

**OECA QUARTERLY MEETING
Eugene Hilton & Conference Center
66 East 6th Avenue
Eugene, Oregon 97041**

March 16, 2005

AGENDA

- 10:00** **Welcome, Introductions, Agenda Adjustments**
- 10:10** **Officer Reports**
 President's Report **Joan Cote**
 Treasurer's Report **Donna Kinnaman**
 Secretary's Report **Karrie Durie**
 Logistics Report **Kraig Ludwig**
 Fund Raiser's Report **Tom Brodbeck**
 Legislative Report **Karl Tanner**
 T/TA Report **Debby McClure**
- 11:00** **OECA Committee Reports and Updates**
 Executive Committee Report
 CADO Update
 ACE Update
 OEP Update
 Native American Weatherization Report
 Special Events Committee
 Regional Peer Exchange
- 12:00** **Lunch**
- 1:00** **Affiliate Members Update**
 Oregon Heat Report
 Department of Energy
 Energy Trust
 Utility Reports
 Northwest Natural
 Portland General
 PacifiCorp
- 2:00** **Roundtable Simultaneous**
 Weatherization **Joe Lorenz**
 Energy Assistance **Judy Schilling**
- 5:30** **Adjourn for the Day**

PRESENT:

Jim Abrahamson, Donna Kinnamon, Karl Hans Tanner, Linda Roberts, Colleen Neel, Dan Elliott, Kraig Ludwig, Joan Ellen Jones, Tom Brodbeck, Ron Haynes, Terry Weygandt, Margaret Davis, Mike Cashner, Joe Lorenz, Steve Divan, Mary Ellen Bennett, Traia Campbell, Joan Cote, Harris Isenberg, Don Coon, Judy Schilling, Jack Hruska, Richard Matthews, Joyce Berry, Becky Eberle, Craig Satein, Al Spence, John Huntsman, Bill Colmer, John Falkenstein, Cindy Olmstead, John Overman, Jacque Meier, Janice Delameter, Beverly Danner, Carmen Underwood, Tom Hewes, Diane Ferington, Margo Bryant, Gary Walsworth, Ellen Prouty, Karrie Durie

Joan C. called meeting to order.

Introductions

First Order of Business – Changes to agenda.

- The Native American report moved to Affiliate Members Update
- Add the Election's Committee signup to Committee Reports and Updates
- Add furnace protocol procedure to John Overman's report

Next order of business – Officer Reports

President's Report – Joan Cote

The State of Arizona established an energy coordinators association called "AECA". Several members of OECA have been working closely with members from this group. Joan expressed congratulations.

Joan stated she had nothing else to report that would not be covered by other officers and committee representatives.

Treasurer's Report – Donna Kinnaman

Donna distributed the following budget reports for review:

- OECA 1st Quarter 2004-2005 Budget Report 10/01/04 through 12/31/04
- OECA 1st Quarter 2004-2005 Budget Report 12/31/04 through 02/28/05

Donna reported that the money for the Affordable Comfort Conference has been received and she will be sending out the reimbursements soon.

Joan asked Donna to report on the status of OECA dues. Donna stated that everyone (agencies) have paid their current dues. Donna thanked everyone.

Donna outlined OECA's dues structure as follows:

- 1st Member - \$ 500 annually
- 2nd Member - \$250 annually
- 3rd Member - \$250 annually
- Associate members - \$175 annually

Colleen N. announced that Karen Orme (COCAAN) would be joining OECA.

Kraig L. made a motion to approve the budgets that were submitted. Colleen N. seconded. Motion passed unanimously.

Donna asked members permission to pay the following membership dues:

- FCEC - \$500 annually
- NFFN - \$250 annually
- NW Energy Coalition - \$250 annually

Craig S. made a motion to pay the above mentioned membership dues. Kraig L. seconded. Motion passed unanimously.

Joan C. will send Donna the billing statements

Secretary's Report – Karrie Durie

Karrie D. asked if everyone had received the following minutes for review:

- Executive Committee Meeting – November 11th, 2004
- OECA Quarterly Meeting – November 17th, 2004
- CADO/Executive Committee Meeting – December 15th, 2004
- OECA Executive Committee Meeting – December 15th, 2004

Some members reported that they had not received minutes. Karrie will have copies available. Minutes will be reviewed at tomorrow's meeting.

Logistics Report – Kraig Ludwig

Kraig announced a change in location for tomorrow's meeting as well as the location for each of the roundtables this afternoon.

Next Kraig reported that the Quarterly Meeting for May 25th and 26th would be held at the Eagle Crest in Redmond. Kraig urged members to make their reservations early since May 2nd is the deadline for reduced rates.

The Quarterly meeting to be held September 7th – 8th will be at Silver Falls. A location for the November meeting has not yet been decided.

Fund Raiser's Report – Tom Brodbeck

Tom announced to members that the golf tournament would be held on September 16th.

Jacque M. urged all members to participate, even if they do not golf.

Craig S. inquired on how much money was raised from the last golf tournament. Donna reported approximately \$4500.

Kraig L. thanked NWN for their support.

Kraig L. asked Tom to give an update on the Energy Outwest Vendor Show. Tom reported that OECA had made a proposal to the conference committee to collect a fee of \$200 per vendor. The committee declined the offer and is currently reviewing other options. Jack felt that the decision could change. Kraig L. wanted a deadline set. Discussion ensued.

Legislative Report – Karl Tanner

Karl opened with discussion on President Bush's proposal (as part of his Budget) on the section that is going to plan to raise BPA rates 65% going to the area's ratepayers. Discussion ensued. Karl further reported that that the President's proposed budget would be blocked by 43 of our Senators. This will not occur until the budget is up for vote. Currently prices for BPA power are at the rate that the company produces the power and sell at that rate to the PUD's. This increase could send the average paid by the customer to \$24.00. Karl urged members to visit the site NWPPC.org for further information.

Next, Karl distributed OECA Oregon Legislative Update and Membership Poll handout. Currently, there are two major energy-related concepts before the 2005 Oregon Legislature. One deals with low income bill payment assistance funding and the other deals with the potential formation of a regional public power authority that would purchase the assets of Portland General Electric in the event that the TPG purchase fails to materialize.

Senator Deckert of Oregon introduced the first bill, Senate Bill 511. This bill, if passed, would open up SB1149 (public purpose dollars) to provide \$10,000,000 in increased energy assistance dollars by opening up the cap on the assistance portion of the program. This money would be moved from a fund set aside for ESD's (educational service districts). The ESD's are currently using these monies for Audits, education and initiation of measures identified during the audit. Discussion ensued regarding OECA's position to oppose, support or stay neutral. Members discussed both the "benefits" and the "risks" of SB 511 at length. Jim A. reported that CADO was also torn on this issue.

He further noted that our Fair and Clean Energy partners are very concerned about opening up SB 1149 and a debate about the use of public purpose dollars.

Several members expressed their concern that the bill would “pit” schools against low-income bill payment assistance.

The possibility of retaining some of the \$\$\$ with ESD’s for energy education opportunities were discussed.

The question was raised on what have the ESD’s accomplished with these dollars? Members felt that a summary and/or a report on these should be reviewed before OECA could make a decision. Is such a report readily available? Discussion ensued. Richard M. thought that just such a report had been completed and that he would have the report E-mailed. Mary Ellen B. suggested that Richard E-mail the report to her office and she could bring back a copy.

Jim A. said he would try and reach someone at ODOE, but he felt that there was not a whole lot of information pertaining to how or to how much the ESD’s have done. When asked, Jim thought that between 5 to 6 million dollars had been paid to the ESD’s. Further discussion ensued.

Karl stated that Senator Deckert has ensured that if this proposal goes askew that he would stop the bill. It was also reported that there is another option on the floor being presented by Jeff Bisonette of the Fair and Clean Coalition that would bring funds in from another source to increase energy assistance dollars. Discussion ensued.

Since members were undecided and further information had been requested any further discussion and decisions would be tabled until tomorrow’s meeting.

The second bill, Senate Bill 1008 (also sponsored by Senator Deckert) would create Oregon Community Power, a customer owned electric utility that would buy and operate Portland General Electric in the event that the TPG purchase of PGE does not materialize. Discussion ensued.

Also discussed, the Senate is trying to raise LIEAP \$\$\$ to 3 billion. John O. reported that the Senate has sent two letters to the president requesting an increase of, he felt, 3.2 billion. The possibility of forward funding is also being discussed. Discussion ensued.

T&TA Report – Debbie McClure

Debbie was not in attendance so Karl T. will report the information that Debbie has asked him to share with members.

First order of discussion - the Shell Tech training. Training is scheduled for April 4th through the 8th. To date, only six people have signed up for the training. There are 20 slots available. Trainers to date have not been secured. If trainers can not be obtained,

training will have to be cancelled. The hotel has already been reserved and Jacque has been looking for houses to use. Please send your reservation forms in to Debbie as soon as possible.

Linda R. asked if they could send contractors? Discussion ensued. Joan C. stated that since OECA's Business plan has not been completed, only network members may attend.

Bill C. asked why OECA could not provide scholarships for contractors who wished to attend? Dan E. stated that at this time nothing was in place at this time, but that we were very close. Discussion ensued. Joan C. asked Dan E. if there was prerequisite for the Shell Tech training. Dan E. stated that there was none.

Also, the National Low Income Energy Conference (NLIEC) is June 13th through the 16th in Phoenix. Two people per agency have been budgeted to attend. Debbie has not put together a cost estimate, but she felt that as long as everyone looks for the best airline rates we should be OK. Members were asked to let Debbie know if they would be attending or not.

John H. stated that they were looking at a more equitable way of funding agencies to send more than two representatives in the future. Kraig L. asked Jack to identify the "who". Jack identified the energy unit of OHCS.

Kraig L. reported that he has estimated around a \$1000 per person. Also reported that Southwest has tremendous rates available.

Colleen N. asked if it was possible the dates for these conferences could be posted on the web site. Judy S. stated that all Debbie needed to do is send her the information and she will post on the web site.

Dan E. questioned OECA's workplan pertaining to on how funding is prioritized and with whom? Opportunity available for OECA to change the way we do things.

Also, a Diagnostic training has been scheduled for June 20th – 24th. Karl urged members that we need trainers. Only five certified trainers are currently available. Dan E. asked that agencies consider becoming trainers. Discussion ensued.

Dan E. asked if OECA would charge for proctoring, challenging and Testing of trainers. Opportunity for OECA to address in the workplan. Discussion ensued.

Craig S. stated that he would appreciate an update from the T&TA committee regarding the training center. He also would like to see this committee put together an annual schedule of training's and conferences.

Since we were running behind on the agenda, Kraig L. suggested that Dan E. update members on the training center during his report tomorrow.

Karl also noted that the DOE National Conference is being held the 25th through the 28th of September in New Orleans. Two people have been budgeted per agency.

Affordable Comfort in Indianapolis is scheduled for May 16th through the 21st. Two people per agency have also been budgeted. Please note that if an agency has already requested reimbursement for the Affordable Comfort conference held in Portland, they cannot receive reimbursement for the Indianapolis conference.

Joan C. asked if a risk assessor/lead assessor training had been scheduled? Dan E, that a Lead Inspector and assessor training has been scheduled for April 25th through the 27th noted it, the training is being offered free of charge.

Colleen N. asked if her agency could be reimbursed if they have already spent \$\$\$\$ in this particular area. Dan E. answered yes, and asked Colleen to send him the information.

Carbon Monoxide training is also scheduled for April.

Tom B. wanted to thank the trainers at the Affordable Comfort Conference as well as Jacque Meier and her staff for all of their hard work.

Dan E. stated that OECA has opened up opportunities on the national level with training's and trainers at conferences.

Jacque M. suggested that OECA conduct a mobile home training at Energy Outwest.

Next Order of Business – OECA Committee Reports and Updates

Executive Committee Report – Joan Cote

Joan said there was not really any thing new to report that has not already been covered.

CADO Update – Jim Slusher

Jim was not in attendance. Jim Abrahamson will combine both CADO and OEP reports.

Jim reported that the PUC rejected the proposal regarding the sale of PGE. He has attended several hearings.

Jim stated that he had nothing further to relate regarding SB 511 that had not already been discussed earlier. He did note that he was unable to reach Suzanne Dillard re: the ESD's expenditure report she had already left for the day.

Jim did discuss with member SB 1008. He further explained that Oregon Community Power would be a utility formed as a public corporation. The Governor would appoint board members himself.

Jim reported that CADO voted unanimously to go forward with serving on the City of Portland's Advisory Council

Jim thanked everyone for sending the information he needed for the Oregon Snapshot.

Jim reported that an OILEE meeting was held on Monday, March 14th. Three agencies were not in attendance. Quantec is conducting the evaluation of the program.

Jim also reported that he is currently working with CADO, OECA and OHCS on his (OEP) workplan. Also reported that CADO's retreat is scheduled for April 19th through the 21st.

ACE Update – Joan Cote

Joan reported that ACE did not meet in March. Also noted that a low-income representative has been added to the committee. Karina Ginther has also been appointed to serve as a representative for tribal affairs.

Meeting adjourned for lunch.

Joan called meeting to order. The First Order of Business will be to continue with OECA Committee Reports and Updates.

Native American Weatherization Report – Dan Coon and Scott Hansen

Dan reported that he has combined LIEAP WX funds with available Home repair grant funds on several projects. Also has collaborated with several agencies outside his area.

Scott reported that he has been very hard at training tribal members in weatherization matters.

Special Events Committee – Judy Schilling

Judy reported that several OECA members responded to her E-mail. She suggested that OECA use this opportunity to focus on our accomplishments. A celebration at Silver Falls was suggested. Discussion ensued. Kraig L. felt that Silver Falls might not be the "ideal" location for such an event for various reasons. Discussion ensued regarding if such a celebration should be held separate or in conjunction with a quarterly meeting.

Kraig L. asked Judy who is working with her? Judy identified Tom Brodbeck, Craig Satein, Ron Haynes and Joan Ellen Jones. If anyone else is interested in helping please contact her or one of the other members.

Further discussion ensued on the following:

- Should former OECA members be invited?
- Should event be held in conjunction with a quarterly meeting? Or
- Weatherization summit?

It was the consensus of the group that former members should be invited. Judy suggested that each agency could identify these individuals and provide her with the information.

Jacque M. felt that the OECA celebration should not be held in conjunction with a weatherization related event. This would prevent energy assistance coordinators from attending.

Kraig L. suggested that any further dialog be directed to the roundtable meetings. He also felt that if there were no other volunteers, that it be taken back the Executive Committee and someone will be appointed. Also, the T&TA committee will work with Jack H. to discuss weatherization summit and report back to OECA.

Judy stated that she would meet with members and move forward.

Regional Peer Exchange – Jack Hruska and Tom Brodbeck

Jack reported that a meeting was held in Portland, because of the location, people who do not regularly attend did so.

Tom B. reported that he has “teamed up” with the Energy Outwest Planning Committee. A number of opportunities have been discussed regarding training opportunities in other states.

Next Order of Business – Affiliate Members Update

Oregon Heat Report – Cindy Olmstead

Cindy reported that agencies are getting close at spending out, including Williams \$\$\$.

Waiting for the 2nd round of Williams.

Cindy also reported that currently 40 households are participating/enrolled in the Energy Smart Program. Only 20% of the households who are being referred to the program do not qualify. Cindy asked Joan C. and Karl T. to talk further.

Karl has had great experiences so far. 22 households enrolled. The majority of the households are former weatherization clients.

Joan also reported favorable for the program, outline a majority of accomplishments made by the households enrolled in program.

Kraig L. made a motion to adjourn the meeting for the day in order to convene both the weatherization and energy assistance round tables on time. Jacque M. seconded. Motion passed unanimously.

Roundtables – Simultaneous

March 17, 2005

AGENDA

7:30 Continental Breakfast

8:00 OHCS Updates/Reports

Updates

Eve Ford, Richard Matthews

LIEAP

John Overman

OEAP

John Falkenstein

Weatherization

Jack Hruska

T/TA

Dan Elliott

12:00 Lunch

1:00 Round Table Overview

Weatherization

Joe Lorenz

Energy Assistance

Judy Schilling

2:00 By-Laws

2:30 Open Forum

3:00 Adjourn

PRESENT:

Janice Delameter, Carmen Underwood, Margaret Davis, John Overman, Beck Eberle, Jim Abrahamson, Karen Orme, Karl Hans Tanner, Kraig Ludwig, Richard Matthews, Colleen Neel, Joyce Berry, Ellen Prouty, Terry Weygandt, Ron Haynes, Tom Brodbeck, Diane Ferington, Dan Elliott, Mary Ellen Bennett, Linda Roberts, Ted Haskell, Donna Kinnaman, Margo Bryant, Don Coon, Judy Schilling, John Falkenstein, Jack Hruska, Joan Cote, Traia Campbell, Steve Divan, Craig Satein, Bill Colmer, John Huntsman, Al Spence, Jacque Meier, Joan Ellen Jones, Joe Lorenz, Beverly Danner, Gary Wadsworth, Karrie Durie

Joan C. called meeting to order.

Introductions

First Order of Business – Additions to Agenda

Joan announced the following additions to today's agenda

- Affiliate Members Updated Continued
- Re-visit the legislative report
- Minutes

Kraig L. announced that four positions would be up for election come September. These positions are as follows:

- President – Joan will not be running
- T&TA – Debbie will not be running
- Logistics – Kraig will be running
- Secretary – Karrie unsure at this point

Kraig distributed a copy of OECA's Committee assignments. He asked everyone to review and note any changes or additions.

Joan C. wanted to add a new committee to the roster. The BPA Committee with Craig Satein and Tom Brodbeck as members.

Next Order of Business – Affiliate Members Update Continued

Department of Energy – Suzanne Dillard

Suzanne was not in attendance; she is currently serving jury duty.

Energy Trust – Diane Ferington

Diane announced that they have been officially approved for a refrigerator-recycling program that will include the purchase of a new one.

Currently re-bidding the Home Residential Program.

Diane announced that Jackson County will be holding an Energy Fair.

Northwest Natural – Ellen Prouty

Ellen announced that a cost increase took effect February 23rd. Ellen also reported that there has been a 50% increase in rebates. The OILEE evaluation conducted by Quantac will be submitted the beginning of April.

PacifiCorp – Becky Eberle

Becky reported that the rate case is on going. Hearings will be held sometime in mid-July. If approved, increase will take effect in September.

Next Order of Business – OHCS Update/Reports

Updates – Richard Matthews

Richard reported that Williams funding is still with the AG's office. Hopefully, funding will be released at the end of next week.

Richard discussed the concepts of a developmental grant being developed by the E2C2 task force.

Currently, Dan E. is working on an energy education manual, which will include the following:

- Educational materials for the consumer
- A universal intake form
- Case management techniques
- Bill payment options
- Energy burden – how to obtain and utilize

Within the next two months Jack H. (weatherization), John O. (LIEAP), and John F. (OEAP) will be working on performance measures for each of their programs. A copy of the National Indicator Report Energy Assistance Performance Measures was distributed at yesterday's energy assistance round table.

Richard also reported that some of the REACH Programs components are being developed for use in OPUS (i.e. energy burden). This will be an open process and welcomes agencies input.

LIEAP – John Overman

John began his report by stating that the crisis furnace replacement program is "somewhat misunderstood". He also noted that agencies must respond to a crisis as

outlined in the manual, but only until March 15th. Three components that should be considered are:

- Furnaces must be substantially inoperative or malfunctioning.
- Is repair/replacement cost effective?
- Client must be the owner of the dwelling

Procedures that agencies need to follow are 1) look to other leveraged sources 2) are LIEAP WX \$\$\$ available and 3) LIEAP crisis \$\$\$

Agencies must obtain the State Coordinator's approval (John) for amounts over \$800. Documentation to be submitted is as follows:

- Documentation that shows the furnace is substantially inoperative or malfunctioning.
- Name of the client
- Authorization number
- The amount of replacement or repair

If approved John will E-mail the agency. Information is then inputted into OPUS for processing.

Kraig L. asked John to clarify the March 15th deadline he spoke of earlier. John responded by saying that after the March 15th date, agencies need not follow the crisis procedure outlined in the manual. After this date it is not considered a crisis. Discussion ensued.

In the future John will be looking at LIEAP's Statutes and Assurances and comparing them to how we are running our programs. He will also be looking at Senior and disabled mail out procedures.

Mary Ellen asked John/weatherization coordinators to clarify "substantially inoperative or malfunctioning". Mary Ellen voiced her concern at trying to determine when to refer a household to the weatherization program? When is it a crisis? Discussion ensued.

Colleen felt that each household should be evaluated individually. Discussion ensued.

Dan E. felt that it was not good business practice to evaluate a furnace repair/replacement over the phone.

Jacque M. asked John for clarification of "other leveraged sources". John asked that agencies follow the procedures he outlined earlier. LIEAP \$\$\$ should not be used first. Other sources vary from agency to agency. Discussion ensued.

Craig S. stated that LIEAP WX \$\$\$ should not be perceived as a crisis furnace repair program.

Jack H. asked how many agencies do 10 or more replacements a year. The majority of agencies do 10 or replacements a year. Tom B. reported that Multnomah County replaces 100 to 150 per year.

Jack H. reported that California set's prices for their weatherization measures. He suggested that Oregon would need to resolve this issue of addressing furnace replacements.

Terry W. stated that the housing stock is "aging" each year. With this in mind, furnace replacements will be increasing each year.

John asked that coordinators revisit the definition of a crisis and to evaluate internally with their weatherization programs.

After further discussion, the majority of the group reported that ½ of the crisis referrals to their office did not result in a furnace replacement. Servicing of the furnace was all that was required.

A discussion ensued concerning the proper procedure to follow when inputting information into OPUS. Information needed is the type of grant being used and \$\$\$ amount.

Kraig L. asked what the next steps should be?

Jack H. suggested that it should be taken to a committee. Joan C. suggested the Spec's and Protocol Committee.

Kraig L. felt that energy assistance coordinators be invited to sit on this sub- committee.

Additional members for the Furnace Protocol Sub-committee is as follows:

Terry Weygandt
Mary Ellen Bennett
Karrie Durie
John Overman

Mary Ellen agreed to convene the first meeting.

John reported that the Fed.'s are looking at the possibility of advanced funding for the LIEAP program in 2006.

Also, John O. and John F. will be conducting site visits of all the agencies. They both felt that they would have a better understanding of each agencies business practices.

Break

OEAP – John Falkenstein

John reported the program is “rolling along”. Currently we have authorization for 10 million per year for program. The meter charge of .38 cents per meter resulted in a higher amount collected. A reduction in the meter charge would bring program level with the 10 million.

T&TA – Dan Elliot

First on the agenda is an update on POI. Dan reported that he sent an E-mail in November requiring agencies to acquire POI. He has now sent a memo stating that agencies obtain “adequate” insurance. DOE requires the following:

- Adequate insurance coverage
- Lead Safe Work Practices
- Protocol and training’s in place

Dan reminded agencies that DOE funds are not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the assessment, the work performance period or the quality control inspection.

Dan distributed outlining Moisture and mold-related weatherization procedures. Encouraged everyone to review their internal standards and where ever possible go beyond the minimum standards outlined.

For further information visit www.epa.gov/iaq/molds/moldguide
Information also available in Spanish.

Kraig L. reported that the Spec’s committee would be reviewing procedures.

Next, Dan reported that President Bush considers the weatherization a high priority, he has targeted the CSBG program (zero funding). If this should occur, agencies delivery services would be greatly hampered.

Dan reported that the OMB evaluation is available. Information is 16 years old. We need newer evaluation statistics.

Next, Dan distributed a copy of the charter developed by the National Evaluation of the Weatherization Assistance Program Network Planning Committee. Next meeting is scheduled for March 23rd and 24th. Dave Finet and Dan E. will be representing the West Coast.

Dan announced that there would be a REMRATE Protocols Training June 28th and 29th in Portland. This training is not for beginners. If an agency is looking at training for a beginner, contact him directly.

Kraig L. asked Dan what OECA's involvement is in the training? Dan stated the following:

- Registration – the state
- Fiscal (mileage) – OECA

Dan thanked everyone for returning their inventory lists of tools and equipment in such a timely manner. Craig S. will be providing a summary.

Dan will be conducting a need assessment in July. A specific one will be sent to contractors.

Report cards will be out in the mail in three weeks.

Dan questioned Joan on rather the training center is being addressed on OECA's CRD work plan. Dan would like to see some sort of structure/infrastructure set up for training in place by this summer.

Karl T. questioned Dan on the ownership of training materials currently available.

Dan stated that OHCS does not have the right to release any materials owned by Saturn Resource Management. Dan suggested that OECA contact Saturn directly to have the curriculum released. This matter also needs to be addressed in OECA's work plan.

The materials in question are as follows:

- The mechanical field guide
- Residential Energy
- The weatherization field guide

Joan stated that not all the training materials are owned by Saturn, what about materials owned by OHCS? Dan stated that those materials would be released to OECA by next week.

Karl T. clarified with Dan the following:

- OECA will need to do an MOU to Saturn for the release of the above mentioned materials for training purposes and
- OHCS will release their materials to OECA for training purposes by March 25th.

Dan announced that a weatherization Field Guide Training – Train the Trainer will occur May 24th and 25th in Phoenix. Dan will be attending, he suggested that an OECA member also attends.

Weatherization – Jack Hruska

Jack is currently busy with putting the agenda together for the Energy Outwest Conference. Additional agenda items will include technical and management trainings.

Oregon will be applying for the LIEAP waiver. One requirement of the waiver is that the state served as many or more households than last year.

Jack distributed the following reports to agencies:

- Expenditures by each agencies/by grant
- ECHO Expenditures per agency
- ECHO Units completed by Quarter – March 2002 through December 2004

Jack informed members that he had attended a BPA meeting, which included a discussion in increasing in funding from 4 million to 5 million. Currently we are spending an average of 3.5 million. Could agencies spend the additional \$\$\$\$. Discussion ensued. According to BPA's numbers, we have money left. Jack is looking into this (his numbers and BPA's do not match). If this is the case, additional \$\$\$ could be available. He will let agencies know.

Jack informed agencies that a production report must be submitted with the RFC in order for agencies to be reimbursed. Jacque M. includes this report on the bottom of the RFC.

Kraig L. commented on the delay his agency is experiencing with reimbursements. Discussion ensued.

Richard M. stated the following:

- 1) Agency submits RFC by Friday
- 2) OHCS will process by Wednesday for
- 3) \$\$\$ the following Tuesday

ECHO report reviewed. Jack pointed out that some agencies are operating below what he believed they could while others are operating at a much higher level. When numbers are compared to last year, PGE is up 7% while PacifiCorp is down 15%. Jack felt that this could be due to discrepancies in OPUS reporting. Discussion ensued.

DOE State Plan – At this time the outline is only a draft. DOE funds will be available April 1st. Also, DOE does not count the following as income:

- Military/combat pay
- College Scholarships
- Child support

Jack reminded agencies that this is for DOE Weatherization income qualification only, not LIEAP WX.

Jack asked agencies to submit the following requests to him by the 20th of each month for adjustments to be included on the NOA's at the end of the month.

- \$\$\$ Budget changes
- Request for ECHO \$\$\$
- Request for BPA \$\$\$

John O. stated that rollover of funds is not automatic. Agencies must submit a justification.

Kraig L. asked John if these procedures would be outlined in the MGA. John replied that they would.

Kraig L. asked agencies if they were using OPUS to track/compare weatherization grant expenditures. Discussion ensued. Some agencies voiced their concern in the difficulties that they were having in entering information into OPUS. Further discussion by member continued.

Agencies felt it would be helpful to update all weatherization grants on one screen. Jack will speak to Brandon to see if this is a possibility.

Jack mentioned that there were an additional \$800,000 in Williams Funding set aside for other purposes. Could this money be used for furnace repair/replacements? Discussion ensued.

Jack suggested that the OECA Executive Committee work on the how and when of a weatherization summary. Discussion ensued. Kraig L. informed members that the committee decided to put the matter back to OECA members. Dan E. asked why the committee decided this, what were the barriers? Joan stated that it was the time involved by members, they were currently working on other issues. Joan suggested that the matter be taken to the T&TA Committee. Jack will work with the committee and report back to OECA.

Next Order of Business – Ted Haskell and Margo Bryant

Ted stated that PGE is not owned by TPG. For the next two months employees will be working under a cloud of uncertainty.

Next, Ted reported that Earth Advantage is in the process of becoming a non-profit. By being the only “green building” formed as a “for profit” organization, their ability to access certain funds were hampered.

Margo reported that PGE would be sending customers a brochure outlining funding available for weatherization and how they could access. Brochure will be sent in April.

SB 511

Jim A. reported to members that he was able to obtain the report outlining funding expenditures of the 17 educational districts (857 schools) receiving funding under SB 1149. Purpose of the funding is for energy audits, weatherization, and energy conservation education programs, and purchasing energy from environmentally focused sources in renewable energy resources. The estimated annual funding is around \$5 to 6 million.

The report included the following:

- 80 to 90% of the energy audits have been completed.
- 324 energy efficiency measures have been completed

Discussion ensued.

Joan asked members if this information was useful in helping to make a decision on the position OECA would take.

Members asked that the positions be restated.

Karl T. restated positions as the following:

- Support
- Oppose
- Neutral

Jim was asked if CADO was aware of this report. Jim stated that they were not.

Discussion ensued.

Joan asked members if we wanted to table this issue or do we want to take a position?

Karl Tanner made a motion that OECA take a neutral stance in this issue because there is a tremendous need for increased energy assistance funding and that we (OECA) appreciate the interest of the legislature. Gary Walsworth Seconded. Discussion ensued. Joan clarified that OECA would be making a recommendation to CADO.

Karl asked for a vote by members.

Twenty-three voting members were in attendance.

Members voted as follows:

- Neutral 9
- Opposed 13
- Abstained 1

Lunch

Joan called meeting to order.

SB 511 discussion continued.

Mary Ellen Bennet made a motion to oppose SB 511 because of her concern in taking funding from schools.

Jacque Meier seconded because of her concern in “opening up” SB 1149.

Joan asked for a vote of members.

Members voted as follows:

- In favor 10
- Opposed 2
- Abstained 11

Recommendation of OECA to oppose SB 511.

Next order of Business – Roundtable overview

Joe Lorenz – Weatherization
Judy Schilling – Energy Assistance

Agenda items discussed at the weatherization table were as follows:

- POI for mold and mildew

It was the consensus of the group that each agency should get a legal opinion regarding the best course to take in implementing POI coverage. The state requires that agencies obtain adequate coverage and that they are legally advised to do so.

- DOE State Plan changes

The on line plan still in draft form. It was recommended that a group be formed to review and/or process.

- Mold and Mildew Training and certification

It was recommended that the T&TA committee develop a training curriculum and training process for mold and mildew. Also, that the health and safety committee create a mold and mildew protocol.

- Attic venting

Consensus of the group was that agencies have local discretion for roof justifications. Local building codes guides venting.

- Performance Measures

Jack will work with the T&TA committee, when developing agenda for weatherization summit.

Her items discussed:

- It was recommended that the base load committee develop a template for post card inspections for use in base load inspections.
- REM RATE to be included in OECA's CRD work plan.

Colleen Neel will facilitate the next weatherization roundtable.

Agenda items discussed at the energy assistance roundtable were as follows:

- Overview of challenges agencies are facing, solutions.
 - 1) The number of people requesting services
 - 2) Huge waiting lists – how to manage,
 - 3) How to manage multiple funds in an equitable manner
 - 4) Multnomah County's phone system
 - 5) Senior and disabled mail out's depleting agency \$\$\$
 - 6) SWOCAC's energy workshop for senior and disabled
- Peer to peer monitoring system for the energy assistance
- OPUS module meeting April 12th
- Intake Certification Process – Will be on the agenda for the spring meeting for discussion about the next steps.
- Definition of disability – Mary Ellen Bennett will create a form letter which can be used for proof of disability which can be completed by a medical professional
- Meeting between agencies and Northwest Natural – No meeting had been set to date.

- Performance measures – The first draft form was distributed at meeting for review/feedback.
- LIEAP and OEAP work plans – Due April 1
- NLIEC Conference – OECA will reimburse one person per agency.

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Terry Weygandt will facilitate next energy assistance roundtable. Gary Walsworth will take minutes.

Next order of business – approval of minutes as submitted.

Joan stated that the joint CADO/OECA meeting be removed from vote/approval.

Kraig L. requested the following change be made:

November 17th –18th Quarterly meeting. Page 13, paragraph 11 reads:

On page three, paragraph six the sentence stating “Box lunches will be provided at noon” read “Box lunches will be provided at noon for participant’s of the Poverty Conference.

Paragraph should read:

On page three, paragraph six the sentence stating “Box lunches will be provided at noon” should read “Box lunches will be provided at noon for participant’s of the Poverty Conference.

Karl Tanner made a motion to accept the November 17th and 18th Quarterly Meeting with correction. Craig Satein Seconded. Motion passed unanimously.

Kraig Ludwig made a motion to accept the Executive Committee Meeting for November 11th and December 15th. Gary Walsworth Seconded. Motion passed unanimously.

Kraig L. requested that OECA Secretary distribute quarterly minutes for review within two weeks of the meeting.

Terry W. felt that that request was unreasonable. Perhaps OECA should look into a professional minute taker. Discussion ensued. Mary Ellen suggested that minutes be completed within one month. Discussion by members ensued.

Next Order of Business – OECA’s by-laws

Kraig L. did a brief overview of changes, changes highlighted in blue. After review of changes the following change was recommended.

- On page four, #11 EPC to be spelled out.

Joan Ellen Jones made a motion to accept the by-laws as submitted with correction. Terry Weygandt Seconded. Motion passed unanimously.

Next Order of Business

Colleen N. announced that COCAAN is hiring for a new Community Development Manager.

Traia read the “to do list” from Novembers quarterly meeting.

With no other business to be discussed, meeting adjourned.