

APPROVED 3/11/08

OECA Quarterly Meeting
Hallmark Inn
744 SW Elizabeth Street
Newport, Oregon 97365
November 14-15, 2007

Wednesday, November 14

Present: Richard Mathews, Cecilia Gonzales-Lyons, Mary Ellen Bennett, Don Coon, Garrett Harris, Melissa Torgerson, Steve Jole, Terry Weygandt, John Overman, Monica Callaway, Ronald Dake, Roger Rees, Emerio Landeros, Joe Lorenz, Linda Grimm, Stephannie Inslee, Linda Roberts, Letitia Marquez-Cruz, Carmen Underwood, Chris Shoopman, Judy Schilling, Gary Walsworth, Claudia Canto, Terry Blaskowsky, Jim Abrahamson, Howard Weathers, Tim Zimmer, Steve Divan, Lois Douglass, Dan Elliott, Ron Haynes, Jacque Meier, Margaret Davis, Julie Clark, Kraig Ludwig, Diane Ferington, Joan Ellen Jones, Robert Stevens, John Huntsman, Bill Colmer, Marisa DeCristoforo, Becky Eberle, Steve Bicker, Phil Handsaker, Judy Swendsen, Jim Jerome, Diane Hansen, Marc Hinz, Janice Delameter

Kraig Ludwig called the meeting to order at 10:05 a.m.

Welcome and Introductions

Kraig asked if there were any adjustments to the agenda. Terry Weygandt explained that on Thursday morning there was to be filming for a Lincoln County television segment on energy assistance. Filming was to begin at 10:30 a.m. At that time instead of an open forum the OHCS LIEAP report would be given. She added that this was pre-approved by Kraig and by OHCS.

Janice Delameter read an e-mail from Craig Satein requesting that Mary Ellen Bennett serve as his proxy at the November, 2007, OECA meeting. Jacque Meier asked how one person from the same agency could vote twice. After discussion it was agreed that Marc Hinz would look into this question.

Consent Agenda Items

Gary Walsworth made a motion to approve the consent agenda items, and the motion was seconded by Margaret Davis. Kraig Ludwig reported that there was one correction on the Treasurer's Report. The document contained two tabs: 9/30/07 and 10/31/07. The report containing the ending balance for 10/31/07 was the correct one, and the title at the top should read 7/1/07 through 10/31/07. Gary and Margaret approved the corrections, and the motion was approved.

OECA Director Report

Marc Hinz reported the following.

- The back certificates should have arrived in the mail. If not, Marc asked that he be notified.
- The report cards were still waiting on the Scope of Work.
- Marc was in contact with CAPO concerning a joint Executive Committee meeting.
- Marc routed the master committee roster and asked members to check for changes.
- Marc reported that OECA was looking into getting an Energy OutWest vendor booth for \$1500 to market OECA REAP training certificates. Jacque Meier made a motion that OECA pay \$1500 to have a booth at Energy OutWest in June of 2008 to support REAP training certificates. Robert Stevens seconded the motion. Kraig Ludwig reported that this would be a bronze sponsor level. Marc added that this would be an opportunity for growth, expanding revenue, spreading out OECA's standards across the region, and a step towards OECA as a regional training center. Kraig suggested that the motion be amended to say "up to \$1500" so that a choice of level could be made. Jacque said that she would not support lowering the amount. The original motion stood and was approved.
- Marc and Judy Schilling met to compile the website responses from the membership. These will be submitted to the Executive Committee for review and approval as a policy for the website. Marc added that the website was still in development and that the training calendar would depend on the Scope of Work.
- Work was continuing on the recertification process for those that were expired.

Officer Reports

Chairperson Report -- Kraig Ludwig reported that the Executive Committee had met and discussed the option of having affiliate reports in writing in advance of quarterly meetings to assist the secretary in compiling the minutes. He asked that affiliates voluntarily submit a report in writing in advance to Janice Delameter. Kraig remarked that Thursday's agenda was put out to 2:00 p.m. as a safeguard, and he encouraged everyone to stay through the end of the meeting. Kraig thanked the network in advance for debriefing their supervisors and directors about OECA activities.

Treasurer Report – Kraig Ludwig reported that Donna Kinnaman was not present.

Secretary Report – Janice Delameter asked everyone to be sure to sign the attendance sheet and to check the roster for updates.

Vice Chair Logistics Report – Jacque Meier reported that new name tags were created for the meeting and asked that they be returned to her. The March Quarterly Meeting will be held at the Hood River Inn although the dates were changed to March 11-12. The May meeting will be held at Eagle Crest.

Vice Chair Fund Raiser Report – Kraig Ludwig reported that Tom Brodbeck was not present.

Chair Legislative – Kraig Ludwig reported that Joan Cote was not present and that Jim Abrahamson would cover this information in the Oregon Energy Partnership report.

Chair Training & Technical Assistance Report – Kraig Ludwig reported that Colleen Neel was not present and that the report would be given later.

OECA Committee Reports and Updates

Community Action Partnership of Oregon – Kraig Ludwig reported that Jim Slusher would give the report at a later time.

Oregon Energy Partnership – Jim Abrahamson reported on OEP activities since the last meeting.

- Continuing to work with the attorney to have CAPO allowed access to intervenor funding that would help pay for work in various OPUC dockets on behalf of low-income customers.
- A joint letter with CUB and NWECA was submitted to OPUC requesting the Commission to reopen discussions into the recently-adopted Pacific Power collection charge rule. Met with representatives of OPUC staff to begin exploring next steps.
- AOP/Native American Funding. These two issues were discussed at the most recent meeting of the Energy Policy Committee. OHCS will develop a draft process that will be reviewed by both the EPC and ACE committees and will eventually be brought to the CAPO Board.
- Involved in a number of meetings and conference calls concerning issues that emerged over the Pacific Power vendor contracts. All of the late-arising issues were resolved for the current heating system so that Pacific Power would have signed vendor contracts with all Oregon agencies that serve their customers. Additional efforts will be needed before the next heating season to help create more consistency with these contracts and to present utilities with a more united front.
- Continued to work through issues that were emerging in the PGE AMI docket, UE 189. This docket was nearing completion. PGE would most

likely be granted authorization to install “smart meters.” The approach in this docket has been to lay the groundwork for cooperation between agencies and the utility in the implementation and operation of the new systems in a manner that will help protect and better serve low-income clients.

- Attended two meetings of the CAPO Board where energy issues were vigorously discussed.
- Participated in an end-of-session legislative debrief meeting with CAPO and OHCS representatives with the goal of attempting more consistent and comprehensive messaging and data in upcoming sessions of the Oregon Legislature.
- Attended and participated in a two-day national low-income peer review meeting in Seattle, which was an opportunity to discuss issues and compare notes with advocates from other states.
- Attended and participated in the two-day NWEAC fall meeting that was another opportunity for additional in-depth issues discussions with regional low-income advocates.
- Participated in several meetings with members of the OHCS Energy Unit. Attended and participated in advisory group meetings for both the NW Natural OLIEE and OLGA programs. Facilitated and participated in two meetings of the Energy Policy Committee.

Advisory Council on Energy – Becky Eberle reported that there were three topics at the last meeting: the consumer-owned utility survey, which Richard Mathews was to talk about at the Roundtable; confusion about ACE’s role in the process for Native American Weatherization funding; and a member of ACE who is a low-income senior citizen and lives in Multnomah County talked about the difficulty in getting assistance. Terry Weygandt added that the OEAP Quarterly Report was received.

Native American Weatherization – Don Coon reported the following.

- The second annual Tribal energy event was held on October 24-25. Fourteen tribes were represented.
- The Tribal Energy Coordinators Association was off the ground and running.
- Carina Ginter asked Don to express appreciation for involvement with the ACE committee, for getting the Tribes closer to Native American set-aside funds, for a better understanding of how to help agencies and Tribes work together, and for the opportunity for Loyal Hamilton to participate in the EA-1 training. Kraig Ludwig added that this partnership was much appreciated and that he applauded Carina’s efforts.

Special Events Committee – Judy Schilling reported that the membership will vote on recipients for the two Energy OutWest conference awards at the March

meeting. Judy said that she would need award recommendations in January/February and would send out a description of the awards at that time.

By-Laws Committee – Jacque Meier reported that the By-Laws were undergoing formatting work and should be done soon.

Regional Peer Exchange – Ron Haynes reported that the next meeting was to be in late February.

Weatherization Specifications Review – There was no report.

Web Page – Marc Hinz reviewed progress on the website starting at the home page and working through the site. Marc reported that it was now possible to make a donation by logging in and creating an account. Those who register will receive confirmation from Marc. News articles for the website were to be discussed at the Roundtable meetings. It was agreed that the Executive Committee would need to discuss a thank you letter for donations.

Presentation

Steve Jole introduced Claudia Canto and Terry Blaskowsky from CASA of Oregon. He reported that CASA had been taking the lead in helping tenants when mobile home parks were for sale.

Claudia and Terry made the following presentation.

- Residents of parks that are for sale should contact CASA. Its goal is to help the tenants to purchase the park.
- CASA has an 18-month contract funded by OHCS and CFED.
- When a park closes the housing slots are lost and never filled again. Owners charge to dispose of the homes. Landlords have been involved in getting vulnerable people to sign away their homes.
- There are 1325 parks in the state with approximately 67,000 spaces. A large number of residents are elderly and children. 60 parks closed in the past five years. These are lost affordable housing units.
- CASA can help the tenants to form a cooperative and to figure out a structure to come together. The owner could get a capital gains tax break which is an important tool.
- There was discussion about how the process works. People can be afraid to organize, and managers might not be nice. Owners are asked to negotiate in good faith.
- The website for CASA is: www.casaoforegon.org.
- Richard Mathews added that this is a serious problem for OHCS, which has a big interest in preserving housing so that it's not lost. He encouraged the membership to start thinking about their relationships with

those parks and to make referrals to CASA. This discussion was to continue in the Weatherization Roundtable.

Jacque Meier made a motion to adjourn the meeting at 12:00 noon for lunch and for the Roundtable meetings. Joan Ellen Jones seconded, and the motion was approved.

Thursday, November 15

Present: Lois Douglass, Cecilia Gonzales-Lyons, Mary Ellen Bennett, Garrett Harris, Judy Swendsen, Diane Hansen, Margo Bryant, Jim Abrahamson, Terry Weygandt, Roger Rees, Joe Lorenz, Gary Walsworth, Monica Callaway, Ron Dake, Linda Roberts, Stephannie Insler, Julie Clark, Melissa Torgerson, Carmen Underwood, Letitia Marquez-Cruz, Linda Grimm, Richard Mathews, Joan Ellen Jones, Howard Weathers, Judy Schilling, Tim Zimmer, Steve Divan, Tom Brodbeck, Ron Haynes, Jacque Meier, Margaret Davis, Kraig Ludwig, Diane Ferington, Robert Stevens, Bill Colmer, John Huntsman, Chris Shoopman, Marisa DeCristoforo, Becky Eberle, Steve Bicker, Phil Handsaker, Emerio Landeros, Jim Jerome, Colleen Neel, Marc Hinz, Janice Delameter

Kraig Ludwig called the meeting to order at 8:00 a.m.

Welcome and Introductions

Officer Reports (continued)

Chair Training & Technical Assistance Report – Colleen Neel made the following report.

- The DOE Conference registration deadline was extended.
- EA-1 training took place in Salem on November 5-9.
- Upcoming trainings were in the wings.
- T&TA gadget of the quarter: space heaters.
- T&TA policy of the quarter: space heaters.
- Colleen asked the membership to check their status on the OECA website to make sure that their information was correct.

Vice Chair Fund Raiser Report – Tom Brodbeck routed the Summary Report for the 19th Annual OECA Golf Tournament. He reported that there were 35 sponsors and 112 players. Northwest Natural donated \$2300 for food. Other sponsors included Standard TV and Appliance, PGE and Pacific Power. The net profit was \$3800. Tom thanked the volunteers who helped with the tournament including Ron Haynes. The goals for next year will be to get everyone involved and to come up with additional fundraising ideas as the organization moves forward. Tom remarked that those who wanted to see the evaluation should contact him or Marc Hinz.

Roundtable Overviews

Energy Assistance Roundtable Report – Margaret Davis gave a summary of the group's discussions.

- The group was still collecting agency photos for the picture book.
- Jim Abrahamson reminded the group that the Energy Assistance Snapshot was coming up on January 14-18, to include information on how agencies will accommodate the increase in OEAP funding.
- Mary Ellen Bennett gave an update on the OLGA Advisory Group meeting discussion concerning the possible use of OPUS reports instead of spreadsheets for OLGA reporting.
- The To Do list was reviewed.
- John Overman distributed a matrix chart for Energy Assistance T&TA dollars.
- The E2C2 case management group was forming a steering committee.
- The group expressed interest in keeping the OPUS Sub-Committee alive. Cecilia Gonzales-Lyons volunteered to work on this.
- The energy saver calendars were ordered.
- The group discussed vendor contract concerns.
- Energy Education/Assurance 16 dollars were expected in January.
- Judy Schilling led a discussion about articles needed for the website. Judy and Mary Ellen Bennett volunteered to be the website editors.
- Margaret expressed thanks to Mary Ellen for her ongoing willingness to take the Roundtable minutes.
- Margaret also expressed deep gratitude to Melissa Torgerson for her excellent and uplifting inspirational leadership.

Weatherization Roundtable Report – Robert Stevens gave a summary of the group's discussions.

- The group continued discussion about mobile home park closures.
- Discussion continued on front load washers and if there was a savings to be found. It was believed that this issue should move into sub-committee work.
- There was some confusion about NOAs from the State and a suggestion that there should be a WX prefix. This was to be looked into.
- There was a REM/Rate vs. deemed values discussion.
- Discussion about how to proceed with cuts to federal funding and 14% cut in DOE.
- The recertification process still had to be worked out with the contract with the State.
- New DOE lead rules for households with a child under six years of age.

OECA Committee Reports and Updates (continued)

Community Action Partnership of Oregon – Jim Slusher gave the following report.

- Communication protocols were moving forward for various energy groups with the goals of clarity and consistency.
- Legislative focus: CAPO was looking at the next full session in 2009.
- A major push was for CSBG flexible general fund dollars.
- OHCS was taking the lead in planning the 2008 Poverty Conference in Salem, with CAPO involvement as well. Input will be solicited from the energy network.

Affiliate Member Updates

Oregon HEAT – Roger Rees reported that new staff member Bonnie Dillon started work the previous Tuesday. Oregon HEAT staff were putting together newsletters and other items to stimulate donations, and testimonials were needed. Roger asked those who could help with this to contact the Oregon HEAT office. Oregon HEAT was working on a way to match those who want to donate home heating oil to those who need it. For home heating, a refinery with storage capability was located that would accept donations from those who want to donate home heating oil in the Portland area. Another program is for used crank case oil, contaminated fuels, etc., that can be recycled into home heating oil. Oregon HEAT was working on a statewide distribution system with the ability to pick up the oil and get it back out to consumers. Those who want to donate to either of these programs can contact the Oregon HEAT office.

Oregon Department of Energy – Tom Hewes gave the following report.

- Tom thanked everyone and asked all to keep up the good work.
- He gave a follow up report on fiberglass blankets certification for floor insulation. There was a supply issue so a lot of manufacturers went back to fiberglass.
- New tax credits may not impact low-income pellet and wood stoves that meet EPA standards.
- He gave an update on a new technology for making pellets from logging waste. He was to send websites via e-mail.

Energy Trust of Oregon – Diane Ferington gave the following report.

- Budgeting was going well and ETO was waiting for SB 838 funding to settle.
- Conducting a carbon footprint pilot with the City of Portland. This was an opportunity both for educating buyers and sellers and for using REM/Rate as a tool for federal tax credits and validating energy savings.
- Also conducting a low-income solar pilot 2008. There may be a briefing on this project at the next OECA meeting Roundtable breakout.
- The refrigerator pilot with CAPECO was going well with 118 units installed. ETO was looking to do more efforts of this type with other agencies.

- Other projects included a lighting retrofit project with Umatilla Housing Authority, auditing arrangements with UCAN, talking further with UCAN about a refrigerator pilot, technologies minisplit heat pumps pilot, and 2008 solar thermal transition to HFS.

Low-Income Energy Assistance Program – John Overman gave an update on the LIEAP status.

- 75% of 2008 LIEAP funds were being released. The federal government was operating on a Continuing Resolution. SPD mailouts had gone out, and there were many applications pending for funds. Emergency NOAs were to go out the week following the meeting.
- The State received Leverage funds which included a considerable increase over last year.
- Colleen Neel asked about the status of the State Plan. John responded that the LIEAP closing date was amended back to June 30 as was stated at the Fall Meeting. All comments were sent with the State Plan. The LIEAP closing date was the major concern, and there were no other changes.

Northwest Natural Gas – Lois Douglass gave an update on OLGA and GAP programs. Both programs were closed for the past program year. The OLGA program distributed approximately \$1.6 million to customers with a small carryover of \$277,000 due to allocation timing issues. Lois complimented agencies for doing a great job in keeping homes heated. The GAP program distributed approximately \$165,000 to customers. United Way had begun in November to collect donations with billing insert envelopes. Lois anticipated no changes in the GAP agency list. Steve Bicker gave an update on the OLIEE program. He reported that the last program year was nearly identical to the year before performance wise.

Portland General Electric – Margo Bryant gave the following update.

- She encouraged agencies to contact the Oregon Congressional delegation to advocate and support LIEAP increases going into the regular budget and not into emergency contingency funds.
- Convening Energy Assistance and Weatherization staff on November 29 to talk about how to utilize SB 838 funds.
- Participating in fix it and energy fairs.
- Gave \$50,000 to Oregon HEAT.
- PGE was hosting and facilitating 20 energy education classes to reduce energy usage, with about 10 completed to date. The goal of this program was to go where people gather such as community centers. \$25 PGE gift cards were being used as an incentive. Average attendance was 10-12 people.

PacifiCorp – Becky Eberle gave the follow report.

- Oregon HEAT donation envelopes were going out in November and also were to go out in February and June as well.
- Donated \$10,000 to the Oregon National Guard for those members deployed or their families. Clients should contact their National Guard unit.
- Becky remarked that she was not at the last meeting and wanted to give some clarification relating to the discussion that took place concerning PacifiCorp's regulatory approval in Oregon to charge customers who have been disconnected for costs related to collection procedures including court costs and attorneys' fees. She remarked that these customers were not disconnected for payment issues and that they were people who left the system and were no longer customers. She added that the goal was to save costs to ratepayers by not having those costs covered in rates. There was a general discussion during which concerns were expressed about how low-income clients would be impacted. Melissa Torgerson requested that an Oregon impact study be conducted. Jim Abrahamson reported that he was aggressively pursuing this issue at the OPUC level because it clearly was a low-income issue, and that he would keep the network informed. Becky remarked that there would be a process for questions.

Open Forum

Mary Ellen Bennett asked about appliance programs and if any were being done in rental housing. Joan Ellen Jones responded that Washington County was replacing refrigerators with a required landlord match of about 40%. Diane Ferington added that the ETO/CAPECO program required that the owner pay \$275. Two other coordinators reported that they didn't require a match.

Joan Ellen Jones reported that low-income representatives were needed for the Citizens Utility Board. Kraig Ludwig remarked that this should be on the committee roster. Judy Schilling added that there should be a link for the CUB on the OECA website.

Oregon Housing & Community Services – Richard Mathews gave a review of the status of issues from the last meeting.

- DOE and LIEAP State Plans: Staff were in the process of outlining procedures. Dan Elliott worked on the DOE process, and a draft document was taken to the Energy Policy Committee.
- AOP Process: Dan Elliott was working on that and information was provided to the Energy Policy Committee.
- Native American Process: Also discussed with the Energy Policy Committee. Suggestions were made for a review group to make the final decision. The RFP was to go out for review and response.
- As was already discussed, the LIEAP closing date was changed back from April 30. An important issue was how Oregon's definition of the

heating season would remain consistent with the HHS definition. He added that John Overman was doing a background paper on this subject.

- Melissa Torgerson was working on a COU survey tool. Additionally, she was going to be working on energy issues in her new position including research and data collection.
- Issues for the next CAPO meeting: the list of items from the Energy Assistance Spring Meeting; State Plan concerns including a definition of the heating season as mentioned above; the possibility of Weatherization and the ETO taking credit for the same energy savings; how Native American funds are allocated.
- Margo Bryant remarked that she was working on LIEAP Action Day and needed data to show that LIEAP funds were spent out relating to other states. She added that a strategy needed to be developed to demonstrate that Oregon needs more LIEAP dollars. Richard added that Dan Elliott and John Overman were also working on that project, and he recommended that the three get together to make sure that the strategy was consistent.

Oregon Energy Assistance Program – Melissa Torgerson gave the following report.

- All agencies should have received the OEAP quarterly report.
- The new OEAP allocation amounts were sent out. OHCS will not wait until the end of the quarter to get the funds out, so they will be seen in January. New program delivery budgets were due by November 20 with comments to be returned by December 10. Funds will not be allocated without an approved program delivery budget. She added that this was an opportunity for agencies to be creative about how they implement the program.
- The E2C2 Steering Committee, comprised of a selected group of people from around the state with varied experience, was going to meet to discuss long-term development and structure for the case management peer group.
- The REACH grant ended on September 30 with the final evaluation due in March.
- The COU data collection tool which Melissa was working on in her new job was being tested and was to be presented to ACE.
- Melissa and John Overman were working on the LIEAP formula.
- She was also working on a needs assessment to look at all energy resources in the state and how they compare to need.
- Mary Ellen Bennett suggested adding E2C2 as a regular category under OHCS reports at the quarterly meetings.

Weatherization – Dan Elliott gave an overview of funds.

- DOE: A cut was anticipated. OHCS was going to work with agencies on this, particularly smaller agencies which would be hurt the most, to discuss how to increase baseline. The state was well over the top for where it

should be for spend down. The DOE State Plan was to be posted and the comments and discussion process begun. This was also to be discussed at the Energy Policy Committee. Dan said that he would like to see ACE and CAPO involvement as well.

- LIEAP Weatherization Native American Funding: The last award went to CAPECO targeting units with massive weatherization and housing rehabilitation. Funds were still available. Looking at increasing Native American set-aside if there is a need there. Dan will address issues in the plan and put it out there for discussion.
- Lead assessments on homes with children under age six using DOE dollars: Need to do a lead wipe on the unit. Required to have official lead assessor.
- BPA: Spend out was on pace in year one of the three-year contract with 888 units last year.
- ECHO: Spent out and looking great.
- LIEAP: December 31 would be the end of the grant with the next allocation on January 1. Dan was going to be contacting each agency for current encumbered costs for LIEAP Weatherization. He asked that agencies keep in mind to spend out first on jobs for the next 40 days. Dan added that he was very concerned about spend down because as a whole the state was far short of where it needed to be. Jacque Meier remarked that part of the problem could be confusion about the June 30 and December 31 dates. She added that agencies need clear and concise guidance from OHCS about when funds need to be spent out, for all of the funds.
- Program Management Training/Annual Operating Plan: The state was awarded funds for a weatherization tribal management training program to cover how to start up and operate a weatherization program.
- AOP Dollars: The state is the only entity that can apply. Dan was putting together a review process for proposals. OECA was already working on a management training program on how to run a weatherization program that hopefully will serve as a platform for the rest of the country.
- OPUS Database: To get a link contact Dan.
- Kraig Ludwig remarked that the State was putting together an official process so that agencies could submit an application for AOP funds if they were interested. He added that the Executive Committee had met in October and approved a motion to partner with OHCS to develop a proposal to request funds from AOP for WAP management training. Kraig then took the proposal to CAPO and received their blessing to proceed. Robert Stevens made a motion for the general membership to give the go ahead to proceed with development of this proposal for the WAP management training. Jacque Meier seconded the motion. Kraig added that Beverly Danner was the lead contact to move forward with this project. The motion was approved.

Training & Technical Assistance – Tim Zimmer reviewed his quality assurance priorities. He was working on performance evaluations. Several agency evaluations were to be completed by the end of the month. By the end of March nine site visits were to be completed. Tim will visit each program on a yearly basis. Jacque Meier asked what he was looking for. He responded: 10 individual completed files that are properly invoiced and contain the proper forms; four completed jobs in the field and testing, with Tim picking the houses; the agency sends a list of jobs completed during the time period; the categories are exemplary, stable, vulnerable, at risk. Dan remarked that this information was available on line and was a part of the State Plan. Tim was asked if peer monitoring was still mandatory. He replied that it was not, but was now a peer exchange which was not nearly as comprehensive but required for an exemplary category.

In closing, Kraig Ludwig reiterated that Janice Delameter, the secretary, would appreciate affiliate reports in advance of future meetings. He added that in the future he would like to add to the agenda more time for agencies to network within the group.

Jacque Meier made a motion to adjourn the meeting at 12:05 p.m. Robert Stevens seconded, and the motion was approved.