

**2020 NASCSP Board of Directors Meeting
Crystal Gateway Marriott | Arlington, VA
Tuesday February 25, 2020**

Board Present: Willie Fobbs VA – President; Beverly Buchanan AR – Vice President; Matt Fitzgerald, VA – Treasurer; Melanie Sanford MI – Secretary; Ditzah Wooden-Wade, MA – CSBG Chair; Bruce Hagen, ND – WAP Chair

Stuart Campbell, MD CSBG Region I Rep; Josh Larose, VT WAP Region I Rep; Rhoda Talley, AL CSBG Region II Rep; Mark Adams, WV WAP Region II Rep; Shawna Peña, WY CSBG Region IV Rep; Jeffrey Heino, WI WAP Region IV Rep; Karen Dunn, WA CSBG Region V Rep; Brad Carpenter, UT Region V Rep

Sara Phillips, VT CSBG Region I Alt; Karen Brooks, MD WAP Region I Alt; Shelly Woda, WV Region II Alt; Trent Williams, AL WAP Region II Alt; Gayla Delgado NM CSBG Region III Alt; Robert Garber, MO WAP Region III Alt; Ryan Harry, CO WAP Region IV Alt; Leslie Taylor, CA CSBG Region V Alt

Absent: Bill Brand, IA – Past President; Laura Saintey, TX CSBG Region III Rep; Gwen Howe, IA WAP Region III Rep; *Vacant*, CSBG Region IV Alt; Amanda Rains, WA Region V Alt

NASCSP Staff Present: Jenae Bjelland, Eric Behna, Cindy Homol, Amy Klusmeier, Katy Kujawski, Maribeth Schneber-Rhemrev, Andrea Schroer

I. Call to Order – Welcome/Roll Call – Willie Fobbs

The meeting was called to order at 6:00PM. Roll call was taken via a sign-in sheet and members introduced themselves. Members were asked to stay after adjournment to meet in program groups to prepare for private meetings with DOE and OCS, as well as to finalize preparation for other events.

- Welcome new members and open positions:
 - Karen Dunn Reg V CSBG Rep
 - Trent Williams Reg II WAP Alt
 - Leslie Taylor as Reg V CSBG Alt
 - Amanda Rains Reg V WAP Alt
 - Mark Adams Reg II WAP Rep
 - Vacancy Region IV CSBG Alt

II. Approval of the Minutes – Melanie Sanford

Minutes of the September 24, 2019 NASCSP Board of Directors Meeting were sent to board members in advance.

*Motion to accept the September 24, 2019 minutes: Matt Fitzgerald (VA); Second: Jeff Heino (WI).
Motion approved unanimously by voice vote.*

III. Treasurer’s Report – Kevin Myren and Matt Fitzgerald

The financials through December 2019 were included in the board member packet (attached). A recorded message from Kevin Myren, CPA was played to highlight 2019. At the close of 2019, there was a \$53K surplus as compared to the \$21K budgeted.

*Motion to accept the 2019 Financial Report: Stuart Campbell (MD); Second: Bruce Hagen (ND).
Motion approved unanimously by voice vote.*

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Dues collection is currently at 84%. We are on track to collect all with the exception of NV WAP and VI CSBG. NASCSP staff and board members are reaching out to states that have not yet paid. Next step is to suspend membership.

IV. Program Reports

WAP – Bruce Hagen and Amy Klusmeier

Bruce and Amy shared highlights of the WAP Staff Report that was included in the board member packet (attached). Additionally, Amy shared that she is excited to grow the capacity of the team, with the hiring of Andrea Schroer, and looks forward to developing a strategic plan for T/TA services – proactively targeting services to states in need. Additionally, new staff frees Amy up to do more research and development.

CSBG – Ditzah Wooden Wade and Maribeth Schneber-Rhemrev

Ditzah and Maribeth shared highlights of the CSBG Staff Report that was included in the board member packet (attached). Additional updates/instructions since the report was disseminated:

- Funding release: Staff has been working with Senator Murray's office to request assistance; Senator Murray's office made an inquiry on behalf of the network.
- Annual Report: States are encouraged to take on as much review of the FY18 report as possible to help with the clean up process. If states do not receive their memo by March, reach out to Katy at NASCSP for assistance as the due date is in April.
- Module 3: Coordinate with NASCSP before delivering a message to your networks, to ensure accuracy.
- Fifteen states and one territory have received disaster relief funds. CSBG has a relief peer group to help share best practices and lessons learned. NASCSP has developed guidance on the website for this as well.

V. Executive Director's Report – Jenae Bjelland

In response to the Strategic Plan directives, NASCSP has taken the following actions:

- An additional position for CSBG has been posted to help maximize outreach and support to CSBG members. A Program Assistant position will be posted to support all divisions.
- To provide streamlined services and evaluate and respond cohesively to member needs, NASCSP leadership meets regularly to share information across programs.
- As a member benefit, a mentor program is being developed which will match experienced members with new state staff.
- Ad hoc committees are being formed to address, among other things, membership benefits and legislative efforts.

Legislative Updates:

The legislative ad hoc committee will be instrumental as we expect changes in the political environment that will require quick responses and tailored talking points.

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On February 24th, Willie, Lynette Praster, Jenae and Melanie met with Deputy Assistant Secretary of EERE, Alex Fitzsimmons, to continue building that relationship and to further educate him on intricacies of the Weatherization Assistance Program.

Denise Harlow and Jenae met with Clarence Carter to talk about the future of CSBG. He stated he is willing to meet with the national partners and a few select individuals in the coming months to increase his presence in the program.

Jenae reported that it has been a phenomenal, yet challenging year. She commended Amy Klusmeier for her work with DOE and the WAP Grant. Jenae acknowledged Katy and Muska's work with OCS and the Performance Management Grant.

*Motion to accept the program reports: Beverly Buchanan (AR); Second: Brad Carpenter (UT).
Motion approved unanimously by voice vote.*

VI. New Business – Willie Fobbs

Board Meet and Greet activity at the Conference Reception: Board members will participate in an activity that offers members the opportunity to meet them and to learn more about their role on the board. The expected outcome is more interest in serving on the board. Elections for the Executive Committee and the CSBG Alts and Reps will take place at the NASCSP Annual Conference in September.

Approval of the Strategic Plan: This was discussed during the December board webinar and deadline for comments and edits was early January. Staff also had the chance to review and provide input. Comments were then reviewed and incorporated into the final version, which was included in the packet sent in preparation for this meeting. Once approved, it will be posted to website.

Motion to approve the 2020 Strategic Plan: Bruce Hagen (ND); Second Shawna Pena (WY). Motion approved unanimously by voice vote.

Ad Hoc Committees: Willie discussed the purpose of Ad Hoc Committees in general and encouraged board member participation. A future consideration might be to include mandatory participation on an ad hoc committee for all board members.

Membership:

Beverly (Chair), Matt, Melanie, Robert, Sarah, Rhoda, Karen B., Karen D., Leslie

Purpose: Better define membership benefits, put into policy a T/TA fee schedule, review status of dues for 2021. Ensure that what we are providing meets the needs of the members.

Legislative:

Bruce (WAP Chair), Beverly, Stuart (CSBG Chair), Shawna, Mark, Willie

Purpose: As per Goal 2 of the 2020-2024 Strategic Plan; NASCSP has a presence on the Hill and is consulted on policy issues related to CSBG and WAP and support staff to achieve this goal.

Election:

Melanie (Chair), Matt, Ditzah, Bruce, Jeff

Purpose: Build a slate for upcoming elections

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Website review:

Shelly (Chair), Karen, Gayla, Josh, Rhoda

Purpose: Work with NASCSP staff to dive into the website to ensure it is easy to navigate and contains features members need.

NASCSP will work with the committee chairs to outline next steps, to then share with committee members.

NASCSP's role on Energy Programs Consortium (EPC): EPC is a joint venture of NASCSP, NASEO, NARUC and NEADA. Its purpose is to foster coordination and cooperation among state and federal agencies in the areas of energy policy and program development. There has been little activity since 2017. NASCSP questions whether the organization is in federal compliance.

NASCSP was a founding organization and is expected to hold a role on the board, historically a position held by the NASCSP board president. To that end, Willie is on the board but has never seen governing documents, financial statements, or a 990. Per federal rules, any person listed on the 990 must have an opportunity to review and question the return. Willie has never been charged with that task.

Discussion took place regarding the risks and possible liabilities. NASCSP can maintain a relationship with the other partners but should we continue to hold a place on the board? If we back out, would it be in our best interest to reach out to the other partners to give them a heads up?

Motion for Jenae to reach out to EPC leadership to inquire on the future status of EPC: Stuart Campbell (MD); Second Beverly Buchanan (AR). Motion approved unanimously by voice vote.

Willie requested a motion to adjourn: *Motion to Adjourn Shawna Peña (WY); Second Leslie Taylor (CA).*
Meeting adjourned at 8:00PM.

Respectfully submitted,


Melanie Sanford
NASCSP Board Secretary

Upcoming board updates and meetings:

- **Board Update: Thursday, June 11, 2020 | 2:00-4:00 PM ET | Webinar**
This meeting will be focused on program updates, with report outs from the executive director and the executive committee of the board. It is for board members, by invitation only. Watch for your invitation in May of 2020.
- **Board Meeting: Tuesday, September 29, 2020 | 5:30-8:30 PM | Grand Rapids, MI – in conjunction with the 2020 NASCSP Annual Conference. More details to follow.**
- **Board Update: Thursday, December 10, 2020 | 2:00-4:00 PM ET | Webinar**
This meeting will be focused on program updates, with report outs from the executive director and the executive committee of the board. It is for board members, by invitation only. Watch for your invitation in November of 2020.