CAEECC Composition, Diversity Equity & Inclusion Working Group (CDEI WG) - **Prioritized Recommendation Ideas**

Prioritized 2/26/2022

Notes:

1. This document is based off the first homework assignment “Homework Synthesis” document that the WG reviewed and discussed at the 2nd meeting
2. **The prioritization in three categories (Competency Building, Recruitment & Retention, and Facilitation) stems from the 3rd homework assignment. The prioritization survey responses are available on the** [**4th WG meeting page**](https://www.caeecc.org/4th-cdei-wg-mtg)**. The Restructuring CAEECC priorities stem from the 3rd meeting breakout sessions.**
3. Names/attribution has been removed from this version of the document (since we’re near the final report stage, where attribution won’t be included – attribution can be found on the version posted to the 3rd meeting page)

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# A: Compensation

*Notes as of 2/26/2022:*

* *Mini team members include Fabi Lao, Jim Dodenhoff, and Nicole Cropper*
* *These recommendations are from the 2/17 version of this document. The mini team is working on a revised set of recommendations for consideration, as featured in their status report presentation at the 2/23 meeting. “Compensation – Draft Recommendations Status Report” is available on the* [*3rd CDEI WG meeting page*](https://www.caeecc.org/third-cdei-wg-mtg)
* *This section is not prioritized or fleshed out*

Recommendation ideas as of 2/17/2022

1. **Provide compensation for orgs that do outreach**
2. Provide other **benefits beyond compensation** (e.g., trainings, industry visibility)– note this could also fit under competency building and/or restructuring CAEECC/recruitment
3. Provide **compensation** **to Members** – for prep time, meeting time, and travel; as grants or stipends; by meeting or annually; part of Charter and budget; not just to attend meeting but also engage in focus groups or 1:1’s (preferred to burdensome reimbursement process)
   1. Does compensation vary by group? What is the eligibility/qualification?
   2. Note: the CPUC's Environmental and Social Justice Action Plan has as one of its strategies to do a pilot to figure out how to compensate community-based organizations and community members (separate from current intervenor compensation program)
4. **Provide compensation to non-CAEECC members** (other meeting participants)
5. **Provide reps with resources** to be engaged (staff, interns, pro-bono resources, etc.)

# B: Competency Building

*Notes as of 2/26/2022:*

* *Mini team members include Mabell Garcia Paine Dany Kahumoku, Alison LaBonte, Elizabeth Lowe, Kelsey Jones, and Alice Sung*

The prioritization table below summarizes the results of the 3rd homework assignment due 2/25/2022. Scores represent the number of WG Members who selected that Recommendation idea in their top 5 within this category of recommendations.

*Competency Building Priority Table*

|  |  |  |
| --- | --- | --- |
| **#** | **Recommendation Idea** | **Score (Highest to Lowest)** |
| **1** | **Orientation: Provide EE and DEI primers (DEI competency/training, EE glossary, CAEECC DEI glossary, EE crash course/workshop, EE Policy Basics Handout)** | **10** |
| **2** | **During membership: Develop and adopt a DEI Lens to utilize for decision-making and planning of CAEECC and CPUC strategies** | **8** |
| **3** | **Application phase: Willingness for Competency Building (applicants demonstrate a willingness to seek continued guidance related to DEIJ and EE)** | **7** |
| **4** | **Application phase: Energy Efficiency policy training for applicants** | **6** |
| **5** | **Application phase: Stated Commitment (request applicants demonstrate a commitment to diversity, equity, inclusion, and/or environmental justice)** | **6** |
| 6 | During membership: Trainings and refreshers led by underrepresented communities | 5 |
| 7 | During membership: Ensure there is always, at minimum, one Member whose core organizational purpose is advocating for DEIJ within the energy sector | 4 |
| 8 | Application phase: Representation and Executive Sponsorship: | 3 |
| 9 | During membership: DEI consultant to conduct an education and training needs assessment | 3 |
| 10 | During membership: Provide methodology for Members to evaluate their organization’s DEI activities and commitments (internal and external) | 3 |
| 11 | During membership: Anonymous survey to evaluate Members' current DEI competency | 2 |
| 12 | During membership: Provide DEI competency/training for the Facilitation Team | 2 |
| 13 | During membership: Offer DEI competency refreshers at set points during the year | 2 |
| 14 | During membership: Select representatives from CDEI WG to participate in the DEI Competency Activities to adopt continuity | 1 |

*Comments from prioritization survey:*

* Too limiting- I believe we need more than 5 priorities to choose from this list. Some that were excluded were equally important.

Recommendation ideas as of 2/17/2022

Note: The recommendations below are a record of the version from 2/17/2022, to serve as a reference for the mini team as they flesh out their top 2-6 recommendation proposals.

## DEI Competency Building

1. Send an anonymous survey to **evaluate Members' current DEI competency** (for educational development purposes)
2. Hire a **DEI consultant to conduct an education & training needs assessment**
3. Provide **DEI competency/training** for Members and the Facilitation Team, from DEI specialists from an underrepresented community
   * 1) Offer a *recorded resource* (e.g., for new Members that join mid-year)
   * 2) *Curriculum ideas*: understanding implicit bias; microaggressions; cultural competency; promotion of civility; social justice/social equity; environmental justice; supplier diversity; equity in program design; reimaging cost-effectiveness/NEBs
   * 3) Consider whether *WG Members* should also receive shared DEI training
   * 4) Ideas on *training/education orgs* (Epoch Education; leverage applicable CPUC ESJ Action Plan trainings/workshops, and consider inviting one of the ESJ liaisons to conduct Member training)

## EE Training

1. Provide **EE glossary** (e.g., EE Policy Manual Version VI, Appendix B)
2. Provide **EE crash course**/workshop, Q&A series, and/or opportunity for people to submit questions virtually (so CBOs and other new voices feel empowered to be part of the stakeholder process)
3. Create an **EE Policy Basics handout**
4. Consider offering **EE policy training** for prospective Members (but secondary objective to building DEI competency)
5. Provide CAEECC and CPUC procedures onboarding for those new to CAEECC

C: Restructuring CAEECC

*Notes:*

* *Mini team members include Alice Sung, Bernie Kotlier, Yeshi Lemma, and Lara Ettenson*

The recommendation list is available on the [google docs](https://docs.google.com/document/d/1nl0h5JOecfvJZ735ll6k409HHhUlvCTQBkzV7dzH5Kk/edit) used during breakouts at the 3rd WG meeting. The mini team will use the prioritization in that document to guide their own prioritization and decide which suggested edits to incorporate into their proposal.

# D: Recruitment & Retention

*Notes as of 2/26/2022:*

* *Mini team members include Nicole Cropper, Annette Beitel*

The prioritization table below summarizes the results of the 3rd homework assignment due 2/25/2022. Scores represent the number of WG Members who selected that Recommendation idea in their top 5 within this category of recommendations.

*Recruitment & Retention Priority Table*

|  |  |  |
| --- | --- | --- |
| **#** | **Recommendation Idea** | **Score (Highest to Lowest)** |
| **1** | **Relationship building: build relationships with organizations outside of traditional CPUC parties** | **11** |
| **2** | **Outreach: recruit from regions that are disadvantaged or underrepresented** | **8** |
| **3** | **Outreach: develop and recruitment & retention plan** | **7** |
| **4** | **Relationship building: engage with contractors who work with underrepresented customers** | **6** |
| **5** | **Public engagement: rethink public engagement more broadly (ie. Be more open to and transparent about public comment)** | **6** |
| 6 | Public engagement: Provide information and discussion of energy programs as they impact low-income communities | 5 |
| 7 | Relationship building: reach out to the Diverse Business Enterprise firms | 4 |
| 8 | Outreach: engage the public through roadshows, town halls, and/or listening sessions | 4 |
| 9 | Outreach: assess the regions, communities, and audiences that current members represent | 4 |
| 10 | Public engagement: offer support meetings (e.g., to provide additional context, to let people of certain demographics connect) | 3 |
| 11 | Outreach: identify gaps in distribution and outreach lists | 3 |
| 12 | Outreach: diversity outreach | 3 |
| 13 | Public engagement: Reduce jargon to make meetings more accessible | 2 |
| 14 | Public engagement: Change power dynamics so everyone has a voice, and community members do not feel dominated or outnumbered | 2 |
| 15 | Public engagement: allow for sufficient public comment | 1 |
| 16 | Outreach: offer annual opportunity to promote/summarize DEI commitments & activities | 1 |

*Comments from prioritization survey:*

* a successful relationship building will help the other two
* Some unselected items can be considered as part of the priorities selected (in both the design/plan and execution stages)
* I really like the public outreach that is includes listening sessions. We need to rethink how public input is brought in through CAEECC currently. It's not working at all. So by starting from scratch and going out, by way of listening sessions, we'll get to a much better public voice outcome.
* Too limiting- I believe we need more than 5 priorities to choose from this list. Some that were excluded were equally important.
* I also wanted to select Outreach: Recruit from regions that are disadvantaged or underrepresented and Public Engagement: Change power dynamics
* Multiple comments that presentation was well done

Recommendation ideas as of 2/17/2022

Note: The recommendations below are a record of the version from 2/17/2022, to serve as a reference for the mini team as they flesh out their top 2-6 recommendation proposals.

## Outreach

1. Develop a recruitment & retention plan (to be implemented by CAEECC leadership, members and CPUC staff). Ensure the plan is inclusive of leveraging personal networks of CAEECC and working group members. *Note from facilitator: this could be the overarching/priority recommendation to the full CAEECC, with the ideas below as supporting recommendations.*
2. Identify **gaps in distribution and outreach lists** before putting out request for new Members. Relatedly, mapping exercise to **envision what areas underrepresented voices** would really be taken to heart/considered seriously
3. **Assess the regions, communities, and audiences** that current CAEECC members represent
4. **Diversify outreach** (e.g., to CBO/front-line/social justice workers impacted by CAEECC's work; use Power Advocates to send a message that CAEECC would like to increase the diversity of its members)
5. **Recruit from regions that are disadvantaged or underrepresented (geographic inclusivity)**
6. Offer annual opportunity to promote/summarize DEI commitments & activities, i.e., **panel discussion** (potentially including CPUC representation) to convey the policy importance of CAEECC's DEI commitment
7. Do a **roadshow** to engage the public and/or **town halls, listening sessions**

## Relationship Building

1. **Build relationships** with organizations outside of the traditional CPUC parties
2. **Engage with contractors** who work with underrepresented customers, and leverage those contractors to **engage with their customer base**
3. **Reach out to the Diverse Business Enterprise firms** certified in the CPUC Clearinghouse (e.g., minority-, women-, small-, and LGBQT+-owned)

## Public Engagement

1. Allow for **sufficient public comment**
2. Reduce jargon and **make more accessible** – even if it’s just a dedicated informal time
3. **Rethink public engagement** more broadly (e.g., be more open to public comments being responded to directly and recorded transparently in notes)
4. **Offer support meetings** (e.g., to provide additional context, to let people of certain demographics connect)
5. Ensure power dynamics change where **everyone has a voice, and community members do not feel dominated** or outnumbered
6. Provide information and discussion of **energy programs as they impact low-income** communities

# E: Facilitation

*Notes as of 2/26/2022:*

* *The only mini team volunteer was Nils Strindberg, so this category is prioritized but not fleshed out (unless someone else volunteers?!*

The prioritization table below summarizes the results of the 3rd homework assignment due 2/25/2022. Scores represent the number of WG Members who selected that Recommendation idea in their top 5 within this category of recommendations.

*Facilitation Priority Table*

|  |  |  |
| --- | --- | --- |
| **#** | **Recommendation Idea** | **Score (Highest to Lowest)** |
| **1** | **Meeting accessibility: Offer virtual meeting option** | **8** |
| **2** | **Facilitation best practices: Build more time into agenda for disagreement, discussion, and quick energizing exercises** | **7** |
| **3** | **Facilitation DEI support: Hire a consultant to either participate in meetings or analyze any proposed policies, reports, findings** | **5** |
| **4** | **Facilitation DEI support: Avoid tokenism** | **5** |
| **5** | **Facilitation best practices: Provide ample time for processing information and multiple strategies for gathering input** | **5** |
| 6 | Facilitation DEI support: Use a co-facilitator to read the room and monitor chat | 4 |
| 7 | Facilitation best practices: Pilot different strategies to invite underrepresented and quiet voices to speak up | 4 |
| 8 | Facilitation best practices: Make inclusivity a goal of every meeting - and review each meeting to confirm goal was met | 4 |
| 9 | Facilitation best practices: Conduct baseline DEI survey on Members & Public perception of current Full CAEECC meetings | 4 |
| 10 | Meeting accessibility: Adopt strategies for disability justice | 3 |
| 11 | Meeting accessibility: Foster strategies to help prospective Members with language barriers | 3 |
| 12 | Meeting accessibility: Host some meetings outside major cities | 3 |
| 13 | Facilitation DEI support: Require racial equity competency for CPUC representatives and Facilitators | 3 |
| 14 | Facilitation DEI support: Include DEI norms/groundrules slide in every meeting | 3 |
| 15 | Facilitation best practices: Ensure facilitation approach focuses on inclusion, positivity, and seeking consensus | 3 |
| 16 | Meeting accessibility: Make meeting times flexible or in evenings | 2 |
| 17 | Facilitation DEI support: Leverage personality test results to improve engagement with all Members | 1 |
| 18 | Facilitation DEI support: Alternate facilitation role among CAEECC Members | 0 |
| 19 | Facilitation best practices: Strong enforcement (or expectation?) of video groundrule (esp for DEI conversations) | 0 |

*There were no comments in the prioritization survey*

Recommendation ideas as of 2/17/2022

Note: The recommendations below are a record of the version from 2/17/2022, to serve as a reference for the mini team as they flesh out their top 2-6 recommendation proposals.

## Meeting accessibility

* 1. Offer **virtual meeting** option – even when there's an in-person meeting option
  2. Adopt strategies for **disability justice** (e.g., translation of materials to improve language access; closed/live captioning for the hearing impaired; written testimony for people with speech impairments)
  3. Foster strategies to help prospective Members with **language barriers**
  4. Host some **meetings outside major cities**
  5. Make **meeting times flexible or in evenings**

## Facilitation DEI Support

1. Hire a **consultant** to either participate in meetings or analyze any proposed policies, reports, findings
2. **Alternate facilitation role** (primarily for quarterly CAEECC meetings, possibly also WG meetings) **among CAEECC Members**
3. Use a **co-facilitator** to read the room and monitor chat (esp for any DEI conversations)
4. Leverage **personality test** results to improve engagement with all Members
5. **Require racial equity competency** for CPUC representatives and Facilitators
6. Include **DEI norms/groundrules slide** in every meeting
7. **Avoid tokenism**

## Facilitation Best Practices

1. Pilot different strategies to invite **underrepresented and quiet voices** to speak up (beyond the “share the mic” meeting norm)
2. Ensure facilitation approach focuses on **inclusion, positivity, and seeking consensus**
3. Provide **ample time for processing information** and **multiple strategies for gathering input** (e.g., written and verbal, during and outside of meetings; polls and other interactive activities; consider a flipped classroom model focused exclusively on engagement, questions, and discussion)
4. **Make inclusivity a goal of every meeting** - and review each meeting to confirm goal was met
5. Build **more time into agenda** for disagreement, discussion, and quick energizing exercises (esp for DEI conversations)
6. Strong enforcement (or expectation?) of **video groundrule** (esp for DEI conversations)
7. Conduct **baseline survey on Members & Public perception** of current Full CAEECC meetings (e.g., were their instances something was said that was offensive, or at odds with an inclusive dynamic?)