by all present, that the OECA treasurer will need prior approval.

Next Order of Business – Reimbursement to agencies that will be attending the Energy Outwest conference, who plan on driving. Donna suggested that OECA pay whichever is the lesser: airfare, parking at the airport, plus mileage to and from the airport and the shuttle cost versus true mileage to and from the hotel and parking fee at the hotel. Additionally, this should be arranged in advance of attending the training.

After further discussion, OECA Executive members decided to pay whichever is the lesser amount. Also, it must have prior approval from the OECA treasurer.

Next Order of Business – Continental Breakfast reimbursement.

Donna asked what our position on a Continental Breakfast being served either in conjunction with the lodging accommodations or the meeting/conference being attended, is breakfast eligible for reimbursement. After further discussion, members decided that a Continental Breakfast is not to be considered a meal, therefore, eligible for reimbursement by OECA.

Next order of business - Bank cards.

Donna gave Joan an application for OECA to apply for a credit card. Donna felt that Joan, Kraig and the chair of the golf committee should have a credit card to utilize rather than charge to their personal credit cards. After further discussion, Joan will fill out the application and return to the bank.

Next order of business – new members.

Donna stated that she had received a list of all LIEAP/OEA Coordinators from Jeff. She wanted to know if she should send out an invitation to join OECA and if so, should it be at reduced rate since half the year is over? She would indicate that in the invite. After discussion by members it was decided that membership be offered at the pro-rated amount.

Next Order of Business – Budget

Donna dispersed OECA budget report for the period 10/01/03 through 3/31/04. After budget review the following modification was done:

- Executive Committee line item. Expenses for Debbie and Donna moved to T/TA category.

Next order of business – The allocation formula for ECHO and BPA dollars.

Members discussed the need for the state to create a procedure on how agencies can acquire additional weatherization funds if they are available.

Donna felt that the State holds OECA and each of the agencies accountable, so she believes that it is not unreasonable to request a policy or procedure so that all agencies have equal access to additional funding.

Donna suggested that Donna bring this matter up at the next quarterly meeting at Sunriver.

Next Order of Business – Awards to contractors at Energy Outwest. After further discussion, members agreed that awards at the conference are for staff.

Next Order of Business – Liability Insurance.

Kraig discussed liability insurance with members. General consensus of the group was for him to proceed. He will obtain three bids.

There being no other business, meeting adjourned.