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

Revised 2/17/2022

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 redline changes represent additional ideas and names of supporters/proponents from the 2nd Homework assignment.
3. The yellow highlights indicate the member-only rating from the 2nd homework assignment on a scale of 1-6 where 6 is very important.
4. There are 84 recommendation ideas in this document. One of the WG’s next tasks will be to prioritize the group recommendations and identify proposed next steps.
5. This is the foundation of what this group will propose to CAEECC. Please review closely before the meeting.

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# A: Compensation

*\*Note: a mini team (Jim Dodenhoff, Fabi Lao, and Nicole Cropper) volunteered to prioritize and refine the Compensation recommendations for full working group consideration and discussion. They will present their ideas for the full CDEI WG at the 2/23 meeting.*

(Yeshi, ED; Nils, ED; Lara, NRDC; Jake, SEI; Fabi, CSE; Don, Arambula Consulting; Jim, Silent Running; Dany, ICF; Alejandra, 3C-REN; and others)

1. 4.4 **Provide compensation for orgs that do outreach**
2. 4.3 Provide other **benefits beyond compensation** (e.g., trainings, industry visibility)– note this could also fit under competency building and/or restructuring CAEECC/recruitment
3. 4.2 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. 3.8 **Provide compensation to non-CAEECC members** (other meeting participants)
5. 3.5 **Provide reps with resources** to be engaged (staff, interns, pro-bono resources, etc.)

# B: Competency Building

*\*Note: a mini team (Mabell Garcia Paine and Dany Kahumoku) volunteered to prioritize and refine Competency Building recommendations for full working group consideration and discussion. They will present their ideas for the full CDEI WG at the 2/23 meeting.*

## 5.3 DEI Competency Building

1. Send an anonymous survey to **evaluate Members' current DEI competency** (for educational development purposes) (Alejandra, 3C-REN)
2. Hire a **DEI consultant to conduct an education & training needs assessment** (Fabi, CSE)
3. Provide **DEI competency/training** for Members and the Facilitation Team, from DEI specialists from an underrepresented community (Alison, ED; Nils, ED; Lara, NRDC; Jake, SEI; Don Arambula; Alejandra, 3C-REN; Jim, Silent Running; Patti, SCE; Dany, ICF)
	* 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)

## 4.6 EE Training

1. Provide **EE glossary** (e.g., EE Policy Manual Version VI, Appendix B) (Nils, ED; Fabi, CSE)
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) (Yeshi, ED; Nils, ED; Kelsey, SJVCEO)
3. Create an **EE Policy Basics handout** (Alejandra, 3C-REN)
4. Consider offering **EE policy training** for prospective Members (but secondary objective to building DEI competency) (Yeshi, ED; Nils, ED; Don Arambula)
5. Provide CAEECC and CPUC procedures onboarding for those new to CAEECC (Alice, Greenbank Associates)

C: Restructuring CAEECC

## 5.0 Composition – Breakout Topic #2 @ 3rd WG Meeting

*Note: the task for working group Members in this breakout is to rank in order of priority, and time permitting, begin to develop top 3-5 ideas. Before prioritizing, the breakout group can decide if some ideas can be lumped together (e.g., #6 and 7, and possibly 2 and 3).*

1. Start with optional **internal assessment of Members’ demographic info** (e.g., race, gender, age) – for baseline information; then craft DEI recruitment and retention plan (Fabi, CSE)
2. **Assigned seats** (e.g., Full diversity of representation by CBOs, EJ Communities, Women -owned, DVBE, and small MBE businesses related to energy/EE and green building sector, rural and disparate geographies, public advocates, design and construction professionals, public sector including K12, Community colleges and higher education facilities reps, non-profits such as mentioned on the jamboards, etc should be required(Alice, Greenbank Associates)
3. Consider and codify representation approach where **certain CAEECC members not only speak for their own organization, but for organizations which have similarly aligned interests** (CBO's, Trade Association, Local Government Reps, etc. (Jim, Silent Running)
4. To overcome capacity issues, consider **various levels of membership**, such that Members that may not have time/capacity to fully commit to CAEECC efforts can dedicate X amount of time (Kelsey, SJVCEO).
5. **Term limits** – either for leads or organization itself (Patti, SCE)
6. **Change eligibility criteria** to allow for a broader range of groups to join CAEECC. Instead of looking for EE expertise, **look for other types of expertise that intersect with energy equity**. People with lived experiences and organizations that serve those communities can add a lot to these conversations, even if they don't have the same level of technical expertise (Yeshi, ED)
7. **Change eligibility criteria to require racial equity competency** if not a CBO/EJ/community organization (Alice, Greenbank Associates).
8. **Disband current Members then require everyone to reapply** (Fabi, CSE; Lara, NRDC)
9. **Remove Members with conflicts of interest** (e.g., IOU PAs and any large or recurring 3rd party implementer) (Alice, Greenbank Associates)
10. Identify where in the CAEECC work and CPUC policy/authority, the input of community/outreach organizations is most critical and program designers/policy makers would be most receptive to deferring to this input from CBO/customer/community voices (Alison, CPUC).
11. Adopt **lead/alternate requirements** in Charter (e.g., two leads, one lead and one alternate, require alternative to be non-leadership subject-matter expert) (Patti, SCE; Robert, LIOB)

## 4.9 Accountability/Reporting – Breakout Topic #1 @ 3rd WG Meeting

*Note: the task for working group Members in this breakout is to rank in order of priority, and time permitting, begin to develop top 3-5 ideas.*

1. Hold CAEECC **accountable to DEI recommendations** once adopted by CAEECC (Alison, ED)
2. Create a **DEI “checklist”** to use in evaluating all proposed recommendations and reports to ensure DEI is taken into consideration (Alejandra, 3C-REN)
3. Create a **standing agenda topic to spotlight** a Member's DEI activity focused on extending ratepayer funded EE program to more diverse end-users and stakeholders (Jim, Silent Running)
4. Create **list of issues and next steps** (Alice, Greenbank)
5. **Look to other jurisdictions** for best practices (Jim, Silent Running)
6. Create separate DEI objectives for **CAEECC Members vs EE Programs** (Mabell, Viridis Consulting)
7. Develop a plan to ensure the **glossary be maintained as a resource, and periodically updated**, for the benefit of full CAEECC and future WGs(Alison, ED)

## 4.7 Application process – Breakout Topic #3 @ 3rd WG Meeting

*Note: the task for working group Members in this breakout is to rank in order of priority, and time permitting, begin to develop top 3-5 ideas. Before prioritizing, the breakout group can decide if some ideas can be lumped together (e.g., possibly #2 and 9, and 10 and 11).*

1. **Remove the requirement to have sponsorship** from an existing member org. (Yeshi, CPUC; Dany, ICF).
2. Present tangible power/decision-making **authority, value proposition, and impact** for Members (Dany, ICF)
3. Provide **transparency about selection process** (Dany, ICF)
4. **Utilize "open hiring/recruitment":** application form that contains 3-5 questions about the role; does not address things such as educational background, job titles, etc. so you only recruit off the responses from the questions posed (Kelsey, SJVCEO)
5. **Application assistance workshops** (review process and provide space for questions) (Yeshi, ED)
6. Include an **equity rubric** in the application process that accounts for demographic information (Dany, ICF)
7. Provide **coaching, education, and other resources** to applicants
8. Include **application questions on DEI** understanding and experiences (esp related to EJ) (Dany, ICF)
9. Ensure recruitment and application documents **showcase DEI efforts** **and commitments** (e.g., goal is representation that reflects the future of our industry, not its past or even current state) (Kelsey, SJVCEO; Dany, ICF)
10. Encourage organizations to **nominate upcoming leaders** (not Senior leaders, with viewpoint that they tend to be white, older, heterosexual, and male) (Patti, SCE; Dany, ICF)
11. Encourage current Members to “**look within**” their organization for reps who bring lived experiences and different perspectives (Nils, ED; Alison, ED; Lara, NRDC; Jim, Silent Running; Alejandra, 3C-REN)

4.6 Update Governance Documents

*Note: this is not part of the 3rd WG Meeting breakouts b/c it is cross-cutting and an output of the other Restructuring CAEECC recommendations. Working Group members will have an opportunity to weigh in and refine these next steps at another time before report finalization.*

1. Update **Charter and Roles & Responsibilities** to reflect DEI changes throughout recommendations list (for example, remove legacy sentiments along the lines of "must be EE/California policy expert" that are highly intimidating to the voices we wish to include; and add CAEECC members consider diversity, equity, and inclusion in their engagement with each other, populations served by policy CAEECC makes recommendations on, and CAEECC operations/ processes) (Alison, ED)
2. Update **Conflict of Interest Policy & Groundrules** to focus on representation disclosure (e.g., full CAEECC and WG Members need to say what organization they’re representing; remove Groundrule for non-CAEECC WG Members to fill out client list); AND review COI through lens of whether it’s still relevant, what the information collection and enforcement processes should be, and add requirement for CAEECC members to sign (added based on feedback at Onboarding and 1st WG mtgs; Alice, Greenbank Associates; Lara, NRDC)
3. **Update Charter** to include principles/commitment to diverse CAEECC leadership and Membership representation (Jim, Silent Running)
4. **Update the CAEECC Charter** with DEI groundrules for Members and Facilitation Team (Lara, NRDC; Don Arambula; Patti, SCE)

## 4.3 Website

*Note: this is not part of the 3rd WG Meeting breakouts b/c it is cross-cutting and an output of the other Restructuring CAEECC recommendations. Working Group members will have an opportunity to weigh in and refine these next steps at another time before report finalization.*

1. **Update the CAEECC website** to list DEI commitments, purpose (impact on policy & programs), actions & progress/accomplishments, and definitions (Jim, Silent Running; Dany, ICF; Alejandra, 3C-REN)
2. Create a **one-pager** summarizing CAEECC's purpose, members, and impact (Dany, ICF; Jim, Silent Running; Don Arambula)
3. **Revamp website** to be more accessible and information easier to digest. For example, make it easy to find info on what CAEECC has accomplished, what it prioritizes, who runs the group, etc. Consider more graphics, one-pagers, short videos, etc. Beyond simplifying, language and disability accessibility should be better-prioritized (Dani, ICF).

# D: Recruitment & Retention

*Note: At the 3rd WG meeting, we’ll be requesting volunteers join a “mini team” to work between meetings to prioritize and refine Recruitment & Retention recommendations, building off of this list. All Working Group members will have an opportunity to weigh in and refine these next steps at another time before report finalization.*

## 5.4 Outreach

1. Develop a recruitment & retention plan (to be implemented by CAEECC leadership, members and CPUC staff) (Fabi, CSE). Ensure the plan is inclusive of leveraging personal networks of CAEECC and working group members (Jim, Silent Running). *Note, 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 (Patti, SCE). Relatedly, mapping exercise to **envision what areas underrepresented voices** would really be taken to heart/considered seriously (Alison, ED)
3. **Assess the regions, communities, and audiences** that current CAEECC members represent (Kelsey, SJVCEO; Fabi, CSE)
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) (Yeshi, ED; Dany, ICF; Jake, SEI; Robert, LIOB; Mabell, Viridis Consulting)
5. **Recruit from regions that are disadvantaged or underrepresented (geographic inclusivity)** (Kelsey, SJVCEO)
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 (Jim, Silent Running)
7. Do a **roadshow** to engage the public and/or **town halls, listening sessions** (Lara, NRDC; Alice, Greenbank; Elizabeth, Don Arambula Consulting; Mabell, Viridis Consulting)

## 4.8 Relationship Building

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

## 4.3 Public Engagement

1. Allow for **sufficient public comment** (Lara, NRDC)
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) (Alice, Greenbank Associates)
4. **Offer support meetings** (e.g., to provide additional context, to let people of certain demographics connect) (Lara, NRDC)
5. Ensure power dynamics change where **everyone has a voice, and community members do not feel dominated** or outnumbered (Alice, Greenbank Associates)
6. Provide information and discussion of **energy programs as they impact low-income** communities (Robert, LIOB)

# E: Facilitation

*Note: At the 3rd WG meeting, we’ll be requesting volunteers join a “mini team” to work between meetings to prioritize and refine Facilitation recommendations, building off of this list. All Working Group members will have an opportunity to weigh in and refine these next steps at another time before report finalization.*

## 4.8 Meeting accessibility

* 1. Offer **virtual meeting** option – even when there's an in-person meeting option (Lara, NRDC; Jake, SEI; Don Arambula; Kelsey, SJVCEO; Alice, Greenbank Associates)
	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) (Jake, SEI; Alice, Greenbank Associates)
	3. Foster strategies to help prospective Members with **language barriers** (Jake, SEI)
	4. Host some **meetings outside major cities** (Alejandra, 3C-REN)
	5. Make **meeting times flexible or in evenings** (Alice, Greenbank Associates)

## 4.4 Facilitation DEI Support

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

## 4.0 Facilitation Best Practices

1. Pilot different strategies to invite **underrepresented and quiet voices** to speak up (beyond the “share the mic” meeting norm) (Alison, ED; Fabi, CSE)
2. Ensure facilitation approach focuses on **inclusion, positivity, and seeking consensus** (Don Arambula)
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) (Yeshi, ED; Lara, NRDC; Kelsey, SJVCEO; Alejandra, 3C-REN)
4. **Make inclusivity a goal of every meeting** - and review each meeting to confirm goal was met (Kelsey, SJVCEO)
5. Build **more time into agenda** for disagreement, discussion, and quick energizing exercises (esp for DEI conversations) (Dany, ICF)
6. Strong enforcement (or expectation?) of **video groundrule** (esp for DEI conversations) (Jim, Silent Running; Dany, ICF)
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?) (Alison, ED)