Energy Trust of Oregon, Inc. Decision-Making Matrix

Organizational area	OPUC role	Energy Trust Board role	Committee role	Executive director/staff role
Board and organization				
• Organizational relationships: OPUC grant agreement, gas utility agreements , etc	Co-establishes	Co-establishes	Reviews, as needed	Participates and coordinates
• Bylaws: board process, allocation of authority, committees, etc.	Receives copies	Establishes	Reviews, as needed	Develops and recommends
• Performance measures	Establishes	Reviews and comments	CAC, RAC are briefed	Analyzes and advises in development stage; addresses in annual reports
• Policies		Adopts	Policy Committee develops/reviews	Supports Policy Committee with agendas, background material, drafts, advisory council consultation
• Board officers, new members		Approves	Nominating Committee recommends	Provides briefing materials and orientation
• Selecting and reviewing Executive Director		Decides	Executive Director Review Committee recommends	Provides self review information and results
• Liaison with OPUC, ODOE		*Ex officio* members	Strategic Planning Committee	Ongoing coordination
• Board meeting agendas		Chair approves		Drafts agendas, meeting materials
• 5-year management review	Receives	Receives and approves	Audit Committee oversees	Supports selection of auditor, management of process, etc.
Planning				
• 5-year strategic plan	Comment on draft, receive final	Approves	CAC and RAC reviews	Develops and proposes
• 2-year action plan	Comment on draft, receive final	Approves	CAC and RAC reviews	Develops and proposes
Annual budget	Comments on draft, receive final	Approves	Finance Committee reviews CAC and RAC consults	Develops and proposes
Programs and services				
• Program design	Receives updates	Receives updates	CAC and RAC reviews	Develops and communicates
• Program management contracts		Approves	CAC, RAC are briefed	Develops RFPs, screens proposals, recommends contractor
• Open solicitation R/E projects:				Develops RFPs, screens proposals
< $50,000				Selects contractor
$50,000-125,000		Approves/consent agenda	RAC reviews	Recommends contractor
> $125,000		Approves/regular agenda	RAC reviews	Recommends contractor
• QA/QC				Develops and implements

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Evaluation		Reviews	Evaluation Committee oversees, CAC and RAC reviews	Develops workplans, budgets and contracts
Reports				
• Annual	Receives	Receives		Prepares and highlights
• Quarterly	Receives	Receives		Prepares and highlights
Finance				
• Financial audit	Receives	Receives	Audit Committee oversees	Supports
• Internal control audit		Receives	Audit Committee oversees	Executive director and CFO certify controls
• Monthly statements and quarterly dashboard		Receives	Finance Committee approves	Prepares
Contracting				Legal department review
> $500,000	45-day notice of contracts > 2 yrs	Approves basic terms		Negotiates; executive director or designee signs
< $500,000 or personnel	45-day notice of contracts > 2 yrs			Negotiates; executive director or designee signs
Human Resources				
• Personnel policies				Staff prepares document; executive director approves
• # of permanent FTEs		Approves via annual budgets		Determines FTE changes subject to board budget endorsement
• Staff hiring/termination/salary		Approves total compensation package including benefit rate	Compensation Committee reviews compensation structure for reasonableness	Decides

NON-DECISION BODIES				
Organizational area	**OPUC role**	**Energy Trust Board role**	**Committee/cooperators role**	**Executive director/staff role**
• Strategic Utility Roundtable	Via *ex officio* board seat	Board members participate, President sets agenda, chairs meetings	Policy committee consults	Staffed by Executive Director, General Counsel
• Board committees: o Finance		Reviews financial issues, reports.		Staffed by CFO, Finance Dept.
o Audit		Includes outside audit professional; oversees audits		Staffed by CFO, Finance Dept
o Compensation		Comprised of board members; consults with executive director on compensation structure and benefits		Staffed by Executive Director, General Counsel, CFO
o Policy		Comprised of board members; reviews all board policies and board agenda items not addressed by other committees		Staffed by General Counsel
o Evaluation		Comprised of board members and two outside experts; oversees all energy program evaluations		Staffed by Planning and Evaluation Depts.
o Strategic planning	Participates	Comprised of board members plus OPUC and ODOE representatives; coordinates issues of joint concern, oversees strategic plan development, board retreat agendas	ODOE	Staffed by Executive Director, General Counsel
o Executive director evaluation		Comprised of board members		
o Nominating	Consulted	Comprised of board members to fill vacant board seats		
• Conservation Advisory Council	Participates	Attend at will	Comprised of interest groups and stakeholders	Staffed by Director and staff
• Renewable Advisory Council	Participates	Attend at will	Comprised of interest groups and stakeholders	Staffed by Director and staff