

## OECA QUARTERLY MEETING

Sunriver Resort  
One Center Drive  
Sunriver, Oregon 97707

AGENDA – May 12, 2004

- 10:00 Welcome, Introductions, Agenda Adjustments
- 10:30 Officer Reports
- |                     |                |
|---------------------|----------------|
| President's Report  | Joan Cote      |
| Treasurer's Report  | Donna Kinnamon |
| Secretary's Report  | Karrie Durie   |
| Logistics Report    | Kraig Ludwig   |
| Fundraiser's Report | Tom Brodbeck   |
| Legislative Report  | Terry Weygandt |
| T & TA              | Debby McClure  |
- 12:00 Lunch
- 1:00 OECA Committee Reports and Updates
- Executive Committee Report  
CADO Update  
Ace Update  
OEP Update  
Native American Weatherization Report
- 2:00 Affiliate Members Update
- |                      |                 |
|----------------------|-----------------|
| Oregon Heat Report   | Jay Formick     |
| Department of Energy | Suzanne Dillard |
| Energy Trust         | Diane Ferington |
- Utility Reports
- |                   |              |
|-------------------|--------------|
| Northwest Natural | Lois Douglas |
| Portland General  | Ted Haskel   |
| Pacificorp        | Becky Eberle |
- 3:00 Roundtables – Simultaneous  
LIEAP and Weatherization
- 5:00 Adjourn for the day

PRESENT:

Carmen Underwood, Robert Stevens, John Conley, Colleen Neel, Steve Divan, Cindy Wray, Terry Weygandt, Ron Haynes, Margaret Davis, Ellen Prouty, Dan Cunningham, Bill Colmer, John Huntsman, Becky Eberle, Suzanne Dillard, Shawna Souza, Jim Abrahamson, Lois Douglas, Don Coon, Ted Haskel, Mary Ellen Bennett, Dan Elliott, Cindy Olmstead, Craig Satein, Tom Brodbeck, Joan Cote, Jacque Meier, Diane Ferington, Elissa Guidos, Linda Roberts, Debby McClure, Donna Kinnamon, Jack Hruska, Richard Matthews, John Overman, Kraig Ludwig and Karrie Durie.

Meeting called to order by Joan.

Introductions

The following agenda adjustments were made:

- The BPA presentation by Steve Weiss will be made during the lunch hour.
- Proxy votes to be entered before officer reports

The following proxy votes were read for the record:

- Beverly Danner of Community Action Team requested that Robert Stevens act as her representative and be designated her proxy voter.
- Phil Handsaker of SWOCAC requested that Shawna Souza act as his representative and be designated as his proxy voter.

Joan welcomed a new OECA member, Ellen Prouty of Northwest Natural.

Kraig explained to the general membership present that the Executive Committee members voted in April for Ellen to become an Associate member of OECA. Kraig entered the individual voted of Executive Committee.

## **OFFICER REPORTS**

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

Joan reported that she would be speaking through out the meeting about various topics.

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

Donna dispersed the following financial reports:

- OECA Finance Report for 4/01/04
- OECA 2<sup>nd</sup> quarter 2004 Finance Report for 1/01/04 through 3/31/04

After review of reports, Kraig moved to accept the financial reports submitted. Craig S. seconded. Motion passed unanimously.

Some members reported that they did not receive copies of the minutes that were sent out prior to the meeting. Copies will be made available to those members. Minutes will be voted on at tomorrow's meeting.

### **LOGISTICS REPORT – KRAIG LUDWIG**

Kraig dispersed a copy of the report covering the costs of the quarterly meeting held on May 12<sup>th</sup> – 13<sup>th</sup> in Newport.

Kraig went over dates and locations of future meetings through November. Reminded everyone that the quarterly meeting on November 17<sup>th</sup> and 18<sup>th</sup> will be in Seaside. Meeting will follow the Poverty Conference November 15-17.

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

Tom went over the date and location of the Golf tournament. He also described how the dollars that are raised from the tournament are used. Hoping for a large participation. He will be sending an E-mail out next week information regarding the event.

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

Terry reported that there was not much going on. No special session. Reviewed the possible purchase of PGE.

### **T & TA REPORT – DEBBY MCCLURE**

Debby reported that Dan E. had sent out her the evaluations from the Energy Outwest Conference. Further discussion on the value of these evaluations. Also discussed how session evaluations are needed for reimbursement purposes. Craig S. suggested that the OECA Executive Committee put out a statement regarding this matter.

The 2<sup>nd</sup> round of the Energy Analyst training will be next week in Salem. Transportation will be provided.

Reported that only 4 agencies have replied to her E-mail regarding the NLIEC conference. She needs to know the exact number of people planning on attending ASAP. Donna K. stated that the conference summary sheets need to be sent to Debby no later than 10 days preceding the conference in order for agencies to be reimbursed.

Debby asked for a handcount of agencies who plan on attending the Shell Tech training/class.

Craig S. asked for further clarification of pre-requisite needed for training(s). Debby stated she would get that information to him.

## **OECA COMMITTEE REPORTS AND UPDATES**

### **EXECUTIVE COMMITTEE – JOAN COTE**

No response to the CRD. Currently working on liability insurance. Committee has been busy working on policy and procedures.

### **CADO – JIM SLUSHER**

Jim S. was not in attendance. Jim Abrahamson will do the report in conjunction with his OEP report.

### **ACE – JOAN COTE**

Joan described purposes of committee and its members. Joan Asked Terry W. to briefly outline future agenda items.

Richard M. stated that the committee would be losing its PUC member

### **OEP/CADO – JIM ABRAHAMSON**

Jim reported that May 5<sup>th</sup> CADO met. Fourteen were in attendance. Main issues discussed were:

- RTF – Regional Technical Form
- Poverty Conference
- PGE acquisition

Next board meeting will be June 3<sup>rd</sup> in Hood River. Joan reported that she would be in attendance.

Jim discussed the poverty conference will be held in Seaside. Currently working on the 5 energy tracks to be offered.

1. Improving Energy Efficiency in the Home.
2. Low-Income weatherization panel.
3. Lead Safe
4. Energy Policy going Forward
5. Low Income Energy Assistance

Asked members if these workshops sounded reasonable, also asked for OECA members to possibly act as moderators.

### **NATIVE AMERICA WEATHERIZATION REPORT -**

Scott Hansen and Corina Ginter were not in attendance.

Don Coon reported that Grand Ronde are in the midst of their LIEAP and Weatherization programs.

### **AFFILIATE MEMBERS UPDATE**

#### **OREGON HEAT – JAY FORMICK**

Jay Formick was not in attendance. Cindy Olmstead attended in his behalf.

Cindy is in the midst of concluding reports for Oregon Heat and Williams Fund. Also working on the possibility of releasing funds earlier to agencies.

Cindy also reported on Oregon Heat's Refrigerator replacement Pilot program. Program expected to end some time this summer w/analysis following.

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

Suzanne reported that the SHOW is going well. Asked that any agencies that so not plan on spending their money to let her know so that she can reallocate dollars to other agencies.

#### **ENERGY TRUST – DIANE FERINGTON**

Reported that Energy Trust will be co-hosting the Affordable Comfort Conference in 2005.

### **UTILITY REPORTS**

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

Lois reported that audit has been completed for OLGA 2002.

Ellen reported that there has been an increase in the number of homes weatherized. She is currently working on a base line study. Study should be concluded next month.

Ellen has compiled the 2003 report. 219 units completed with overall savings of 27% - 28%.

Craig S. asked Ellen when NWN would evaluate necessity for windows. Ellen stated not until May of 2005.

Meeting adjourned.

Lunch

Meeting called to order by Joan.

### **PORTLAND GENERAL – TED HASKELL**

Ted Haskell of PGE reported that acquisition moving forward. Not all the cards are on the table.

Ted also reported that PGE would be completing energy audits for Washington County and for CAT.

### **PACIFICORP – BECKY EBERLE**

Becky reported that May will be Electrically Safety month. Materials available on their website [www.pacificpower.net](http://www.pacificpower.net) Any agency needing additional information talk with her.

Since meeting was ahead of schedule Jack Hruska's report would be moved to today.

### **OHCS UPDATES AND REPORTS**

#### **WEATERIZATION – JACK HRUSKA**

Jack distributed weatherization reports. Overview of report. Jack reported that 4,000 homes projected for the year. report indicated that the numbers are down. He expects numbers to be picking up.

Jack discussed possible changes made to OPUS to help record baseload numbers accurately. Jack would also like to see OPUS have the capability of separating out number of households that agencies have entered and households that have not been entered (these households would not be included quarterly report).

OHCS is ready to contract for data collection software.

Jack would like to see the Weatherization sub-committee reconvenes sometime in June.

Jack discussed a pilot project involving two agencies. This project would involve these agencies conducting weatherization audits in the field on tablet computers. Jack feels

that this would be an extremely beneficial way at collecting information. Information would be more accurate and the information gathered has less opportunity of being lost.

Dan E. hopes that this type of equipment is available in the field as soon as possible.

Discussion ensued.

Jack emphasized to agencies on the importance of accurate reporting.

June 1<sup>st</sup> is the Public Hearing for waiver. Jack urged everyone to write letters. E-mail Jack by June 4<sup>th</sup>.

Jack noted that there is still “a chunk” of money in LIEAP 03. Monies need to be spent by the end of June, the technical end by September. He also urged agencies to continue spending LIEAP 04 dollars.

The BPA report reflects new reporting formula.

Kraig L. asked Jack if it was possible to have all funding sources available now. Discussion ensued.

It was noted by Jack that some agencies are requesting additional BPA dollars. Discussion ensued.

Jack stated that OHCS has held back \$100,000. This will be spent 1) relief to agencies who lost money in the new allocation formula and 2) special projects.

Jack said he would run a comparison report on agencies loss/gain.

Kraig L. made a motion to allow agencies to access remaining balance of their BPA funding early for this contract period.

Discussion ensued.

Debby M. voiced her concern that agencies that budget their monies are being penalized. Donna Kinnamon agreed. Discussion ensued.

Joan C. asked for clarification of motion. Is motion to be taken as a recommendation to CADO and the Energy Policy Committee? Discussion ensued. Members asked for motion to be read again. Secretary re-reads the motion. Consensus of group was to have the motion as a recommendation to CADO and the Energy Policy Committee.

Craid S. seconded.

Vote Tally:

Linda Roberts abstained  
Donna Kinnamon and Debby McClure voted against.  
Motion carried

Recommendation will be taken to the Energy Policy Committee. Kraig L. will E-mail concerns voiced to members of committee.

Joan asked members if they wanted to meet after today's meeting to hear reports from the roundtable meetings or if they preferred tomorrow? Consensus of group would be for reports to be read at tomorrow's meeting.

OECA meeting adjourned for the day.

Roundtables began for the afternoon.



AGENDA – May 13, 2004

- 7:30 Breakfast
- 8:00 OHCS Update/Reports
- |                |                            |
|----------------|----------------------------|
| Updates        | Eve Ford, Richard Matthews |
| LIEAP          | John Overman               |
| OEAP           | Jeff Putterbaugh           |
| Weatherization | Jack Hruska                |
| T & TA         | Dan Elliott                |
- 11:00 Energy Trust Presentation Dan Cote
- 12:00 Lunch
- |                  |             |
|------------------|-------------|
| BPA Presentation | Steve Weiss |
|------------------|-------------|
- 1:00 Presentation of Awards from Energy Outwest
- 1:30 Bylaws Changes
- 2:00 Election Committee Recruitment
- 2:15 Open Forum
- 2:45 Adjourn

PRESENT:

Linda Roberts, Debby McClure, Donna Kinnamon, Karrie Durie, Jack Hruska, Richard Matthews, John Overman, Kraig Ludwig, Carmen Underwood, Robert Stevens, John Conley, Colleen Neel, Steve Divan, Cindy Wray, Terry Weygandt, Ron Haynes, Margaret Davis, Ellen Prouty, Dan Cunningham, Bill Colmer, John Huntsman, Becky Eberle, Suzanne Dillard, Shawna Souza, Jim Abrahamson, Lois Douglas, Don Coon, Ted Haskell, Mary Ellen Bennett, Dan Elliott, Norm Chadwick, Cindy Olmstead, Craig Satein, Tom Brodbeck, Joan Cote, Jacque Meier, Diane Ferington, Elissa Guidos, Kraig Ludwig

Meeting called to order by Joan.

Introductions

First Order of Business:

Approval of the following Minutes:

- Executive Committee Meeting January 22, 2004
- Executive Committee Meeting February 11, 2004
- Quarterly Meeting March 11 –12<sup>th</sup>, 2004

Joan made a motion to accept the Quarterly Meeting minutes for March 11-12<sup>th</sup>. Kraig seconded. Motion passed unanimously.

Joan made a motion to accept the Executive Committee Meeting Minutes for January 22<sup>nd</sup> and February 11<sup>th</sup>. Terry W. seconded. Motion passed unanimously.

Next Order of Business: Overview of Roundtable sessions.

Margaret Davis spoke on behalf of the LIEAP roundtable committee members. There was good participation from everyone involved, valuable input from individual agency and utility perspectives. Committee decided to have a revolving chair for future meetings.

Dan Elliott spoke on behalf of the Weatherization committee members. Numerous topics covered. General consensus of members was that the roundtable was a valuable tool for information sharing among agencies.

## **OHCS UPDATE AND REPORTS**

### **T &TA – DAN ELLIOTT**

Dan said he presented the Diagnostic Tech I to the RTF committee. Class was presented in its entirety. Unanimous approval of class – exceeds accredited class trainers. Only program to achieve this. Congratulations from all around.

Next order of business. The Lead Symposium held on May 4<sup>th</sup>. Good attendance from among OSHA, construction contractors, DHS and agencies. Dan distributed available from meeting.

Dan said that he has set up contract with OSU for free leads training's. The first being held in Astoria. No date as of yet.

Dan then presented an overview of OSHA's standards of exposure. OSHA has suggested that a study is conducted weatherization work/crewbased re:field exposure. Study to be conducted in different areas.

Dan urged all agencies to obtain pollution occurrence insurance by the end of the biennium. Discussion ensued.

Dan also urged agencies who have not obtained their Lead-Based Paint Certification cards, to do so.

### **UPDATES/OEAP – RICHARD MATTHEWS**

Eve Ford and Jeff Putterbaugh were not in attendance. Richard Matthews will present these updates and reports.

Richard distributed overview of LIEAP survey. Brief overview.

Next order of business, Richard talked about the energy assistance, EZC2, Energy Education Program. Committee has been meeting for approximately a year. They have developed a concept paper, a basic modeling/goals. They will be developing a case management module.

Richard then distributed the National LIEAP survey for review. He has E-mailed copy to agencies. Richard felt the survey was very informative and worth your while to read. At least the Executive Summary.

Eve has been working on the "Come Meet Your Partner" meeting to be held on June 23<sup>rd</sup>.

Richard announced that Jeff has taken another position within OHCS. OEAP Coordinator position has not been filled to date.

### **LIEAP – JOHN OVERMAN**

John talked about the LIEAP roundtable meeting, felt very positive.

Utility module in test mode with OPUS.

Now available to agencies a report containing agencies expenditures, program dollars vs. program delivery. Report available upon request.

John then asked that any agency anticipating a rollover in program delivery \$, to send their justification directly to him. Will be considered on an individual basis. Discussion ensued.

Next order of business – LIEAP State Plan. Survey returned. John felt that agencies did a better job at identifying and defining client education.

One concern is that our state plan states that Oregon runs a “separate crisis program”.

Kraig L. asked for further clarification. Is there a possibility of reviewing “other programs” in existence? John stated that he would let agencies know.

John is currently working on the LIEAP manual. Has asked for any changes that agencies may have, send to him directly.

John said a new state monitor, Tom Silver, has been hired.

John then spoke about the up and coming NLIEC conference. Urged agencies to attend.

John will be asking agencies for their input regarding the LIEAP fall meeting.

Joan asked John if he would be sending out an E-mail to agencies. John said that he would.

Break

### **ENERGY TRUST PRESENTATION – DAN COTE**

Dan Cote presented the Energy Star Program, a new construction program based on an energy efficiency standard. Programs goal is 17,000 units in the next two years.

At this time it was decided that the Awards presentation be done.

Awards – Energy Outwest. Joan did a brief overview of awards given and recipients.

Jennelle Wiggins Award given to Joan Ellen Swanson and Debby McClure. Vince Paceco received the “Pushing The Envelope” award.

At this time OECA presented Dan Elliott with an award for all of his hard work. Jeff Putterbaugh was not in attendance to receive his award. OECA Executive Committee will present his award to him at a later date.

### **BPA PRESENTATION BY STEVE WEISS**

Steve Distributed brochures on the Energy Matters campaign.

Clean & affordable energy – overview, benefits, renewables, renewable energy, energy efficiency, fossil fuels and regional energy policy.

## **LUNCH**

### **BY LAWS CHANGES – KRAIG LUDWIG**

By laws had been sent previously to members for review.

Kraig asked members for their input.

Craig S. noted that on page 3 a change made in #1 - Change “ from that is made” to “comprised”.

#6 remove the word “with”

Dan Cunningham suggested that on page 4 #1, T&TA chair added.

Craig made a motion to accept OECA By Laws as edited. Jacque Meier seconded. Motion passed unanimously

Next order of business – Travel Policy

Travel Policy dispersed to general membership.

Next order of business. Kraig talked about the elections to be held in September at Silver Falls. Also anyone interested in serving on the election committee please contact Kraig, Carmen Underwood, Terry Weygandt or Janice Delameter.

Joan announced that she would not be attending the general membership meeting at Silver Falls. Kraig Ludwig will be serving as chair.

## **OPEN FORUM**

Craig S. wanted to express his appreciation to the Executive Committee for all of their hard work.

Jack Hruska thanked COCAAN for attending.

Colleen Neel asked for clarification of eligibility. What documentation is needed for “undocumented individuals”? Discussion ensued.

Richard Matthews of OHCS as well as Jack H. John O. and Dan E. said to serve that an agency could not discriminate. If they are income eligible, serve them.

Jack stated that the individual(s) should not even be questioned by an agency. Dan suggested that to Collen that she change her intake process.

Since the By-laws were adopted, Kraig said he would send them to an attorney.

There being no other business, meeting adjourned.

