Welcome

Senator McDowell called the meeting to order at 9:00 AM. Members present were Secretary David Small, Joseph Schorah (teleconference), Pamela Bakerian, Robert Underwood, Ismat Shah, and Kristopher Knight (teleconference). Also present were Frank Murphy, SEU General Counsel, Robert Underwood, Anthony DePrima, Suzanne Sebastian, and Lisa Gardner.

Members Absent: Nnamdi Chukwuocha, Dave Bonar, Sean Finnigan, Trey Paradee, and Charles Wagner.

SEU BUSINESS

1. Approval of Minutes

a. Oversight Board – May 19, 2016 – Ms. Bakerian moved for approval, seconded by Mr. Underwood and unanimously carried.

b. Loan Committee – June 2, 2016 – Tabled – There was not a quorum of the Loan Committee.

2. Proposals

a. Revolving Loan Program – Process Evaluation – Tina Poole Johnson, Community Development and Finance Consultant - Mr. DePrima stated that the proposal being presented would be used to evaluate how the SEU’s existing Revolving Loan Program is currently being ran. Mr. DePrima informed the board that loan tracking software would also be a part of the recommendation; currently all loans are being tracked on an Excel spreadsheet.

Secretary Small expressed his support in the evaluation and suggested that it be expanded to explore investigating supplementing/coordination of EEIF funds.

Responding to Senator McDowell, Mr. Murphy indicated that a confidentiality document would be required in order to protect portfolio management report information.

Mr. Shah moved to execute the proposal, seconded by Mr. Underwood and unanimously carried.

b. Net Zero Energy Manufactured Housing Down Payment Assistance – Mr. DePrima reminded members that during the May Oversight Board Meeting the board requested additional information on the proposed down payment assistance portion of the program. At that time there were two (2) concerns, first, should the DESEU get involved with lending that would be outstanding for a long period of time. Secondly, did the staff have the capacity to manage documentation and tracking for this type of lending. Several members of the Board thought it would be cleaner to simply give the funds out as a grant.

The below table depicts staff’s recommendations:

| Down Payment Assistance Program Recommendations |
After a lengthy discussion and review of the Board’s action taken during the May meeting, members requested that quarterly funding and progress reports from Milford Housing be provided to the Executive Director, which would then be shared with Board members.

Mr. Schorah moved to move forward with the recommended down payment assistance portion of this project, which would include quarterly funding and progress reports, seconded by Mr. Shah and unanimously carried.

3. Consideration of Statements - A motion was made by Ms. Bakerian to approve the following statements, seconded by Secretary Small and unanimously carried.

   i. Murphy & Landon – April and May 2016 ($1,220.16)
   ii. NW Financial Group, LLC – May ($477.50)

BREAK – Tour of Solar Thermal System – Grant Presentation to Modern Maturity Center (MMC) – Board members presented Ms. Caroline Fredricks, President/CEO of the MMC with a solar thermal grant in the amount of $44,681.
Mr. DePrima, Ms. Sebastian and Ms. Gardner presented a Power Point presentation to provide an overview of the following programs and engage the Board in discussions to brainstorm future programs and direction for the SEU:

**Established Programs**
- 2011 Performance Bond - Update
- 2016 Performance Bond
- Low Interest Loan
- SREC Procurement Program Management
- Green for Green
- Home Performance with Energy Star
- Non Profit Energy Assessment
- Pathway to Green Schools
- Upfront SREC Purchase

**Pilot Programs**
- EEIF for Non-Profits & Local Governments
- Pre-weatherization
- Solar Resiliency
- Net Zero Energy Modular Housing

**Emerging Programs**
- Energize Delaware Farm Program
- Community Energy Centers

**Potential New Programs**
- Pace/Green Bank
- Solar – Low Mod Income
- Clean Vehicle
- Multi-Family Buildings

**Cadmus Study Recommendations – Complete Items**
- Adopt the Pilot Program Evaluation Tool
- Added more “direct install” measures to audit programs to capture savings
- Correct various anomalies found in Home Performance saving reports

**Cadmus Study Recommendations – In Progress**
- Transform the Green for Green Program
- Hire marketing agency to develop a professional strategy and plan
- Hire professional firm to evaluate programs
- Purchase data tracking software tool
- Expand database to include measures for impact evaluation and cost effectiveness

**Discussion**
- Secretary Small discussed expanding and integrating programs appropriately with State and other programs
- Senator McDowell expressed his interest in the SEU being the champion for green policies and sustainability

**A motion to adjourn was passed unanimously at 11:45 AM.**