

Policy & Procedure Committee Minutes

Date: Wednesday, April 5, 2023

Time: 3:00 pm

Members: Jessica Epley, Micah Brown, Melanie Lewis, and Alba Vogland,

Non-Voting Members: Josh Thomas and Kitty O'Keefe

1. Announcements and Introductions
 - a. Announcements and Guest sign-in
 - b. Meeting Minutes from 06.28.22 approved. Kitty to post on website.
 - c. Comments from the Chair – Jessica welcomed members at 3:03pm

2. Old Business

3. New Business
 - a. Committee to review 3.2 reserve policy for additional definition.

Committee Action: (See attachment 1)

Jessica asked Josh to provide what 'services' are included under line item #3: Call center, staff and services - \$550,243.25. Josh shared under 'services' he would include bookkeeping, vendors, audit. He then shared what would be included for option #4: All budgeted expenditures - \$564,772.5.

Jessica asked if there are concerns on removing language reviewed? Jessica shared with members, if the reserve falls below that amount, that decision of what to do has to be made by the full board. She asked Josh to include this in his staff report.

Motion was made by Micah to remove the highlighted language (from attached document) and add: *Essential operating costs include continuation of service provided by a one call contractor, Oregon Utility Notification Center staff payroll, and other legal or contractually mandated responsibilities. Use of reserve funds requires approval by the Oregon Utility Notification Center board.*

2nd by Alba. Motion passed.

Committee Recommendation to be presented at next board meeting.

Jessica asked Josh to put together a memo explaining this recommendation to the board.

- b. Committee to discuss adding board member term limits to the bylaws.

Committee Action: Jessica shared with members board term limits are not in the OUNC bylaws. To change the bylaws, a 2/3 votes is required. Her recommendation is to use the language Josh crafted and insert in the bylaws.

Language proposed: *According to the Oregon Governor's Office, Oregon Utility Notification Center board member terms of office are limited to two four-year terms. Exceptions to this policy include: 1) Filling a partial term of less than two years, which does not count toward term limits; 2) Continuing as a voting member until a replacement is appointed/confirmed; or 3) Serving with special approval granted by the Governor's office.*

Motion by Micah to recommend to the board this 'term limit' section as written be added to the OUNC bylaws. 2nd by Melanie. Motion passed.

Committee Recommendation to be presented at next board meeting.

Jessica asked Josh to put together a memo explaining this recommendation to the board.

4. For the Good of the Order – Melanie shared a concern that in the reserve nothing states how often the amount or % is looked at or changed. Jessica commented, this is a policy making committee. We need to discuss what we do with the reserve. Josh stated we are below our reserve now that we have defined it. Melanie asked, do we need to define the % as it will change each year for the Call Center, Staff and Services? Jessica explained how its contract driven and not a %.

5. Next Meeting: tbd

Meeting adjourned at 3:28pm. Minutes submitted by Kitty O'Keefe on April 5, 2023

Good morning all,

Here is some possible language we'll discuss at the Policy and Procedures Committee meeting tomorrow (Wednesday):

RESERVE POLICY

We need to better define what constitutes "essential operating costs." Our Policy and Procedures Manual currently states:

It is the policy of the Oregon Utility Notification Center to keep a reserve in the budget equal to three months of essential operating costs. Reserve funds support ongoing operational costs, under the direction and approval of the Oregon Utility Notification Center board. Priority funding will ensure continued service provided by a one call contractor alongside other legal or contractually mandated responsibilities, and staff.

Under our previous reserve policy, funds could only be used to support the ongoing operations of the One Call Center. Our intent with the manual revision was to expand this policy to also cover staff and contractual obligations. As comparison, these would be the estimated corresponding amounts for this year:

1. Call center - \$467,682.25
2. Call center and staff - \$527,612
3. Call center, staff and services - \$550,243.25
4. All budgeted expenditures - \$564,772.5

I believe option #3 would be in line with our intent. We could address this by replacing the last two sentences above to say:

It is the policy of the Oregon Utility Notification Center to keep a reserve in the budget equal to three months of essential operating costs. [REMOVE Reserve funds support ongoing operational costs, under the direction and approval of the Oregon Utility Notification Center board. Priority funding will ensure continued service provided by a one call contractor alongside other legal or contractually mandated responsibilities, and staff.] ADD: Essential operating costs include continuation of service provided by a one call contractor, Oregon Utility Notification Center staff payroll, and other legal or contractually mandated responsibilities. Use of reserve funds requires approval by the Oregon Utility Notification Center board.

Question: Do we need to include something in the policy for what happens when we fall below that amount?

TERM LIMITS

This is the proposed language for inclusion in the bylaws and/or Policy and Procedures manual:

According to the Oregon Governor's Office, Oregon Utility Notification Center board member terms of office are limited to two four-year terms. Exceptions to this policy include: 1) Filling

a partial term of less than two years, which does not count toward term limits; 2) Continuing as a voting member until a replacement is appointed/confirmed; or 3) Serving with special approval granted by the Governor's office.