

**MINUTES of the  
POLICY ADVISORY COUNCIL**

**April 8, 2014**

The **Policy Advisory Council** (PAC) was called to order by Sherry Manning at 2:03 p.m. on Tuesday, April 8, 2014, via video conference in the Housing Division's offices in Carson City and Las Vegas.

**Committee Members Present**

Sherry Manning, Consumer Groups Representative  
Michele Montoya, Subgrantee Representative  
Dawn Rivard, Public Utilities Commission  
Betsy Ransdell, At Large Representative

**Committee Members Absent**

Holly Lloyd, Utility Company Representative

**Staff Members Present**

Sue Martin, Program Manager  
Colleen L. Platt, Deputy Attorney General  
Jim Smallridge, Compliance Audit Investigator  
Patrick Conway, Grants and Projects Analyst II

**Others Present**

Ron Evans, Las Vegas Urban League  
Chris Mohr, HELP of Southern Nevada  
Yvette Myers, Community Services Agency

**Public Comment**

Sherry Manning opened the meeting for public comment. There was no public comment.

**Introductions**

Sherry Manning asked for introductions of the new members of the Policy Advisory Committee:

Betsy Ransdell said she is the Program Specialist for the Energy Assistance Program with the Welfare Division and her program is in line with the Weatherization Assistance Program in that they share the Universal Energy Charge (UEC) and Low Income Home Energy Assistance (LIHEA) funding.

Michele Montoya said she is the Operations Manager with Community Services Agency in Reno and is interested in the committee because she supervises the Weatherization Assistance Program for her agency.

Sherry Manning said that Holly Lloyd is also a new member but is absent. She will be asked to introduce herself at the next meeting.

### **Election of Officers**

Sherry Manning was nominated as chairperson by Michele Montoya and seconded by Betsy Ransdell. Ms. Manning accepted the nomination. The nomination was unanimously approved by all members present.

Michele Montoya was nominated as vice-chairperson by Sherry Manning and seconded by Betsy Ransdell. Ms. Montoya accepted the nomination. The nomination was unanimously approved by all members present.

### **Minutes**

Motion: Moved by Michele Montoya and seconded by Betsy Ransdell to approve the minutes from the October 22, 2013 meeting.

Motion carried.

### **Year to Date Production and Expenditures FY 2014**

Sue Martin summarized the Year to Date Production and Expenditures report explaining variations in expenditures rates due to late starts with DOE and LIHEAP funding. Production should be at 67%. Some subgrantees are a little behind due to timing issues with the different funding sources but are on track to utilize all funds by June 30<sup>th</sup> with the exception of the LIHEAP funding that goes to September 30<sup>th</sup>. Southwest Gas production is also a little behind but this month report should show them on track to be able to spend down.

### **Service Providers/Subgrantees for 2015**

Sue Martin said that she sent out a memo dated March 26, 2014 to all of the subgrantees stating the Nevada Housing Division only received applications from the current six subgrantees and the funding sources are all the same and the total amount is within \$60,000 of last year's funding. The subgrantees will maintain their existing service areas with Urban League serving North Las Vegas and northern rural Clark County; HELP of Southern Nevada serving the City of Las Vegas and southern rural Clark County; City of Henderson serving their own city; Community Service Agency serving Washoe County; Nevada Rural Housing Authority serving the counties of Carson, Lyon, Douglas and Storey; and Rural Nevada Development Corporation serving the remaining 11 counties in the State.

### **SFY 2015 DOE State Plan**

Sue Martin presented the SFY 2015 DOE State Plan stating the current year DOE funding allocation is \$654,604 compared to last year's funding of 655,441, a difference of \$837. The percentage of funding for each subgrantee is the same as last year per the State demographer's projections, which is based on the population at poverty. For the upcoming year, the average cost per unit is being raised from \$4,000 per unit to \$4,500 per unit. The numbers of units projected to be completed this year is 84, which is less than the 110 from last year.

Sue Martin continued saying there are two reasons for this decrease in number of units. First, the increase in average cost per unit is going up to \$4,500 per unit. Second, \$117,000 of funds that would normally be used on project expenses are being diverted to pay for required training needed for the Quality Work Plan requirement, which is a five part component and two of the components must be implemented this coming year. DOE is requiring all six subgrantees and the state to have at least one person trained as Quality Control Inspectors. In addition, DOE is also requiring the implementation of the Standard Work Specifications into the State's policies and procedures. DOE is establishing a minimum standard on how to install individual weatherization measures.

Sue Martin also added that according to the governor's budget the Funds for Energy Assistance and Conservation (FEAC) for the Weatherization Assistance Program is anticipated to be \$3,168,307 for next year compared to last year's funding of \$3,107,662, an increase of about \$60,000. LIHEAP funding is anticipated to be \$475,700 and Southwest Gas funding is anticipated to be \$247,500. Both are the same amounts as last year. Rural Nevada Development Corporation (RNDC) will be exchanging \$75,000 of FEAC funds for DOE funds with HELP of Southern Nevada and Urban League, \$37,500 each. This will allow RNDC to serve applicants that do not pay into the Universal Energy Charge, which is a larger percentage of the applications they receive.

Sherry Manning asked what goes into creating the State Plan and what is the public's involvement? Also, does the State Plan come back to the Policy Advisory Council (PAC) after public comment is received?

Sue Martin responded saying the plan is put together in accordance with 10 CFR 440 of the Department of Energy (DOE) regulations using their format. Also, a public hearing is part of the process and has been scheduled for Thursday of this week. At the public hearing the action taken by the PAC is declared. The State Plan is not brought back to the PAC after the public hearing even if there are comments.

Betsy Ransdell stated that a couple of dates in the State Plan needed to be changed on page 5 and in Attachment A updating them to the correct years.

Sue Martin explained that in the current year all subgrantees are within striking distance of meeting their goals although the information is presented in a different format than the year-to-date report previously reviewed.

Motion: Moved by Michele Montoya and seconded by Betsy Ransdell to approve the State Plan with the corrected dates.

The motion carried.

### **Review and Revision of By-Laws**

Colleen Platt requested that the PAC members review the existing Low Income Weatherization Policy Advisory Council By-Laws for possible amendments.

Motion: Moved by Michele Montoya and seconded by Betsy Ransdell to modify Section 5.3 of the By-Laws regarding termination of members changing it from three to two consecutive unexcused absences.

The motion carried.

### **Agenda for Next Meeting**

Sherry Manning requested agenda items for the next PAC meeting. The suggested agenda items are:

- Progress of Subgrantees in current year
- Prior year performance of Subgrantees
- Update on FEAC Advisory Committee Meeting, if necessary
- Legislative Update/Process-tracking any new bills that impact the Weatherization Assistance Program
- Update on Energy Auditor

**The next meeting of PAC is scheduled:**

**Date:** Tuesday, September 9, 2014 at 2:00 p.m.

**Public Comment:**

Sherry Manning opened the meeting a second time for public comment. There was no public comment.

**Adjournment:**

Meeting adjourned at 2:54 p.m.

Respectfully submitted,

Patrick Conway  
Grants & Projects Analyst II

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