

Approved 9/5/07

OECA Quarterly Meeting
Sunriver, Oregon 97707

Tuesday
May 22, 2007

Present:

Diane Ferington, Kraig Ludwig, Garrett Harris, Roger Rees, Traia Campbell, Joan Cote, Gary Wallsworth, Loyal Hamilton, Jacque Meier, Joan Ellen Jones, Rex Britton, Jim Jerome, Jean Stancliff, John Huntsman, Bill Colmer, Robert Stevens, Margaret Davis, Diane Hansen, Judy Swendsen, Donna Kinnaman, Angela Schlacht, Carmen Underwood, Janice Delameter, Kevin Thomas, Marc A. Hinz, Mary Ellen Bennett, Colleen Neel, Steve Bicker, Linda Roberts, Candy Hossele, Judy Schilling, Ron Haynes, Tom Brodbeck, Mark Whitney, Jim Abrahamson, Melissa Torgerson, Linda Grimm, Joe Lorenz, Wendy VanElverdinghe, Terry Weygandt, Dina Eldridge, Crystal Elcon, Brian Hudgins, Mike Cashner, Karrie Durie

Kraig called meeting to order at 10:03 a.m.

Welcome, Introductions

Agenda Adjustments – None

First Order of Business – Proxie Votes

- Crystal Elcon attending for Beverly Danner of Community Action Team, Inc.

Next Order of Business - Presentation by Colleen Neel
“Changes in Central Oregon”

Next Order of Business – Consent Agenda Items

- Quarterly Meeting Minutes for March 14th – 15th, 2007

The following corrections were made to the minutes as submitted:

On page one complete the sentence, “Scott Hansen and Uncle Eddie **will be providing the refreshments.**”

On page three change Hudgens to read Hudgins

On page 12 change acqui8ing to read acquiring

- Treasurer's report for 3rd Quarter 2006 – 2007 Budget (1/01/07 through 03/31/07)
- Logistics Report for the Quarterly Meeting held in Eugene March 14th – 15th, 2007

Kraig asked for a motion to approve the consent items, with changes as noted. Joan Ellen so moved, Margaret seconded. Motion passed.

Next Order of Business – OECA Director, Marc Hinz

Marc reported that he has been working with the Executive Committee to update OECA's Articles of Incorporation and By-laws. The Executive Committee met early in April to work on these updates. The proposed changes have been submitted prior to this meeting to members for approval.

Marc also reported on the following:

- Bonnie Bentley is currently working on entering all training information on to the new data base. It is anticipated that this will be completed within the next month and half.
- Web site update – RFP sent out in April.
- LOGO Contest – Marc sent an announcement to members in April outlining contest rules and deadline for submissions. Margaret announced that a total of three entries were received. These will be displayed during the lunch hour. A \$100 prize will be awarded to the winner. Ballots were distributed.

Next Order of Business – Officer Reports

Chairperson – Kraig Ludwig

- Kraig urged communication between members and their Program Directors and/or Executive Directors.
- Attended the CADO meeting a few weeks ago; continuing with joint communication(s) between CADO, HCS and OECA.

Treasurer – Donna Kinnaman

- OECA has completely expended all of our T/TA funds
- We are within our target date of expending ECHO and LIEAP funding, \$30,000 remaining balance.
- Briefly described that a new dues structure will take place, when voted on and passed, for the next year.
- Currently undergoing a change with the State with our contract.
- As of July 1st, OECA will no longer be reimbursing agencies. Agencies will be receiving their T/TA funding directly.

Kraig suggested that we proceed with the By-Laws modifications and changes. Since these were sent out prior to the meeting, members have had the opportunity to review the proposed changes. Kraig asked for a motion to accept. Joan made a motion to accept the changes to the By-Laws as submitted. Jacque seconded. Discussion ensued.

Jacque asked if these changes have been reviewed by OECA's lawyer and should they be approved before being approved? The lawyer has not reviewed but since there were no outstanding issues it was decided to proceed with the vote.

Janice questioned the reasons behind the changes. Marc stated the following:

- inaccuracies
- composition of membership has changed
- shifting responsibilities from OECA's Executive Committee to the Executive Director

Since changes were also made to OECA's Articles of Incorporation, Joan amended her motion to include those changes also. Jacque seconded, motion passed.

Kraig outlined the proposed changes to the dues structure.

- \$ 500 for each voting member per agency
- \$ 350 for affiliate members

Kraig asked for a motion to pass the proposed changes to OECA's dues structure. Joan made a motion to accept these changes to OECA's dues structure, Donna seconded. Motion passed.

Donna submitted proposed budget for review. Donna stated that the budget will have clearer definitions and descriptions once the contract is in place with the state. Kraig asked for a motion to approve the budget as submitted. Jacque so moved, Joan seconded. Motion passed.

Kraig distributed a copy of the committee roster and asked that everyone review and to make any changes that are necessary. Also, for those who have not signed up please reconsider.

Secretary – Karrie Durie

Please update roster with any changes.

Vice Chair – Logistics – Jacque Meier

- Next meeting scheduled for September 5th and 6th in Newport. A discussion re: the Shilo Inn as a possible location. Some members voiced their concern in staying at the Shilo. After a lengthy discussion, Kraig stated that possible

locations will be reviewed further by the Executive Committee and final recommendations will be sent out to members via- email.

Vice Chair – Fund Raiser – Tom Brodbeck

- The 2007 Golf Tournament has been scheduled for September 14th at the Mallard Creek golf course located in Lebanon.
- Last year's tournament earned \$ 4,600. This tournament not only earned the highest profit ever but had the most attendees. Hoping to do even better this year.

Legislative Chair – Joan Cote

- SB 461 – Bill to increase funding to OEAP. At this point is on Senator's Schrader's desk.

T/TA Chair – Colleen Neel

- The following trainings were held:
 - 1) Shell Tech April 5th – 9th in Clackamas
 - 2) Diagnostic Tech April 2nd – 6th in Albany
 - 3) Energy Education May 1st & 2nd in Salem
- For those agencies that need a REM Rate training, please contact Colleen.
- Agencies have not contacted Colleen with any problems that they have had with the 12.3 version of REM rate, so she will assume that there are none.
- The National Low Income Energy Conference (NLIEC) will be in Nashville on June 4th – 8th. Twenty five to thirty representatives from Oregon are expected to attend.
- Weatherization State Plan – discussion
- Joan Ellen Jones and Beverly Danner are currently working on putting together a Management Training for weatherization Coordinators/Managers. Any input would be greatly appreciated. Colleen distributed the outline.
- The DOE National Conference scheduled to be held December 9th – 12th in Orlando, Florida.
- For those agencies who need their text books (from wx training's) replaced, please contact Colleen
- Working on putting together an Energy Educator's Sub-committee. Contact Kurt Torgerson @ CCWX. It was noted that case managers would also benefit from such training.
- Those participants who passed their REAP certification will receive a shirt.

Kraig asked for a motion to adjourn for the day. Jacque so moved, Gary seconded. Motion passed.

Wednesday
May 23, 2007

Present:

Jim Jerome, Rex Britton, Deby Davis, Suzanne Dillard, Bill Colmer, Mike Cashner, John Huntsman, Jean Stancliff, Brian Hudgins, Crystal Elcon, Tom Brodbeck, Linda Roberts, Candy Hossele, Mary Ellen Bennett, Roger Rees, Margaret Davis, Colleen Neel, Ron Haynes, Jacque Meier, Diane Hansen, Judy Swendsen, Corky Senecal, Carmen Underwood, Angela Schlacht, Jim Abrahamson, Janice Delameter, Donna Kinnaman, Kraig Ludwig, Robert Stevens, Marc Hinz, Judy Schilling, Joan Ellen Jones, Loyal Hamilton, Diane Ferington, Melissa Torgerson, Traia Campbell, Terry Weygandt, Dina Eldridge, Gary Walsworth, Linda Grimm, Joe Lorenz, Stephen Bicker, Joan E. Cote, Becky Eberle, Mark Whitney, Garrett Harris, John Overman, Karrie Durie

Kraig called meeting to order @ 8:07 a.m.

Welcome, Introductions

Agenda Adjustments – None

First Order of Business – Committee Reports and Updates

OEP (Oregon Energy Partnership) - Jim Abrahamson

- SB 461 – As Joan reported is still on Senator’s Schrader’s desk. Let’s keep our fingers crossed.
- The residential exchange program – Because of a recent decision of a three-judge panel of the 9th U.S. Circuit Court of Appeals, Low-income customers of PacifiCorp and PGE are going to see an immediate rate increase. This panel ruled that BPA violated portions of the Northwest Power Act in arriving at a settlement with the Northwest’s investor-owned utilities regarding the residential exchange program
- This rate increase will take effect immediately.
- Cascade Gas acquisition - \$12,000 to sustain Energy Education Programs

The following is a summary from Becky Eberle:

- The residential exchange credit (applied to residential and small farm billings) was created almost 30 years ago by Federal Law to enable electric consumers to share the benefits of the Federal Columbia River hydro power system regardless of whether their electricity is provided by an investor owned utility or a public

utility district. The monetary benefits received through this program are directly passed through to consumers in Oregon, Washington, Idaho and Western Montana.

- A decision from the 9th Circuit Court effective June 1, 2007 eliminates this credit.
- The credit from BPA to the 7 investor owned utilities in the region total \$300 million annually.
- Investor owned utilities serve 60% of the region, 75% in Oregon.
- An average Pacific Power customer (w/usage of 1,000 kWh per month) will receive a 13.1% increase which is \$9.62/month.
- BPA believes that the decision is in error.
- Utilities will pursue options (judicial, administrative, and legislative) in an effort to have the credit put back in place.

Becky also reported that Pacific Power will be sending a letter of explanation out to their customers.

Kraig reminded everyone to vote for their favorite logo.

ACE (Advisory Council on Energy) – ACE Members

- Joan Cote spoke re: WX evaluations. Agencies should have received information from OHCS.
- Next meeting scheduled for July 12th @ the Lloyd Center, 1:30 – 3:30

Native American Weatherization Report – Loyal Hamilton

- Thanked OECA and individual agencies for their help.

OPUS Steering Committee Report – Traia Campbell

See attached minutes

Colleen stated that agencies are having problems with entering information into the E2C2 module. Should agencies be contacting Traia? Traia stated that they are currently working on the problems and that agencies should be reporting problems to the OPUS Help Desk.

Special Events Committee – Judy Schilling

Judy stated that there was nothing specific to report on. Kraig mentioned that anyone wanting to help with OECA's 30 year celebration, contact Judy.

By-Laws Committee – Jacque Meier

- Kraig noted that he will be sending a copy of the updated/approved by-laws to members within the next two weeks.

- Marc suggested that a copy be sent out after the lawyer has reviewed.

Regional Peer Exchange – Tom Brodbeck & Ron Haynes

- Attended a planning committee meeting in February for the Energy Outwest conference scheduled for June 2008 in Phoenix.
- Anyone wanting to help contact Tom or Ron.
- Jacque asked if OECA was going to be sponsoring any part of the conference. Tom answered that at this point there has been no discussion/no formal request made. Donna felt that OECA needed to know so that it could be included in next year's budget. Discussion ensued.
- Kraig entertained a motion that OECA sponsor a part of the Energy Outwest Conference. Jacque made a motion for OECA to sponsor the Energy Outwest Conference in the amount of \$500. Joan seconded, motion passed.
- Regional Peer Exchange is in the final stages of becoming a 501C3.

Kraig announced that AOP funding request(s) will be coming out sometime in July. Proposals will be going through OHCS. This is funding provided to agencies for “innovative projects”.

Weatherization Specification Review – Jacque Meier

- Jacque reported that there has been no progress.
- Review is on the top of her priority list, a major overhaul is needed.
- Steven Bicker of NWN asked if the 2008 proposed energy codes for new construction be used as a catalyst for the Spec's. Jacque stated that she has not seen the proposal. Suzanne Dillard felt that they were available for review on ODOE website. Discussion.

Web Page – Judy Schilling

Judy reported that the web page was updated yesterday.

Election Committee – Jacque Meier

The five positions up for election or re-election are:

- WX Member at Large
- Chairperson
- Vice Chair-Fund Raiser
- T/TA Chair
- Secretary

WX Member at Large

Craig Satein has elected not to run again for this position. Robert Stevens has agreed to run. Robert briefly spoke of his qualifications and why he would like to fill this position. Jacque opened the floor for any other nominations, there being none Donna moved that nominations be closed and that Robert Stevens be elected for the WX member at Large position. Joan seconded, motion passed.

Chairperson

Kraig Ludwig has agreed to run for this position. Jacque opened the floor for any other nominations, there being none Joan moved that the nominations be closed and that Kraig Ludwig is re-elected for the Chairperson position. Donna seconded, motion passed.

T/TA Chair

Colleen Neel has agreed to retain her position. Jacque opened the floor for any other nominations, there being none Donna moved that the nominations be closed and that Colleen is re-elected for the T/TA Chair position. Joan seconded, motion passed.

Vice Chair – Fund Raiser

Tom Brodbeck has agreed to retain his position. Jacque opened the floor for any other nominations, there being none Donna moved that the nominations be closed and that Tom is re-elected for the Vice Chair – Fund Raiser position. Joan seconded, motion passed.

Secretary

Karrie Durie has elected not to run again for this position. Jacque opened the floor for nominations. Kraig nominated Janice Delameter. Janice stated that she needed to talk with her supervisor before accepting this position. Kraig made a motion to elect Janice as Secretary if her supervisor approves. Joan seconded, motion passed.

Kraig stated if Janice cannot run for Secretary that (according to the by-laws) he will appoint a minute taker for the next quarterly meeting.

At this time Joan Ellen made a motion to close the elections, Jacque seconded. Motion passed.

Kraig thanked both Craig and Karrie for serving on the Executive Committee.

Congratulations to Mary Ellen who will be getting married June 21st.

CADO – Wendy VaElverdinghe

- In April, Nancy Cain of OHCS wrote a letter of response to Tom Clancey-Burns, President of CADO, regarding OEAP/LIEAP documentation guidelines for Social Security Income Verification. Discussion.

Next Order of Business – Roundtable Overviews

Energy Assistance Roundtable – Margaret Davis

- Homework assignment for next roundtable to bring photo of office.
- LIEAP/OEAP Fall Meeting overview/planning
- Policy for carry over of OEAP funds.
- Non-auditing site visits by Melissa and John.
- Additional funding for LIEAP expected within the next few weeks.
- T/TA funding (lack of) and possibilities discussed.
- Energy Assistance sub-committee report.
- Manual sub-committee met yesterday.
- Spring meeting overview.
- Multiple Payment Limitations
- Households receiving a special payment to be eligible to receive a crisis payment.

At this time Margaret presented to OECA a recommendation from the Energy Assistance Roundtable to accept their recommendation to allow households receiving special payments to receive a crisis payment and to further pursue/explore the concept of agencies limiting payments to households.

Joan so moved to accept recommendation for approval and present to CADO. Donna seconded.

Kraig requested that further information be sent to him, Wendy stated that she had been present at the roundtable during these discussions and has a good understanding of both recommendations.

Motion passed.

Weatherization Roundtable – Robert Stevens

- Heat Pump Water Heaters; Washer machines; Heat Pumps for Mobile Homes (ECHO)
- Contractors License
- PTCS client data base for BPA utilities
- OLIEE Program update
- Refrigerator Replacement for non low-income households
- WX training for contractors

- Re-certification for WX training
- Ways to evaluate WX trainings
- WX of travel trailers
- “Walkway” Policy

Next Order of Business – Presentation by Colleen Neel
Neighbor Impact’s Solar Project

Next Order of Business – Affiliate Members Update

Oregon Heat – Roger Rees

- In the midst of completing 2007-2008 budget
- Looking for a site to store donated oil
- Monthly conference call scheduled for tomorrow

Oregon Department of Energy – Suzanne Dillard

- Redistributing SHOW \$\$\$
- Balance sheets are available to agencies, just let Suzanne know
- New contracts will be sent to agencies by June
- Possibilities are being explored re: mini heat pumps
- Certification for duct contractors – requirements

Energy Trust of Oregon – Diane Ferington

- Brief overview of practices – handout dispersed
- Information also available on website
- Energy Star Program
- Refrigerator Replacement Pilot Program

Northwest Natural Gas – Stephen Bicker

- Lois Douglas unable to attend meeting.
- OLGA Advisory Board and NWN (Onita King) exploring allocation formula/process.
- Communication problem discussed re: agencies and LIEAP/OLGA support staff.
- OILEE – Stephen thanked Jim Abrahamson for all his help also thanked CUB.
- Next OILEE meeting scheduled for July 9th.
- New OILEE program will begin August 1st

Portland General Electric – Garrett Harris

- Margo Bryant unable to attend meeting.

- Garrett introduced himself to OECA members. Looking forward to working with everyone.
- Update regarding John Conley's health.
- Arrearage Forgiveness Program ended in January, PGE currently evaluating data.
- PGE will be challenging the exchange credit ruling.

Next Order of Business – Open Forum

Kraig reported that he had talked with Dan and that the T/TA position w/OHCS is expected to be posted within the next two weeks. Position will be responsible for monitoring weatherization programs.

Next Order of Business – Affiliate Members Update continued

Oregon Housing and Community Services – Melissa Torgerson/Richard Matthews

- Richard unable to attend, Melissa reported
- Hiring process for the Community Resource Division Administrator still ongoing.
- Budget
- Reviewing possibility of updating LIEAP allocation formula, possibly by June.
- Will be working with CADO in developing a “concept of need”.
- LIEAP state plan to be completed by August

LIEAP – John Overman

- This year the “detailed” Model LIEAP State plan is due. This is required every three years.
- John will be sending a survey to agencies next week requesting feedback regarding the LIEAP program. This will be an opportunity for agencies to provide their input.
- The tribal matrix has been completed and John will be sending to agencies.
- Currently working on a “new” LIEAP allocation formula. Formula will be presented to CADO when completed. Hopefully will be in place by next season.
- Vendor contracts
- June 30th is the end of the biennium
- Leverage \$\$\$ will be available next program year.

OEAP – Melissa Torgerson

- Melissa thanked Margaret Davis, Linda Grimm, Janice Delameter and Mary Ellen Bennet for their help with the LIEAP/OEAP Spring Training.
- Roger Colton currently reviewing the OEAP, ECHO and E2C2 program. When evaluation is completed OHCS will forward to agencies.
- The E2C2 module training will be held in June.

- A potential LIEAP/OEAP Peer Exchange training being explored.
- Possibility of an E2C2 training held in conjunction with the LIEAP/OEAP Fall training being discussed.
- E2C2 work plans due by August.
- Will be sending a detailed e-mail re: close of the biennium instructions.
- Will be sending agencies information on their remaining balances with Duke El Paso funding.

Kraig updated members on the NLIEC National conference scheduled for June 5th – 7th in Nashville.

Margaret announced that Marc Hinz's entry won the Logo contest.

Kraig thanked everyone for coming. With there being no other business, Kraig entertained a motion to adjourn meeting. Joan made a motion to adjourn, Donna seconded. Meeting adjourned.

