



Oregon

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Community Heat Pump Deployment Advisory Council

---DRAFT Version Feb 21, 2024---

1. **Authority.** The Advisory Council for the Community Heat Pump Deployment Program is established under and operated in accordance with Section 15 of [Chapter 86 of Oregon Laws 2022](#), which provides that “[t]he Heat Pump Deployment Advisory Council is established.”
2. **Goals and Purpose.** The primary goal of the Community Heat Pump Deployment Program is to provide financial assistance for the installation of heat pumps and related upgrades in Oregon homes. Per statute, the purpose of the Advisory Council is to study and identify:
 - a. Best practices for administering grant funds and providing financial assistance;
 - b. Barriers to administering grant funds and providing financial assistance; and
 - c. Opportunities for providing technical assistance.

Council members will use independent expertise and experience gained through program implementation to improve program outcomes across the state.

3. Activities and Duties.

The Advisory Council’s activities and duties are:

- a. Study and identify best practices, barriers, and opportunities as described in the Goals and Purpose section of this charter.
 - b. Support program reporting. This includes periodic and annual reports due to the Department in addition to the Department’s biennial program report to the Oregon Legislature.
 - c. Support and provide feedback on approaches for outreach to communities, eligible households, and contractors, as well as share information about the program among interested contacts in the network of each Council member.
 - d. Inform possible future program changes.
4. **Membership.** The [2022 Act](#) provides that the Council will consist of “representatives from eligible entities administering grant funds under the Heat Pump Deployment Program.” Each eligible entity that enters into a performance agreement with the Department will select a representative for the Council. The Department shall provide staff to support the Council. Unless circumstances require otherwise, selected Council

members will remain active through the close of the program, currently set for December 30, 2025. Members of the council are entitled to compensation and expenses as provided in ORS 292.495.

5. **Chair.** The Act provides that “[t]he council shall elect one of its members to serve as chairperson.” A majority vote of the membership shall elect the Chair for the next calendar year during the last meeting of the calendar year or as needed due to a vacancy. The role of the Chair is to preside over Council meetings.
6. **Meetings.**
 - a. The Council will meet two times annually unless otherwise convened by call of the chairperson or by a majority of the Council’s members.
 - b. The Department will work with Council members in advance to identify dates and times that maximize Council member participation.
 - c. The Department will collect input from Council members on possible agenda items and work with the chairperson to finalize an agenda.
 - d. The Department will provide an agenda and meeting materials to council members one week prior to each meeting.
 - e. Council meetings are open to the public and meeting materials and any recordings will be posted to the Department’s website.
7. **Absence.** A member may request either an excused absence from a Council meeting or that a proxy from the same entity attend a meeting in their place.
8. **Procedures.**
 - a. Official action by the Council requires approval by a majority of all Council members.
 - b. The Council may adopt rules necessary for the operation of the Council.