

Policy & Procedures Committee Minutes

Monday, March 7, 2 p.m. to 3 p.m. | Zoom Meeting

Members: Jessica Epley, Micah Brown, Alba Vogland, Josh Thomas, and Kitty O'Keefe

Guests: none

1. Announcements and Introductions

- a. Jessica called the meeting to order at 2 p.m. and introductions were made.
- b. A motion from Micah was made to approve minutes from 11.03.21 and seconded by Alba. Kitty to post on website.

2. Old Business

- a. Review and approve new policy on write offs – Action Items (see attachment)
 - i. Members had reviewed the proposed policy language addressing write offs of lingering small dollar amounts.
 - ii. Jessica entertained a motion to move this policy to formal consideration.
 - iii. Motion was made by Jessica and 2nd by Micah.
 - iv. Jessica will bring to the board on 3.9.22
- b. Review and approve revisions to OUNC Bylaws and removal from Policy and Procedures Manual – Action Items (see attached)
 - i. Members had reviewed the document revised by Josh.
 - ii. Melanie's concerns will be added to the Bylaws.
 - iii. Jessica entertained a motion to approve the Bylaws as written with corrections.
 - iv. Motion was made by Micah and 2nd by Alba.
 - v. Jessica will bring to the board on 3.9.22
- c. Review late fees/finance charges policy proposal – Discussion Item (see attached)
 - i. Spell out Oregon Utility Notification Center.
 - ii. Jessica entertained a motion to consider policy language to formal consideration.
 - iii. Motion was made by Jessica and 2nd by Micah.
 - iv. Jessica will bring to the board on 3.9.22
- d. Review and approve revisions of first chapter of OUNC Policy and Procedures Manual – Discussion Item (see attached)
 - i. 1.4.1 Executive Committee – Statement of Purpose was discussed.
Micah asked if Melanie's comments were reviewed and considered? Yes
 - ii. 1.4.2 Contracts –
Jessica asked, do we keep this committee?
Let's ask the full board.
Add 'vendor' next to call center contractor.
Micah would like multiple board members still involved.
 - iii. 1.4.4 Membership
Jessica asked, do we keep this committee?
Alba made a recommendation to change this in the P&P manual.
 - iv. 1.4.5 Training and Education
Do we need a formal committee?
Staff handles most.
Recommendation is to remove and appoint ad hoc.

- v. Budget and Audi Committee
Do we need a formal committee?
Staff handles most.
Recommendation is to remove and appoint ad hoc.
- vi. Oregon Utility Coordinating Council Committee
Committee is unnecessary as this is just an update that can be given at the beginning of each meeting.
Recommendation is to remove
- vii. Damage Reporting/Data Analysis
Committee work largely informs both OAR's and Publicity Committee. This Committee should be folded into one of those two committees.
Recommendation is to remove as standing Committee and add this work to the OAR's Committee.

3. New Business

- i. None

4. For the Good of the Order

5. Next Meetings

- a. Proposed, tentative dates
 - i. March 16, 2022, April 6, 2022, and April 20, 2022

6. For the Good of the Order

Meeting adjourned at 2:45p. Minutes submitted by Kitty O'Keefe 3.10.22