

## OECA QUARTERLY MEETING

Hallmark Inn  
744 SW Elizabeth St.  
Newport, Oregon 97365

AGENDA – May 10, 2004

- 10:00 Welcome, Introductions, Agenda adjustments
- 10:30 Officers Reports
- |                      |                |
|----------------------|----------------|
| President's Report   | Joan Cote      |
| Treasurer's Report   | Donna Kinnaman |
| Secretary's Report   | Karrie Durie   |
| Logistics Report     | Kraig Ludwig   |
| Fund Raiser's Report | Tom Brodbeck   |
| Legislative Report   | Terry Weygandt |
| T/TA Report          | Debby Hunt     |
- 12:00 Lunch
- 1:00 OECA Committee Reports and Updates  
Executive Committee Report  
CADO Update  
ACE Update  
OEP Update  
Native American Weatherization Report
- 2:30 Photographs from the Aprovecho Research Center – Cottage Grove
- 2:40 OHCS Update/Reports  
T/TA Dan Elliott
- 3:15 by-laws Update – Discussion
- 4:00 Adjourn for the day

PRESENT: Dan Cunningham, Linda Roberts, Carmen Underwood, Margaret Davis, Terry Weygandt, Janice Delameter, Becky Eberle, Traia Campbell, Joan Cote, Judy Schilling, Debby Hunt, Joan Ellen Swanson, Jay D. Formick, Tom Brodbeck, Kraig Ludwig, Steve Divan, Beverly Danner, Ted Haskell, Karrie Durie, Suzanne Dillard, Dan Elliott, John Conley, Jacque Meier, Donna Kinnaman, Al Spence, Bill Colmer, John Huntsman, Steve Jole, Angela

Schlacht, Colleen Neel, Jim Slusher, Wendy VanElverdinghe, Ellen Prouty,  
Lois Douglas, Eve Ford, Jim Abrahamson

Meeting called to order by Joan.

Introductions

Officers Report

Agenda Adjustments – Kraig Ludwig

Kraig presented two proxy votes for review on Thursday's agenda.

#### **PRESIDENT'S REPORT – JOAN COTE**

Joan reported that a check in the amount of \$2,000 has been sent to N-Cap

The RFP had been sent out in December, to date there has been no response.

#### **TREASURER'S REPORT – DONNA KINNAMAN**

Donna distributed copies of 1<sup>st</sup> Quarter 2004 Budget Report 10/01/03 – 12/31/03 and the Quarter Budget Report through March 8<sup>th</sup> for review. After budgets were reviewed by members, Kraig Ludwig moved to accept. Margaret Davis seconded. Motion passed unanimously.

Donna reported that she had sent to members by E-mail the new reimbursement sheet. Some agencies reported that they had not received a copy. Donna went over the new form with members. Joan Cote moved to accept. Kraig Ludwig seconded. Motion passed unanimously.

#### **SECRETARY'S REPORT – KARRIE DURIE**

Karrie reported that the following minutes had been sent out:

- OECA Executive Committee Meeting held on November 5<sup>th</sup> – 7<sup>th</sup>
- OECA Executive Committee Meeting held on November 18<sup>th</sup>
- OECA Quarterly Meeting held on November 19<sup>th</sup> – 20<sup>th</sup>
- OECA Executive Committee Emergency Session held on November 20<sup>th</sup>

The following minutes were not distributed prior to meeting but were distributed for review:

- OECA Executive Committee Meeting held on December 10<sup>th</sup>
- OECA/CADO Joint Executive Committee Meeting held on January 22<sup>nd</sup>
- OECA Executive Committee Meeting held on January 22<sup>nd</sup>

Joan C. suggested that the minutes for December 10<sup>th</sup> and January 22<sup>nd</sup> be reviewed by members and voted on at tomorrow's session.

After minutes were reviewed Tom Brodbeck moved to accept minutes. Joan Swanson seconded. Motion passed unanimously.

### **LOGISTIC'S REPORT – KRAIG LUDWIG**

Kraig distributed Logistics report for review by membership.

Kraig discussed the location for next general membership meeting to be held in May. He is still working on the Sunriver location. Asked if another location could be suggested. If not he would finalize with Sunriver location. Discussion ensued. Consensus of group to stay at the Sunriver location.

The quarterly meeting scheduled for September will be held at Silver Falls.

Kraig is currently with the Best Western located in Seaside for the quarterly meeting to be held in November. Kraig discussed the possibility of having the meeting during the same week as the Poverty Conference. The Poverty Conference is scheduled for November 15<sup>th</sup> – 17<sup>th</sup>, ending at noon on the 17<sup>th</sup>. Kraig suggested that we have the quarterly meeting from the 17<sup>th</sup> – 18<sup>th</sup>. He sent an E-mail to Executive Committee members asking their opinion on the matter. It was their consensus to hold the meeting during the same week. General membership was asked for their opinions, consensus of group was to hold the quarterly meeting on November 17<sup>th</sup>- 18<sup>th</sup>.

### **FUND RAISER'S REPORT – TOM BRODBECK**

Tom has booked September 17<sup>th</sup>, 2004 for OECA golf tournament. He said that 87 players were needed to break even. Tom asked Lois Douglas if NWN would provide lunch. Lois said she would look into it and let Tom know.

### **LEGISLATIVE REPORT – TERRY WEYGANDT**

On the National Level Terry reported that according to a newspaper article written by David Goldstein and Ron Hutcheson and reported in the Knight Ridder Newspaper on Thursday, February 5, 2004, that "Bush is planning deeper budget cuts over the next five years".

It was further reported that “ President Bush’s long-term budget plans include spending cuts in programs that he’s promoting this year on the campaign trail as among his signature achievements.

The President, for instance, trumpeted his ‘Jobs for the 21<sup>st</sup> Century’ program during a speech in South Carolina on Thursday. That program, which Bush said aids states and local communities, falls under funds for training and employment, which his budget proposes to increase by nearly \$100 million for fiscal 2005.

But the following year, Bush would cut those funds by \$36 million, assuming he wins re-election in November.”

Terry reported that other programs that the president’s budget proposes to increase next year, then reduce the following year, include the Women, Infants and Children supplemental nutrition program; Pell grants for higher education; special education; Low Income Energy Assistance; and the National Institutes of Health.

On the State Level Terry reported that on February 20, Oregon Heat received a check for \$1,376,107.61 from the Oregon Department of Justice, the result of an intervention in the settlement between the state and Williams Energy Company. With-in seven days, Oregon Heat had allocated the investor owned assistance funds to agencies across Oregon

OHCS will be releasing the consumer owned utility portion of the Williams Funds later this month.

Fair and Clean Energy Coalition – On February 5<sup>th</sup>, the judge overseeing Enron’s bankruptcy OK’d the sale of Portland General Electric to a consortium called the Texas Pacific Group (TPG). The matter soon will go to the Oregon Public Utility Commission for approval, a process that could last another 9-12 months. The FCEC will be filing as an intervener. Interveners must file prior to the scheduled meeting for 3/16/04 at the PUC. The FCEC hopes to get Texas Pacific to go along with 1149.

The FCEC is also looking at gaining support for indexing 1149 funds to inflation and the number of residential accounts. As the number of meters increases, the funds generated by 1149 would also increase.

Jim Abrahamson stated that yesterday CADO voted to intervene in the proposed purchase of PGE. This intervention will be filed by the March 16<sup>th</sup> deadline.

Joan C. made a motion that OECA also intervene in the purchase.

Karl Hans Tanner asked for clarification on why OECA should intervene.

Discussion ensued.

Joan C. stated that the proposed buy-out did not outline any benefits to customers or to hold harmless low-income customers.

Terry W. stated the possibility that Texas Pacific would not abide by SB-1149 rules.

Jay Formick asked Karl if his indecision was based on the process or the motive. Karl stated that it was the motive. He wanted clarification as to the motivation.

Jay F. stated that he hopes that by OECA and CADO intervening that it would persuade the utility in a \$ to \$ match for contributions.

Joan C. motioned in favor of OECA intervention, Terry Weygandt seconded. Motion passed unanimously.

### **T/TA REPORT – DEBBY HUNT**

Debby asked that everyone who will be attending the Energy Outwest conference let her know as soon as possible.

Debby requested that the remaining part of her report be concluded this afternoon when Dan Elliott is present.

### **OECA COMMITTEE REPORTS AND UPDATES EXECUTIVE COMMITTEE REPORT – JOAN COTE**

Since OECA minutes have been distributed along with all the previous discussions, she really had nothing further to report.

### **CADO UPDATE – JIM SLUSHER**

Jim was not in attendance, so Wendy VanderElverdinghe and Jim Abrahamson gave report.

Wendy said that she had only recently returned from D.C. where she met with all 7 of our representatives. She referred to Terry's Legislative report regarding proposed budget cuts by the President.

Jim introduced himself as the new Energy Coordinator for CADO. He is in the midst of aquatinting himself with all the agencies. He stated that he has been appointed Chair of the Oregon Energy Partnership Committee. He is also working on the energy track for the Poverty Conference to be held in November.

Jim did an overview of both LIEAP and CSBG funding. Urged all members to be aware of the possibility of LIEAP and CSBG funding being cut. According to a speech given by David Bradley, all or part of CSBG funding is in jeopardy.

## **ACE UPDATE – JAY D. FORMICK**

Jay reported that ACE has made the following recommendations to OHCS:

- That OHCS distribute all accumulated OEAP funding back to the agencies and return to a monthly allocation.
- 10% of the ECHO funding be used for home repairs
- Native Americans be granted the same status as senior, disabled and children 6 and under for LIEAP/OEAP crisis funding.

Jacque Meier asked Jay to notify her of future ACE meetings.

## **NATIVE AMERICAN WEATHERIZATION REPORT – SCOTT HANSON**

Scott was not in attendance. Kraig L. announced that Carina Kistler Ginter, Executive Director of the Grand Ronde Tribal Housing Authority would be in attendance later on this afternoon.

Eve Ford discussed the Native American housing and Weatherization workshop to be held at the end of June. She stated that it would not be a “high powered” training. Focus is for agencies and tribes to get together in an informal setting and talk.

## **OECA’S SPECIAL EVENTS COMMITTEE – JUDY SCHILLING**

Judy talked about the awards to be given at the Energy Outwest Conference. She stated that she had E-mailed members with descriptions of the awards as well asking for nominations.

It was discussed that a ballot be made available to members at tomorrow’s meeting.

Jim Slusher arrived. Joan C. asked if he had anything to add to CADO’s report. He did not.

Meeting adjourned for lunch.

Meeting called to order by Joan C.

Introductions

## **PHOTOGRAPHS FROM THE APROVECHO RESEARCH CENTER PRESENTED BY KRAIG LUDWIG.**

## **OHCS UPDATE/REPORTS**

## **T/TA – DAN ELLIOTT AND DEBBY HUNT**

Dan distributed packets to those agencies that participated in the Diagnostic Tech I Class Certification training. Dan discussed both the training and the trainees. Those who attended described the training as being extremely valuable.

Dan thanked Terry W. for the use of her home for this training.

Dan passed around for review the curriculum for the Energy Analyst I certification Course and the Tech I class.

Dan informed agencies that new equipment would be needed. Duct blasters will be required. Joan C. asked if the “rumors” were true regarding monies available for duct blasters. Dan said that OHCS is looking into it.

Next topic of discussion – carbon monoxide testing. A training will be held in Portland sometime in September.

Photographs of training(s) were shown.

Dan distributed a survey to agencies to identify the following:

- Who in your agency is responsible for the energy modeling
- Who in your agency is responsible for preparing the remrate report.
- Who in your agency is responsible for preparing OPUS report

Next topic of discussion – Lead issues

Dan passed around article from the Oregonian regarding lead issues.

Dan further discussed lead practice requirements, DHS and EPA compliance’s, lead safe work practices and certification required of contractors.

Dan distributed warning signs to be posted by agencies/contractors at any work site when working with lead paint and hazard control.

Discussion ensued.

Kraig L. asked that Dan send an E-mail to agencies explaining new requirements and clarification of who is required to have a lead permit.

Next topic of discussion – POI insurance.

Dan stated that DOE would require that agencies have POI insurance.

Discussion ensued.

Concerns were raised by some agencies as to the costs involved with agencies and contractors.

Dan stated that further information was needed and he would present at a future T/TA Committee meeting. Information will be distributed to agencies.

Next topic of discussion – Peer Monitoring

Peer Monitoring reviews need to be completed by no later than the end of March. If agencies have concluded their reviews, you will need to draw down those funds.

Dan distributed new Peer Monitoring form. This form can be sent electronically.

Debby H. asked that training reimbursements be sent to Donna K. in a timely manner, or agencies will risk not being reimbursed.

Debbie said that future training dates have been posted on OECA's website.

Since Eve Ford would not be attending tomorrow's meeting Joan C. asked if she would give her report today.

Eve congratulated everyone involved with the weatherization trainings on their success.

Eve discussed the Williams Heat Fund. OHCS will distribute the COU portion of the funding to agencies. Program will mirror LIEAP and OEAP programs. Memo will be forthcoming.

Donna K. asked Eve if agencies needed to adjust their current contracts with utilities. Eve felt that they should.

#### **BY-LAWS UPDATE/OTHER**

Joan C. stated that Linda Hammond of OHCS is currently reviewing proposed changes. Vena is currently reviewing OECA's travel policy for compliance. Executive Committee will implement changes.

Quotes for insurance underway.

Kraig L. announced agenda change for tomorrow, two reports would be given by NWN.

Meeting adjourned.

AGENDA – May 11, 2004

- 7:30 Breakfast
- 8:00 OHCS Update/Reports
- |                |                 |
|----------------|-----------------|
| Updates        | Eve Ford        |
|                | Richard Mathews |
| LIEAP          | John Overman    |
| OEAP           | Jeff Puterbaugh |
| Weatherization | Jack Hruska     |
- 11:00 Roundtables – Simultaneous
- |                |  |
|----------------|--|
| LIEAP          |  |
| Weatherization |  |
- 12:00 Lunch
- 1:00 Affiliate Members Update
- |                      |                   |
|----------------------|-------------------|
| Oregon Heat Report   | Jay Formick       |
| Department Of Energy |                   |
| Utility Reports      | Northwest Natural |
|                      | Portland General  |
|                      | PacifiCorp        |
- 1:45 New Membership Applications/Vote
- 2:00 Open Forum
- 2:30 Adjourn

PRESENT: Beverly Danner, Jim Abrahamson, Ellen Prouty, Carina Kistler Ginter, Margaret Davis, Carmen Underwood, Janice Delameter, Terry Weygandt, Colleen Neel, Angela Schlacht, Linda Roberts, Jay D. Formick, Ted Haskell, Steve Divan, Diane Ferington, Dan Elliott, John Conley, Jacque Meier, Traia Campbell, Joan Ellen Swanson, Kraig Ludwig, Lois Douglas, Donna Kinnaman, Judy Schilling, Stacie Grabo, Debby McClure, Karl Hans Tanner, Steve Jolie, Suzanne Dillard, John Huntsman, Bill Colmer, Al Spence, Joan Cote, Karrie Durie, Jack Hruska, Jeffrey Puterbaugh, Richard L. Mathews

Meeting called to order by Joan C.

## Introductions

Minutes for December 10<sup>th</sup> and January 22<sup>nd</sup> were presented. These minutes were distributed at yesterday's meeting. Joan C. moved to accept. Kraig L. seconded. Motion passed unanimously.

Kraig announced a change in the agenda. In order to accommodate OHCS staff, meeting will begin with Affiliate Members Update.

## **AFFILIATE MEMBERS UPDATE**

### **OREGON HEAT - JAY FORMICK**

Jay discussed the Williams Settlement Funds. Oregon Heat has received and disbursed monies to agencies. Maximum grant allowance \$200.

Oregon Heat has submitted a grant titled "Energy Smart" to the Meyer Memorial Trust Fund. The program is similar in many ways to the REACH program, but different in other aspects. Goal of program is to motivate clients to achieve higher goals in energy savings.

At this time some agencies wished to thank Jay for distributing the monies from the Williams Settlement in such a timely manner. Jay thanked his board.

### **DEPARTMENT OF ENERGY – SUZANNE DILLARD**

SHOW PROGRAM - To date has contracted with 12 agencies. Contracts are for two years. Some agencies have spent all of their allocation.

### **NORTHWEST NATURAL – LOIS DOUGLAS ELLEN PROUTY**

OLGA PROGRAM – OLGA 2002 Program closed out, unspent dollars have been allocated to new program year. First stage of audit has been completed. Lois is currently working on the second stage, which consists of a report to the PUC.

Kraig L. suggested that NWN host a roundtable for agencies that receive OLGA funding.

Ellen P. discussed increased funding in the weatherization program. Two advisory committee meetings have been held. The next meeting has been scheduled for April 4<sup>th</sup>. Let her know if you would like to attend or have minutes sent to you.

**PORTLAND GENERAL – TED HASKELL  
JOHN CONLEY**

Ted H. discussed weatherization audit. Would like to concentrate on increasing capacity of agencies, wherever possible. Management excited about purchase.

John C. encouraged OECA's interest in purchase.

**PACIFICORP – BECKY EBERLE**

Becky announced that she has worked for Pacificorp for 23 years, but the last two years have been the most enjoyable. Feels the company has a good sense of direction. Their rates really are "cheap". Discussed a .1% increase in rates this year too help pay for the costs incurred in implementing 1149. Encouraged OECA to have a positive attitude towards Portland General and the possible purchase.

**OHCS UPDATE/REPORTS**

**UPDATES - LIEAP – RICHARD MATHEWS**

Distributed among members a copy of the 1<sup>st</sup> draft of an energy assistance report conducted by NEADA. Very interesting statistics would like to see a similar report from Oregon.

Next order of business – distributed copy of LIEAP survey results. This summary will also be available at LIEAP roundtable this afternoon.

Richard has been sharing information with Senator Wyden and Senator Smith's offices regarding number of households on LIEAP waiting list. Discussed possibility of gathering information on a quarterly basis pertaining to areas/numbers of unmet needs. Will be working with the Energy policy to develop.

**OEAP /LIEAP – JEFF PUTTERBAUGH**

Until John O. returns agencies should continue to direct any issues or concerns regarding the LIEAP program to Jeff.

Not all agencies have submitted their signature sheets to OHCS.

Jeff would like to leave agencies Program delivery rates for OEAP at their current rates until next biennium. Will be sending a memo out to all agencies. The next OEAP allocation is scheduled for April. Jeff urged agencies to work closely with their fiscal departments.

The LIEAP/OEAP OPUS Steering Committee met on February 26<sup>th</sup>. The charter has been revised and sent out.

Following are the dates for LIEAP/OEAP Spring Meetings:

- April 13<sup>th</sup> – Medford
- April 20<sup>th</sup> – Salem
- May 4<sup>th</sup> – LaGrande

Jeff hopes to have Draft copies of manuals available to distribute at the spring meetings.

Janice D. asked Jeff if OHCS had any dollars available to agencies to help send personnel to the National Energy Conference to be held in St.Louis June 6<sup>th</sup> – 11<sup>th</sup>. Jeff referred her to OECA's T/TA sub-committee. Debbie H. will be sending out a memo.

For those interested in the conference, the deadline for registration is April 30<sup>th</sup>.

## **WEATHERIZATION – JACK HRUSKA**

Distributed weatherization reports.

Joan Ellen S. asked Jack about the status of the weatherization data base system. Jack said that OHCS was still evaluating the costs involved. If not affordable, process halts. If system is affordable, OHCS will proceed with pilot projects with four agencies. Goal is set for July 1<sup>st</sup>.

Colleen N. asked Jack if she should be prioritizing clients with no heat on the weatherization list. Jack confirmed that they should be given priority. Jack described to agencies the process to follow:

- Application
- Audit
- Repair (emergency)
- Coordinate with energy assistance personnel whenever possible

Karl T. questioned Jack about crisis repair. Is the process of response in writing, if so, where?

Discussion ensued regarding the signs that Dan E. distributed at yesterday's meeting. Dan E. will send an E-mail to DHS regarding issues/concerns raised by group.

Jack reviewed BPA and ECHO funding. Also reviewed new adjustment. Dollars allocated are now based on number of meters and not on % of low-income households. Discussion ensued.

Agencies will need to send Jack an E-mail when requesting additional dollars.

Concern was raised by some agencies that budget 12 months – Vs- agencies who spend allocation as quickly as possible in order to receive additional funding. It was felt that these agencies were being penalized.

Jack suggested that agencies work plan is based by quarter rather than 1-year. Discussion ensued.

Energy Policy Committee will meet to discuss ECHO quarterly allocation issues presented by weatherization agencies.

Jack discussed Energy Outwest conference reimbursements. \$250 maximum for travel costs. If an agency exceeds amount they will need to submit request to Donna K. who will then present to OECA's Executive Committee for consideration.

Jack asked for volunteers to be on peer monitoring forum offered at conference.

The possibility of additional BPA funding was discussed. CADO's recommendation will be to allocate to those agencies that were hurt by new funding formula.

Jack reviewed weatherization reports.

There being no other business, Joan C. asked that ballots be turned into Judy S.

## **ROUNDTABLES – LIEAP AND WEATHERIZATION**

### **LUNCH**

Meeting called to order by Joan C.

Reports from roundtables.

Karl T. discussed review of OPUS reporting.

Janice D. did a brief overview. See attached minutes.

Joan C. asked members if the roundtables should be continued as a regular agenda item? Discussion ensued. Motion made by Terry W. to continue with roundtables. Donna K. seconded. Motion carried.

Kraig L. introduced the following representatives/organization for OECA membership:

Corina Kistler Ginter of the Grand Ronde Tribal Housing Authority was introduced. Looking forward to meeting everyone and working with OECA.

Diane Ferington of Energy Trust was introduced. Will be looking to OECA to better serve clients.

Donna K. made motion to accept the two organizations for membership. Dan C. seconded. Motion carried.

There being no other business, meeting adjourned.

