

APPROVED 11/14/07

OECA Quarterly Meeting
Hallmark Inn
744 SW Elizabeth Street
Newport, Oregon 97365
September 5-6, 2007

Wednesday, September 5

Present: Emerio Landeros, Tom Clancey-Burns, Garrett Harris, Tom Brodbeck, Joan Ellen Jones, Judy Schilling, Robert Stevens, Julie Clark, Don Coon, Linda Roberts, Ronald Dake, John Huntsman, Phil Handsaker, Monica Callaway, Steve Bicker, Bill Colmer, Deby Davis, Chris Shoopman, Gary Walsworth, Terry Weygandt, Margaret Davis, Jim Abrahamson, Joe Lorenz, Linda Grimm, Mary Ellen Bennett, Angela Schlacht, Carmen Underwood, Beverly Danner, Karrie Durie, Craig Satein, Tim Zimmer, Ron Haynes, Jacque Meier, Donna Kinnaman, Roger Rees, Kraig Ludwig, Colleen Neel, Diane Hansen, Judy Swendsen, Lois Douglass, Melissa Torgerson, Jim Slusher, Marc Hinz, Margo Bryant, Janice Delameter

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

Welcome and Introductions

Janice Delameter read an e-mail from Kevin Thomas requesting that Chris Shoopman serve as his proxy at the September 2007 OECA meeting.

Consent Agenda Items

Minutes -- Donna Kinnaman made a motion to approve the May 22-23 Quarterly Meeting minutes, and Gary Walsworth seconded the motion. After discussion the following corrections were made to the minutes. On page 3 Shilo was misspelled in two places and Kraig corrected to Kraig. On page 4 Brodbeck was misspelled. On page 9 in the top paragraph OECA was replaced by CADO and in the Weatherization Roundtable portion "OMIEE Program" was removed. On page 11 Melissa Torgerson's last name was added. On page 12 under the OEAP report the third bullet was corrected to read "E2C2 work plans due by August" and Kraig corrected to Kraig. Donna and Gary approved the corrections. The motion was approved.

Treasurer's Report -- Jacque Meier made a motion to approve the Treasurer's Report, Colleen Neel seconded, and the motion was approved.

Logistics Report -- No report submitted.

OECA Director Report

Marc Hinz reported the following.

- The Sole Source Contract proposal was 90% finished with a two-year training timeline calendar and budget proposal. The proposal was to be finalized and submitted to OHCS within the next couple of days.
- Marc asked that members review and update the committee roster.
- The website was live but not yet public. Marc was to give a preview on Thursday.
- The back certificates were being issued and sent out.
- Overdue report cards were to be sent out after the Sole Source Contract was approved.
- Work was progressing on the Specifications document.
- Marc presented photos of the newly-purchased cargo trailers which are stored at Clackamas County Weatherization. Thanks went to Colleen Neel, Jacque Meier and Donna Kinnaman for their work on this project.

Officer Reports

Chairperson Report -- Kraig Ludwig reported the following.

- CAPO and CADO are two separate organizations.
- The Executive Committee met in Hood River. The focus was work on the Sole Source Contract, which the Executive Committee was committed to completing. Kraig thanked those who attended this meeting. An Executive Committee and Quarterly meeting schedule through 2008 was sent to the membership.
- Feedback indicated that a good job had been done in keeping communication lines open between CAPO and OECA. He thanked those who participated and asked for continued efforts.
- There was a request for an associate membership from the Community Energy Project. The Executive Committee met before the meeting and approved the application. Jacque Meier made a motion to approve the request, and Diane Hansen seconded. The motion was approved. Kraig said that he would follow up.

Treasurer Report -- Donna Kinnaman reported that because of the delay with the Sole Source Contract OHCS had allowed OECA to roll over \$49,578 in ECHO funds. She thanked everyone in advance for getting their dues in as soon as possible. She added that she had done a temporary budget but was unable to complete the budget until the Sole Source Contract was approved.

Secretary Report -- Janice Delameter reported that she had routed attendance and roster sheets and asked for updates. Diane Hansen asked if cell phone

numbers could be included on the roster. There was general agreement that this would be voluntary for those who would wish to provide the number.

Vice Chair Logistics Report -- Jacque Meier invited everyone to attend the marshmallow roast that evening. She reported that she was struggling to find a location for the November meeting due to the size of the group. She was also working on the Eugene meeting at the Hilton. After discussion it was agreed that the November 14-15 meeting would be at the Hallmark in Newport.

Vice Chair Fund Raiser Report -- Tom Brodbeck reported that the golf tournament would be a week from Friday in Lebanon. There were 63 people signed up and 18-20 sponsors. Prizes were needed. Tom Clancey-Burns challenged executive directors to participate.

Chair Legislative – Joan Cote was not present. Jim Abrahamson said that he would cover this in the Oregon Energy Partnership report.

Chair Training & Technical Assistance Report -- Colleen Neel reported the following.

- Sole Source Contract Changes: SEAL agencies should contact Dan Elliott about funds to send SEALS to Affordable Comfort conferences.
- Upcoming trainings included: Shell Tech September 17-21 in Clackamas County; LIEAP Fall Meeting September 26 in Salem; EA1 November 5-9 in Salem; Energy Educators November 27 in Clackamas County; WX 101 November 28 in Clackamas County; DOE Nation WX Conference December 8-13 in Orlando; Diagnostic Tech February 2008 in Albany.
- T&TA Gadget of the Quarter: switches that save energy.
- T&TA Policy of the Quarter: 2.12.6 Special Populations, Section b. OHCS will calculate from the total grant received an amount equal to 3% which will be used in one of the following ways: 1) Option 1: New DOE funds set aside for Native Americans are being proposed to be used in total for weatherization projects directed at Native Americans. These funds will be available for six months (from April 1) to any weatherization subgrantee that proposes a Native American weatherization project in cooperation with one or more of the nine Tribes of Oregon. Weatherization subgrantees are encouraged to work with Tribes to coordinate these projects. Projects will be evaluated based on their overall merit by a review committee of OHCS, OECA, CAPO and ACE. Number of units, types of measures, energy savings and leverage will be considered. The review committee may recommend that all or part of the available set-aside funds be awarded.

OECA Committee Reports and Updates

Community Action Partnership of Oregon – Tom Clancey-Burns and Jim Slusher reported the following.

- OECA communication efforts were appreciated by executive directors.
- It was hoped that another joint meeting of the Executive Committees would be scheduled soon.
- Pegge McGuire is the new CRD Director at OHCS. Regular meetings are scheduled between OHCS management staff and the CAPO Executive Committee.
- Even though the OPUS Steering Committee disbanded, the energy representative should make sure to go to meetings that are rolling out. Mary Ellen Bennett remarked that the OPUS Sub-Committee had not met for several years. Tom recommended that Kraig Ludwig contact Bill Carpenter directly about this issue. Melissa Torgerson added that a group made up of Mary Ellen Bennett, Judy Schilling and herself was stepping forward to work on OPUS issues directly with Brent Holmes at OHCS. She added that she would encourage Traia Campbell, the energy representative, to work with this group as well. There was discussion about OECA's role in providing input, specifically in the Energy Assistance and Weatherization Roundtable agendas and discussions.
- The Poverty Conference is scheduled for next fall and may be included as part of the OHCS annual conference. Dates and times were being explored, probably in October. There will be an energy track.
- There was a discussion about the difference between CAPO and CADO. Each organization generally has the same group of executive directors. As of July 1 CAPO became a 501(c)(3). CADO performs the lobbying activities.

Oregon Energy Partnership -- Jim Abrahamson reported on OEP activities since the May, 2007, OECA meeting.

- Authorized, submitted and had published an op-ed piece on the 9th Circuit Court ruling on BPA's Residential Exchange Program.
- Developed and submitted supplemental comments on PacifiCorp's Low-Income Arrearage Management Program.
- Was an active participant in Docket #UE-189, the investigation into PGE's development of Advanced Metering Infrastructure (AMI).
- Attended NFFN/NLIEC conferences in Nashville. Developed 2007-09 OEP work plan and 2007-08 OEP budget. Worked with OHCS to develop 2007-08 OEP Sole Source Contract.
- Finalized and gained Oregon Public Utility Commission approval of the Northwest Natural OLIEE Weatherization program redesign which became effective on September 1.
- Worked to make CAPO eligible for intervener funding at the Oregon Public Utility Commission, which will help to make interventions even more effective.

- Worked to help get the two new Cascade Natural Gas public purpose programs (Energy Assistance and Weatherization) up and moving. Visited both CAPECO and MCOA to discuss the programs in advance of the quarterly Advisory Group meeting.
- Developed and presented comments at the August 1 Public Meeting on the BPA Residential Exchange Program. (These comments are posted on the BPA web site.) Also participated in several meetings and workshops on the related 762 test and the ASC (average system cost) methodology.
- Participated in the quarterly Northwest Natural OLGA program Advisory Group. This group has been a vital tool in the notable improvement in this program. The next meeting will be on November 6 from 2-4 p.m. at the Northwest Natural office in Portland. All agencies that deliver the OLGA program are strongly encouraged to attend.
- SB 461, the bill to increase funding for the OEAP program for PGE and PacifiCorp customers, passed on June 27 and was signed into law by the Governor. This increased funding will begin collection on January 1, 2008. This represents a \$5+ million increase per year in Energy Assistance funding for these two utilities.
- SB 994 passed in the last days of the Oregon Legislature. A feature of this bill (which passed without public comment or hearings) transferred \$4.6 million (one time) from the ETO to OMSI to help repay a portion of OMSI's debt to the Oregon Energy Department. The OEP joined a coalition of groups strongly opposed to this taking of public purpose funds. The Governor used his line item veto authority to eliminate this provision of the overall bill.
- Kraig Ludwig acknowledged Jim's work for CAPO and the OECA group.

Kraig announced that the remainder of the reports would continue the next day and that the group would adjourn for lunch and the Energy Assistance and Weatherization Roundtable meetings.

Colleen Neel made a motion to adjourn, Jacque Meier seconded, and the motion was approved.

Thursday, September 6

Present: Emerio Landeros, Diane Ferington, Garrett Harris, Mary Ellen Bennett, Julie Clark, Linda Roberts, Ron Dake, John Huntsman, Bill Colmer, Monica Callaway, Phil Handsaker, Steve Jole, Joan Ellen Jones, Judy Schilling, Chris Shoopman, Deby Davis, Melissa Torgerson, Terry Weygandt, Margaret Davis, Jim Abrahamson, Joe Lorenz, Linda Grimm, Angela Schlacht, Carmen Underwood, Karrie Durie, Beverly Danner, Robert Stevens, Craig Satein, Tom Brodbeck, Jacque Meier, Donna Kinnaman, Roger Rees, Pegge McGuire, Richard Mathews, Kraig Ludwig, Lois Douglass, Colleen Neel, Judy Swendsen, Jim Slusher, Diane Hansen, Don Coon, Marc Hinz, Margo Bryant, Janice Delameter

Kraig Ludwig called the meeting to order at 8:10 a.m.

Welcome and Introductions

OECA Committee Reports and Updates (continued)

Advisory Council on Energy – Kraig Ludwig asked members present, and there was no ACE report.

Native American Weatherization Report -- Carina Ginter was not present. Don Coon reported that the tribal community was interested in knowing and being aware that Native American set-aside funds for Weatherization were being utilized. Also, tribes would like to be involved with the allocations process of those funds.

OPUS Steering Committee Report -- Kraig Ludwig reviewed the OPUS Monthly Status Report dated September 5, 2007. OHCS staff members were working on scheduling OPUS User Group meetings. Traia Campbell is the energy representative. Discussion followed concerning follow up on the Energy Assistance and Weatherization Sub-Committees and the need for the groups to meet.

Special Events Committee -- Judy Schilling reported that at the last meeting there was a report that Tom Autio had died and general agreement that the membership wanted to do something to honor him and his contributions to Weatherization for many years. Judy suggested that the OECA Pushing the Envelope award that is given to a Weatherization person at Energy Outwest be named in his honor. She added that this award is in addition to the Janelle Wiggins award which is given to an outstanding person in Weatherization. Judy made a motion that the Pushing the Envelope award be renamed the Tom Autio Pushing the Envelope award. Donna Kinnaman seconded, and the motion was approved.

By-Laws Committee – Jacque Meier reported that the Articles of Incorporation and Bylaws were reviewed by legal counsel and that the Executive Committee had reviewed and approved the suggested changes.

- A motion was made and seconded to approve the Bylaws with the following correction: deletion of Article I Name, Item 3. The motion was approved.
- A motion was made and seconded to approve the Articles of Incorporation with formatting corrections. The motion was approved.

Regional Peer Exchange -- Tom Brodbeck made the following report.

- Discussed the awards for the DOE Annual Operating Procedure (AOP) funds for the fiscal year 2007 and the process for filing for the fiscal year 2008 AOP funds.
- Briefed OECA on the progress being made by the Energy Outwest planning committee, which was in the final stages of conference planning. The conference will be in Phoenix on June 2-6, 2008. For more information contact Tom or Ron Haynes.
- Discussed the possibility of DOE changing the rules about LEAD. There will be a lengthy discussion about this subject and other potential changes at the conference in December of 2008 in Orlando, Florida.

Weatherization Specifications Review – Jacque Meier reported that the specifications had been reviewed by the committee. The contractor was no longer working on the project, and a new contractor was being sought.

Web Page – See the website report below.

Election Committee -- Jacque Meier reported that she had read the May meeting minutes and that it was not necessary to hold a special election for Janice Delameter to become OECA's secretary.

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

- Shared pictures of coordinators in their workplace which will be assembled into a binder.
- Discussed the process for preparing and collecting input for the 2008 LIEAP State Plan, particularly relating to concerns about the spend-out deadline of April 30 and little warning about this change. Nine of the agencies represented indicated that they had submitted comments relating to concerns about this deadline. Suggestions included focusing on specific agencies that have training and technical assistance needs rather than imposing restrictions on all agencies, and releasing the LIEAP State Plan earlier in the process to allow a forum for discussion at the Roundtable and Spring Meeting. There was concern that the LIEAP Coordinator was not present to participate in this discussion.
- The multiple payment language was to be incorporated into the new state manual. Agencies will need to amend work plans to reflect the change and must apply the flexibility consistently.
- Work was continuing on the Automated Pledge Sheet, which could possibly be used to generate required reports for the OLGA program.
- Other discussion topics included: tribal matrix, increase in OEAP funding, 2008 energy calendars, Declaration of Personal Income form, Oregon Department of State Lands information, Energy Assistance input for the OECA website, OPUS issues including a request for the Energy

Assistance Sub-Committee to meet, and E2C2 case manager and energy educator communication needs.

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

- Chris Shoopman was assuming the duties as the Weatherization Coordinator at UCAN in Roseburg.
- There was a presentation on crew safety by Tim Zimmer.
- Discussed front-loading washers.
- Steve Bicker gave a presentation on the new OLIEE program.
- Discussed trainings including how often they are needed, which ones are needed and how to include private contractors in the trainings.
- Discussed the OECA website, particularly relating to content and levels of authorization and responsibility.
- Discussed difficulties with state NOAs.

OECA Website Report -- Marc Hinz gave a demonstration of OECA's new website. The website address is: www.warmandsafenow.com. He asked members to take a look at the site and provide feedback on the following issues:

- Should the committee roster and membership roster be accessible to the public or just to members?
- Should Roundtable meeting minutes and meeting times/locations be posted on the website?
- A regular stream of news articles will be needed from the association.
- Are additional discussion categories needed other than energy education, energy assistance, weatherization installation and energy auditing?
- Were there any objections to the general public not having access to internal discussions?
- Were additional topic areas needed under the major discussion categories?
- Volunteers are needed to moderate the four major discussion categories.
- Does the current site provide adequate space for both Energy Assistance and Weatherization?
- Other thoughts, concerns and questions about the website.

There was a discussion about how the membership can give input for the website. It was agreed that Marc will send an e-mail to the membership asking for input which will be collected and reviewed by Judy Schilling and the Website Committee.

Oregon HEAT Report -- Roger Rees reported that Oregon HEAT will soon have a statewide oil program which will make it possible for both donations of oil and

distribution of oil to low-income clients. He also indicated that Oregon HEAT would soon be distributing the 2007-2008 allocations to agencies.

Oregon Department of Energy -- Deby Davis reported she would be attending the quarterly meetings in the future instead of Suzanne Dillard. She also brought and distributed the CAP budgets.

Energy Trust of Oregon -- Diane Ferington reported on the various promotions currently happening and those that were planned for the future. Further information can be found at the Energy Trust website (www.energytrust.org). There was a discussion about the fact that Weatherization and the ETO cannot both take credit for energy savings for SB 1149 funds.

Northwest Natural Gas -- Lois Douglass reported the following.

- Northwest Natural filed for a rate decrease for the first time in several years. The new rates reflect lower natural gas prices in the last year. The rate decrease would lower the average monthly residential customer bill by 5.7%. If approved, the new rates would be effective November 1, 2007.
- Representatives of Northwest Natural, CAPO, CUB and OPUS signed an MOU in July, having reached consensus concerning how OLIEE could be redesigned to work well for all stakeholders. Agency contracts were in the process of being completed and advance funding would soon be on the way to agencies.

Portland General Electric -- Margo Bryant reported that PGE was collaborating with agencies in the PGE service area to provide energy education including \$25 gift cards and energy-saving items such as CFLs. PGE also gave a \$50,000 donation to Oregon HEAT to assist with the loss of the BPA Residential Exchange Program credit.

PacifiCorp -- Becky Eberle was not present. Jim Abrahamson reported a concern that PacifiCorp received regulatory approval in April in Oregon to charge customers who have been disconnected including some low-income customers for costs related to collection procedures including court costs and attorneys' fees.

Open Forum -- Colleen Neal asked Ron Haynes to report on the Sol West Conference that took place in John Day in July. Ron asked OECA members to think about sponsoring the event next year and having a campout. Colleen added that proctors were needed for EA 1.

OHCS -- Richard Mathews reported that he would present the LIEAP, Weatherization and T&TA reports. He added that all staff would be present at the next quarterly meeting to make these reports.

LIEAP -- Richard reported that a large number of comments were received for the LIEAP State Plan. Discussion followed. Comments included that agencies were not given enough time to review the plan and that many agencies were strongly opposed to closure of the LIEAP program on April 30. Richard responded that OHCS was reviewing these issues and that they would be addressed. He also reported that LIEAP Leverage funds were received and would be available to agencies in early October.

OEAP -- Melissa Torgerson reported the following.

- The fall meeting was scheduled for September 26. The manual was to be sent out approximately two weeks before that time for agency review.
- There will be a 50% increase in OEAP funding starting in January, and Melissa planned that the funds would be out to agencies as quickly as possible. Agencies should review how they are going to increase delivery capacity and will need to redo their OEAP work plan budgets to reflect the funding increase.
- Energy Assistance coordinators will be receiving their own T&TA funding. Details will be provided as soon as possible.
- An OPUS Sub-Committee will be formed. This was discussed at the Roundtable.
- Duke/EI Paso funds will be available to spend until the end of 2007. OHCS will provide budget updates so that agencies can opt to conduct budget change requests (for those who have excessive admin/program delivery) or voluntarily give their funds to another agency.
- The REACH grant was to end on September 30. Agencies were working to spend their dollars down.

Weatherization -- Richard handed out agency funding expenditure reports and the overall ECHO spend down report and demographics by agency. He also distributed a report which included Oregon's overall spend down and expenditure tracking for all statewide grants. He reported that the state evaluation for the Weatherization program will be completed in February of 2008.

Training & Technical Assistance -- Richard announced that Tim Zimmer was hired as the new T&TA Coordinator. His position will focus on performance assessment of agencies and quality assurance. He will be implementing the agency performance evaluation plan.

A motion was made to adjourn the meeting at 12:30 p.m. The motion was seconded and approved.