



# Oregon

Tina Kotek, Governor

Oregon Utility Notification Center  
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**Oregon Utility Notification Center  
Policy and Procedures Committee Meeting**

**Date: Thursday, September 7, 2023**

**Time: 2:30 – 3:30 p.m.**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/84283364648?pwd=K25iT1FuRGtheVN4NU93V3dyZFJFdz09>

Meeting ID: 842 8336 4648 Passcode: 920361

## A G E N D A

### 1. Announcements and Introductions

- a. Welcome, announcements, roll call
- b. Review/approve and/or amend 7.31.23 minutes
- c. Chair: Jessica Epley – Statement

### 2. Old Business

### 3. New Business

- a) Amend section 3.8.1 of the Policy and Procedures Manual

The Budget and Audit Committee approved a recommendation to amend 3.8.1:

- *3.8.1 - Oregon Utility Notification Center will contract for an independent review **or audit** to be performed by a Certified Public Accountant (CPA) at the conclusion of every three (3) years but should not exceed five (5) years.*

*PROPOSED ACTION: Present issue summary, request direct board approval.*

- b) Updates, discussion on other pending policy proposals:

- i) Discuss adding a new section 1.1.1 to the Policy and Procedures Manual

Proposed Language:

According to the Oregon Governor's Executive Appointments Office, it is the strong preference of the Governor's office that Oregon Utility Notification Center board members are Oregon residents. However, because Oregon Utility Notification Center

statutes do not expressly include a residency requirement, applicants will be considered if there are contextual reasons to have someone from another state serve. This could include, but is not limited to:

- One who works in Oregon but lives in a bordering state.
- One whose employment territory/scope of authority includes Oregon.
- One whose familiarity with Oregon and experience/expertise warrants consideration and an exception to residency.
- One who recently switched jobs or residency but has previously been serving on the board, for continuity of service and knowledge base.

All review, appointments and confirmation are conducted by the Governor's Executive Appointments Office, outside the purview of the Oregon Utility Notification Center.

*PROPOSED ACTION: Request direct board approval or referral to committee.*

- ii) Disposition of OUNC property – referral from Budget and Audit Committee

*PROPOSED ACTION: Present issue summary at September board meeting for direction, possible referral.*

- iii) Paid time off – was not addressed and remains as a potential unfunded liability

*PROPOSED ACTION: Present issue summary at September board meeting for direction, possible referral.*

- iv) Referral of business from other committees and/or Board Chairperson, Executive Director; initiation of committee business not requiring board referral (amending 1.4)

*PROPOSED ACTION: Present issue summary, request direct board approval or committee referral.*

#### 4. For the Good of the Order

#### 5. Next Meetings

Voting members of the Policy and Procedures Committee: Jessica Epley, Micah Brown, Melanie Lewis, Alba Vogland and Kevin Hennessy

Non-voting members: Josh Thomas, Kitty O'Keefe