



Oregon

Kate Brown, Governor

Oregon Utility Notification Center
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Oregon Utility Notification Center Policy and Procedure Committee Meeting

DATE: Wednesday September 13, 2017
TIME: 9:00 am – 11:00 am
LOCATION: OPUC – Main Hearing Room
Beardsley Building
201 High St. SE
Salem, Oregon 97301

A G E N D A

1. 9:00 am Call to Order
2. Announcements and Introductions
 - a. Announcements and Guest sign-in
 - b. Review/approve and/ or amend prior Meeting Minutes from 7/12/17
 - c. Chair – Statement
3. Old Business:
 - a. Review action items from 7/12/17 P&P Committee meeting (highlighted in meeting minutes)
 - b. Review items from Attachment 1.
4. New Business: See Attachment 1
5. For the Good of the Order
6. Next meeting: December 13, 2017 – Wilsonville Training Center, Room 210

Policy and Procedure Committee Meeting – Attachment 1

Here are the **old business** issues that need to be addressed in the future:

1. Org Chart updated to reflect current Board and Committees.
2. Records Management (5.1), updated/refined; consider basing it on OAR 166-350-0005 through 166-350-0010.
 - a. Archive and store copies of the Draft P&P Manual for reference.
 - b. Ensure access to files/copies of Board Resolutions is preserved and accessible online.
 - c. Ensure access to files/copies of the By-laws.
 - d. Service Tariff for Subscribers to the Oregon Utility Notification Center information/copies. The committee believes this information should be available somewhere especially for prospective members.
 - e. Link to OAR: <https://www.oregon.gov/das/Policies/107-001-020.pdf>
3. Consider modifying or removing paragraph 1 of Section 6.0 (page 20, re: "...Unlawful Harassment..."); currently under review by DOJ.
4. Zero-Discrimination Policy (2.1) updated and in line with State of Oregon rule and law.
5. Review Committees, names, and "Statements of Purpose".
6. Consider moving the section "Policy for Adding or Removing Seats on the Oregon Utility Notification Center Board of Directors (currently section 1.11) to 1.3.7 (or 1.8, Stakeholders); take into consideration that 1.3 is loosely based on Bylaws Article II, is this the appropriate location for 1.11?
7. Consider updating/refining "Acquisition Policy for Goods and Services" (4.2). Specifically address last sentence "...compliance with federal, state and local laws."; it may be possible to address this issue by following/linking to the appropriate/related DAS policy.

Here are the **new business** issues that we need to address in the future (from the OUNC Board Meeting of 8/9/17:

1. Does the P&P Committee need to address how the Board deals with Facility Operators that are no longer locating their utilities? For example, where a facility operator has gone out of business or is not responsive in some way.
 - a. Involve the local UCC?
 - b. Who's going to locate?
 - c. Who's the "new" owner?
 - d. Maintaining records, maps, drawings, etc? Where's the line?
 - e. Who's responsible for these?
2. Is OUNC in line with Oregon Transparency? For example: Procurement, public records management and requests, website... is it something that needs to be addressed in P&P?
<http://www.oregon.gov/transparency/Pages/index.aspx>
3. Per Lori K: Refer to and modify 1.13.2 "...copyright officer to administer **the agency's** ~~our~~ **company's** copyright policy. ~~The Chair can help you determine whether a work is covered by our Copyright and how to handle any special copyright issues.~~
4. Per Lori K: typo 1.13.3 "...Center expects **its** ~~it's~~ Board members..."