

OECA QUARTERLY MEETING

SEASIDE, OREGON

November 16th – 17th

AGENDA

Wednesday, November 16, 2005

- 10:00 Welcome, Introductions, Agenda adjustments
- 10:10 Officer Reports
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| President's Report | Karl Hans Tanner |
| Treasurer's Report | Donna Kinnaman |
| Secretary's Report | Karrie Durie |
| Vice Chair/Logistics Report | Kraig Ludwig |
| Fund Raiser's Report | Tom Brodbeck |
| Legislative Report | Joan Cote |
| T/TA Report | Joe Lorenz |
- 11:00 OECA Committee Reports and Updates
- Executive Committee Report
 - CADO Update
 - ACE Update
 - OEP Update
 - Native American Weatherization Report
 - Special Events Committee
 - By-Laws Committee
 - Regional Peer Exchange
 - Weatherization Specifications Review
 - Web Page
- 12:00 Lunch
- 1:00 Presentation Philip Carver ODOE
- 1:55 Adjourn for the Day

2:00 – 5:00 Roundtables

LIEAP
Weatherization

Janice Delameter, Facilitator
Craig Satein, Facilitator

Thursday, November 17, 2005

8:30 OHCS Update/Reports

LIEAP
OEAP
Housing Weatherization Report
Weatherization Report
T/TA Report

10:30 Affiliate Members Update

Oregon Heat Report
Department of Energy
Energy Trust
Utility Reports

Northwest Natural
Portland General Electric
PacifiCorp

12:00 Lunch

1:00 Round Table Overviews

LIEAP
Weatherization

Janice Delameter
Craig Satein

2:00 Open Forum

3:00 Adjourn

Wednesday, November 16, 2005

Attendees:

Leanna Amato, Carmen Underwood, Janice Delameter, Judy Schilling, John Overman, John Conley, Becky Eberle, Craig Satein, Mary Ellen Bennett, Gary Walsworth, Joan Ellen Jones, Bill Colmer, John Huntsman, John Falkenstein, Ron Haynes, Jacque Meier, Karl Hans Tanner, Kraig Ludwig, Jim Abrahamson, Colleen Neel, Terry Weigandt, Donna Kinnaman, Richard Matthews, Dan Elliott, Margaret Davis, Linda Roberts, Angela Schlacht, Beverly Danner, Lois Douglas, Robert Stevens, Emerio Landeros, Michael Casner, Joe Lorenz, Dan Cunningham, Steve Divan, Traia Campbell, Joan Cote, Carina Kistler Ginter, Roger Rees, Philip Carver, Karrie Durie

Karl called meeting to order.

Welcome

Introductions

Agenda Adjustments

REACH Update during OHCS Report
Request for membership by the Energy Services Group (ESG)

Joan suggested that in the future that REACH be a standing agenda item. After further discussion, Mary Ellen Bennett will present at next meeting.

OECA's newest member, Robert Stevens of Community Action Team, was welcomed.

Proxy from Phil Handsaker for Leanna Amato was read by secretary.

Next Agenda Item – Executive Committee Reports

President's Report – Karl Tanner

Karl reported on the following:

- Donations have been made to the NW Medical Teams, Second Harvest and the Mercy Corp.
- OECA has hired a lawyer
- Lane Community College Trainings
- OECA will be hiring a business manager. The job will be advertised next week.

Next Order of Business

Treasurer's Report – Donna Kinnaman

Donna reported on the following:

The following budget reports were distributed:

- 1st Quarter 2005-2006 Budget Report, period covering 7/01/05 through 9/30/05
- Incomplete 2nd Quarter 2005-2006 Budget Report, period covering 10/01/05 through 11/14/05

Donna reported that Officer & Board Liability Insurance has been purchased.

After further review of the budgets, Joan Cote moved to accept the budgets and Jacque Meier Seconded. Motion passed unanimously.

Next Order of Business

Secretary's Report – Karrie Durie

The minutes from the September 7th – 8th Quarterly meeting were e-mailed prior to meeting. Minutes were presented for approval.

Kraig Ludwig moved to accept minutes as presented. Donna Kinnaman Seconded. Motion passed unanimously.

Next Order of Business

Vice Chair/Logistics Report – Kraig Ludwig

Kraig distributed Logistics report for review. Costs for the quarterly meeting held at Silver Falls in September were covered.

Also, Kraig reported that the location for the next OECA Quarterly had yet to be determined. Executive Committee will determine at next Exec. meeting.

Karl Tanner entertained a motion to accept Logistics report as submitted. Joan Cote made a motion to accept, Donna Kinnaman Seconded. Motion passed unanimously.

Next Order of Business

Fund Raiser's Report – Tom Brodbeck

Tom was not present, Ron Haynes has agreed to report at tomorrow's meeting if Tom is not present.

Next Order of Business

Legislative Report – Joan Cote

Joan reported on the following:

- In October, the Senate voted three times on the Reed-Collins amendment to increase LIHEAP funding to \$5.1 billion for FY 2006 on three separate appropriations bills.
- Sixty votes were needed to pass. The Reed-Collins amendment gained 50, 53, and 54 votes.
- On October 26, a counter amendment by Senator Gregg to increase LIHEAP funding to \$3.4 billion with a .08% across the board cut to other Department of Health and Human Service Programs, lost.
- On November 3rd, the Senate passed the 2006 Budget Reconciliation Act with no additional funds for LIHEAP
- The House Bill with \$1 billion additional funds for LIHEAP awaits floor action.
- Pro-LIHEAP Senators stand ready with an amendment to increase LIHEAP appropriations to \$5.1 billion as conference reports from several appropriations bills come to the floor for approval.

Discussion ensued.

Next Order of Business

T/TA Report - Joe Lorenz

Joe reported on the following:

- Surveys from the mold training have been very positive.
- Currently involved with developing RFP for deemed values, approximately 85% complete.
- The training calendar has been changed; changes have been posted on OECA's website.
- Joe will be resigning as T/TA Chair and as a member of OECA.

Kraig suggested that elections be held for the position of T/TA chair at tomorrow's meeting. After reviewing OECA's By-laws the Executive Committee could appoint an interim, and the elections could be held at the next quarterly meeting scheduled for March. After further discussion, Karl entertained a motion to hold elections during tomorrow's meeting. Jacque Meier made a motion to hold elections tomorrow. Colleen seconded. Motion passed unanimously.

Next Order of Business

T/TA Vice Chair report – Colleen Neel

Colleen reported on the following:

- A few agencies have submitted reimbursement for the “Train The Trainer” training.
- Discussion on people attending training when they have not registered. Colleen stated that in the future, they will be turned away.
- When submitting a registration, Colleen will confirm with a receipt to agency.
- The DOE conference registration is now closed. If an agency still wants to attend, talk with her directly.
- Summaries will be required for reimbursement within 10 days of the conference.
- Per Diem rates and mileage rates have increased.
- When attending trainings, evaluations are a great opportunity for feedback.

Break

Next Order of Business

Committee Reports

Executive Committee – Karl Hans Tanner

Not much to report, he covered the majority in his earlier report. The one thing he did not mention was that he did attend his first CADO meeting. Karl stated that it was a good meeting. CADO members are very committed to a number of critical issues that they are now facing. Urged members to speak to their individual director’s and invite them to attend an OECA meeting.

Next Order of Business

CADO – Jim Abrahamson

Jim will report, Jim Slusher was not in attendance.

Jim reported on the following:

- On November 3rd CADO voted against the OAR proposed change in OEAP. A letter will be sent to OHCS.
- The Poverty Conference is scheduled for November 9th – 11th in Seaside. Jim is currently looking ideas involving the energy tracts. Also looking for help/w individual tracts (moderators).
- CADO office has moved to 945 Columbia St. NE, in Salem.

Next Order of Business

ACE Update – Joan Cote

Joan reported the following:

- ACE committee met on November 10th
- Re-elected officers

Chair	Joan Cote
Vice-Chair	Becky Eberle
Secretary	Rotating basis
Legislative	Steve Weiss
Past Chair	Jim Slusher

- Weatherization evaluation committee was formed; members include Becky, Joan, Steve and Margo Bryant.

Next Order of Business

OEP – Jim Abrahamson

Jim reported on the following:

- SB1149, preparing for that session.
- OLGA advisory group, current issues are:
 - Changing the current program year and billing system.
- Jim felt that it was a great group of people. Jim stated that all agencies are invited to attend meetings.
- Jim will be attending a workshop at the PUC office tomorrow, so therefore will not be attendance.

Karl entertained a motion to adjourn the meeting for lunch. Joan Cote made a motion to adjourn for lunch, Donna Kinnaman seconded. Motion passed unanimously.

Lunch

Karl called meeting to order.

Karl introduced Philip Carver from the Oregon Department of Energy who will be doing a presentation on “Oil and Natural Gas Outlook”.

Next Order of Business

Richard Matthews of OHCS made a brief presentation on the following:

- Oregon Winter Preparedness Planning 2005-2006 Heating Season\
- Energy prices increasing

- Purchasing power of LIEAP has decreased
- Only 25% of eligible low-income households are served.
- Decreased revenues –vs. - increased prices.
- Preparedness plan will illustrate actual need and better understanding of what resources are needed.

Discussion ensued.

Karl entertained motion to adjourn for the day. Kraig Ludwig made a motion to adjourn in order for members to attend roundtable sessions. Terry Weygandt Seconded. Motion passed unanimously.

Thursday, November 17th

Present:

John Conley, Bill Colmer, John Huntsman, John Falkenstein, Ron Haynes, Jacque Meier, Craig Satein, Karl Hans Tanner, Kraig Ludwig, Mary Ellen Bennett, Colleen Neel, Terry Weygandt, Donna Kinnaman, Richard Matthews, Margaret Davis, Linda Roberts, Angela Schlacht, Robert Stevens, Dan Elliott, Ellen Prouty, Emerio Landeros Becky Eberle, Joe Lorenz, Dan Cunningham, Steve Divan, Traia Campbell, Joan Cote, Carina Kistler Ginter, Roger Rees, Gary Walsworth, Leanna Amato, Janice Delameter, Carmen Underwood, Judy Schilling, John Overman, Karrie Durie.

Karl Called meeting to order.

Karl announced that the special elections would take place after lunch. Also, the committee roster is being passed around. Please take a look and consider volunteering.

First order of business – Committee Reports and Updates continued.

Native American Weatherization Report – Carina Kistler Ginter

Carina reported the following:

- So far this year a total of four certified auditors and inspectors.
- Will be working with other tribes to increase communications. A possibility of an Oregon Tribal Energy Network is being discussed. Carina will be working with Scott Hansen.
- The NW Indian Housing Association met in September. A variety of energy and weatherization topics were discussed.
- Also discussed, a possible partnership with OECA regarding trainings.

Special Events Committee – Judy Schilling

Judy asked for volunteers to help with OECA's anniversary celebration. Discussion was also held regarding an Energy Summit. A strategic planning committee has been formed. Margo Bryant will be spearheading.

Kraig recommended that this committee report back to the T/TA committee.

By-Laws Committee – Kraig Ludwig

Kraig reported that OECA's attorney is currently reviewing and will suggest any possible changes.

Regional Peer Exchange – Ron Haynes

Ron reported the following

- The possibility of dissolving the Regional Peer Exchange was discussed.
- Representation will no longer be regional, instead East and West.

Weatherization Specifications – Jacque Meier

Jacque reported that she has had a hard time in putting a meeting together with the current members of the review committee. Jacque suggested that they hire a professional. After further discussion, it was the consensus of the group that each member of the committee review a section of the spec's and meets with Dan Elliott to finalize.

Dan stated that he would assign each individual to their specific tasks.

WEB Page – Judy Schilling

Judy reported that she has been working with Colleen in updating trainings.

Next Order of Business – OHCS Updates and Reviews

Richard Matthews reported on the following:

- DOE Public Hearing will be held on December 8th.
- Dan will be e-mailing agencies the State Plan tomorrow. Agencies will have until January 9th for written comment.
- The State Plan is on revision, looking at simplifying procedure.
- The Energy Assistance fall meeting was held October 4th and 5th.

Low Income Energy Assistance (LIEAP) – John Overran

John reported on the following:

- Funding aspect for LIEAP.
- New funding formula discussed. John felt that the new formula favors states that heat with fuel oil.
- LIEAP contingency funding 1 million less than last year.
- By December 8th, Dan E. and John will be e-mailing agencies regarding LIEAP Waiver funding.
- Furnace repair replacement and protocol. John reported that he has received a lot of input from agencies.
- John will create an outline for repairs/replacements costing over \$800.00
- Agencies will need to submit paperwork to John so that he can lift restriction in OPUS.
- Changes in the LIEAP/OEAP manual an ongoing process. Please submit any correction(s) to John Overman or John Falkenstein.
- Currently in the process of reviewing a new allocation process. Hopefully will be in place by next year.

Oregon Energy Assistance Program (OEAP) – John Falkenstein

John reported the following:

- In the Work Plan budget development process, John had heard that 100% of an Energy Coordinator's time was paid for from a combination of LIEAP and OEAP funds. This is not allowed if the coordinator manages any other energy funds like: Oregon Heat, OLGA, local funds, even Williams's funds.
- Auditors will begin looking for this, so go back to your agency and make sure this is not the case.
- ORS states that we will prioritize households at risk of disconnection, so it is more important this year than ever with the shortage of funds and growing need that every one is doing this.
- The OPUS Service Code report shows that in PY 05, agencies made 4900 regular payments.
- Some fiscal offices continue to be slow in submitting RFF's which gives us out-of-date records.
- The Temporary Rule change has been completed based on two OECA discussions, two EPC meetings and a recommendation from ACE. There was some concern from CADO regarding the change.
- A permanent change will take place within 180 days – including a public hearing – that will provide an additional opportunity for comment. It will also include other housekeeping changes. Let John know within 30 days of anything that you think should be edited within the OAR 813-202.

Karl asked John to e-mail agencies on what sections they can and can not comment on.

Regarding Williams Funding – all dollars have been distributed. Dollars need to be spent by December 16 and agencies need to get their RFF's in as soon as possible. Any unexpended funds can be distributed to another agency that has expended all of their funds. A DOJ report is due by 12/31/05.

Also, the COU 2005 report is forthcoming; work with your COU's in order to confirm their statistics.

BREAK

Housing and Weatherization Report – Dan Elliott

Slide presentation on the following:

- ECHO – Is on target/new allocations will be baselined on past performance but guaranteed for two quarters
- DOE – Public Hearing scheduled for December 8th. Agencies will have until January 9th for written comments.
- LIEAP – LIEAP WX 05 not spending out by expenditure timeline. Cautioned agencies that he would freeze LIEAP WX 06 until difference.
- BPA – Spending out on time. Agencies have until June 2006 to spend their allocations. No roll-overs.

Other business reported:

- Energy Education – Urged agencies to get their proposals in. Funding will begin in third or fourth quarter.
- Williams Settlement for Weatherization will be coming out in February 2006 NOA. DOE allocation method will be used. Dan explained that funding is “fuel blind” and suggested that it could be used with DOE to replace/upgrade furnaces.

Discussion ensued.

Many members felt it should be an agency decision. It was felt the flexibility of the funding needed to be maintained with this in mind proposal will be taken to the EPC. Dan will do individual “breakdowns” for agencies.

Also, the Weatherization Coordinators position has not been filled. If a decision is not made by next week, the position will be re-opened.

T/TA Report – Dan Elliott

Dan reported on the following:

- Tribal training – Dan will be working on securing funding for tribes by no later than Spring of 2006.
- Economic Analysis – Agencies must report admin expenses and methods for survey to be completed. Only four agencies have responded.
- State Evaluation is under way and will parallel National Evaluation. Oregon will be highlighted in the National Evaluation.
- OPUS Weatherization module will begin development in the third quarter of 2006 and will be ready to test by the fourth quarter (April).

BREAK

Next order of business - Presentation by MWVCA REACH Coordinator.

Next order of business – Affiliate members Update

Oregon Heat – Roger Rees

Roger reported on the following:

- His personal background information.
- Board retreat scheduled for December 8th.
- Monthly conference calls.
- Additional funding for oil and wood available.

Department of Energy – Tom Hewes

Tom reported on the following:

- ODOE has some carryover from 2003 – 2005 biennium to redistribute. Although a final amount has yet to be determined, it is estimated to be at least \$100,000.
- SHOW - ODOE will be contacting individual agencies with a balance remaining, to see if dollars have been committed or if they can be re-distributed to other agencies. Should an agency have a zero balance, ODOE will assume that they could use additional funding.

Energy Trust – Diane Ferington was not in attendance.

Northwest Natural – Lois Douglas and Ellen Prouty

Ellen reported that OILEE is up 20% compared to last year. The PUC has expressed concern over the access dollars in the program. NWN is currently considering other options in expending dollars. Ellen assured members that it would be an “open process”. She will keep members updated.

Lois reported that over \$197,000 in OLGA and \$50,000 in GAP funding have been distributed to agencies. NWN is currently in the process of sending out their yearly donation envelopes.

Portland General Electric – Margo Bryant

Margo reported on the following:

- The distribution of Shares to occur in April of 2006.
- PGE employees donated \$1,800 to Oregon Heat.
- Currently in the process of pulling together a group to strategize other funding options for low income households.
- Employee loan program – Program to assist agencies with intake and weatherization audits.

PacifiCorp – Becky Eberle

Becky reported on the following:

- Oregon Heat envelopes in process of being sent out this month.
- PacifiCorp still involved with merger proceedings. A possible outcome could be determined by the end of March.

Karl announced that the special elections would take place after lunch.

LUNCH

Karl called meeting to order.

Kraig opened floor for nominations for T/TA Chair. Bill Colmer nominated Collen Neel. Collen accepted. Kraig asked if there were any other nominations. There being no other nominations, Gary Walsworth made a motion to elect Colleen Neel for T/TA Chair. Margaret Davidson seconded. Motion passed unanimously.

With Colleen being elected T/TA Chair, T/TA Vice Chair is now open. Steve Divan has agreed to run for this position. Joan Cote moved to close nominations, Colleen Neel seconded. Motion passed unanimously.

Next order of business – Roundtable overviews.

Energy Assistance Roundtable – Janice Delameter

The following items were discussed:

- Waiting list management
- Unmet needs

- IVR/Computer Data Services
- How and when do you feel it appropriate to say no to a client?
- Increased demand for energy assistance.
- Energy Assistance snap shot to be completed by Jim Abrahamson in January.
- Energy Assistance Summit
- OPUS

Minute taker Judy Schilling

Weatherization Roundtable – Craig Satein

The following items were discussed:

- CO alarms...sensors only last 5 years...how are agencies responding?
- Solar water heating...how can we use Oregon’s “pass through” tax credits?
- ECHO funding
- Digital T-stats
- How do we treat homes that have been previously weatherized?
- Client’s who reside in mobile home parks that are scheduled to be sold.
- Scheduling presentation of OHCS’s Manufactured Home Dwelling Park Conflict Resolution (MDPCR)

After overviews were completed it was suggested by members that a longer time slot was needed for the roundtables. It was decided that suggestion will be taken under consideration by the Executive Committee.

Next order of business.

A request for membership to OECA by the Efficiency Services Group was presented. After considerable discussion it was decided that the request is reviewed further by the Executive Committee. Karl will contact ESG regarding decision.

Open Forum

Karl discussed the possibility of partnering with Lane Community College. Discussion ensued. Karl will research further and report back to group.

Kraig asked if we needed to have CADO’s blessing before proceeding with a partnership.

It was the consensus of the group to 1) present the possibility of a partnership with LCC to CADO; and 2) a smaller group was needed to develop a training center committee.

With there being no other business, meeting adjourned.

