

DRAFT Prospectus for Evolving CAEECC Working Group

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Full CAEECC Quarterly Meeting Context

Background: This document is intended to reflect the work compiled in the [CAEECC Composition, Diversity, Equity & Inclusion \(CDEI\) Working Group Report, Section 6: Restructuring CAEECC Recommendations](#) (pages 26-31). In the CDEI Working Group (CDEI WG) Report, a proposed successor Working Group was referred to as the “Restructuring CAEECC Working Group” (also later referred to as the “JEDI-related WG”. Its new interim name used for the purposes of this document is: “**Evolving CAEECC WG**”.

Prospectus Development Process: This Draft Prospectus was presented and approved at the November 2022 CAEECC meeting. Once the Evolving CAEECC WG launches, its WG Members will revise and develop a final Prospectus to reflect input and feedback from the November 2022 CAEECC meeting. This process enables a co-creation model that is more aligned with Justice, Equity, Diversity, and Inclusion principles.

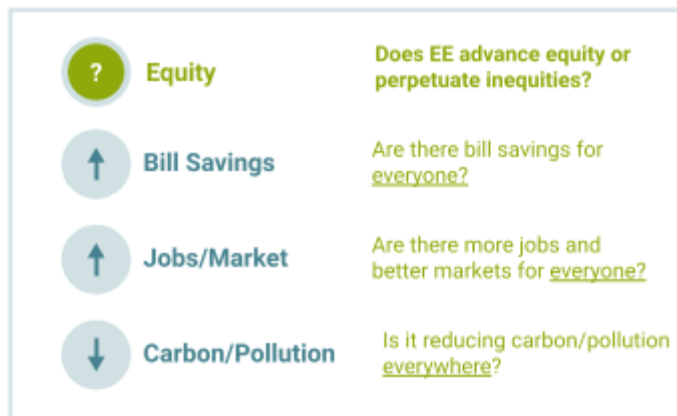
Background

- CAEECC’s authorizing language from the [2015 Decision \(D.15-10-028\)](#) is centered around parties and people with extensive energy efficiency experience. It does not include any language/guidance pertaining to justice, equity, diversity, or inclusion efforts.
- CAEECC’s formal structure and approach to engagement needs to evolve to advance the Commission’s commitment to Environmental and Social Justice as articulated through their “[CPUC’s Environmental and Social Justice Action Plan](#)” (“CPUC ESJ Action Plan”), as well as to ensure efficiency offerings are designed to meet the needs of all customers and to invest meaningfully in communities left behind.
 - CAEECC *is not currently* structured in the way needed to show up to address justice, equity, diversity, and inclusion as it pertains to energy efficiency under the purview of the CPUC.
 - Perpetuating the status quo of CAEECC’s current structure will continue to leave voices out and would undermine opportunities to meet the state and Commission equity goals
 - The CDEI WG Final Report proposed a series of topics for this WG to explore, ranging from purpose to facilitation to membership application
- CAEECC member discussions have recognized an evolution of needs and commitments of the CPUC and the EE Portfolio that may impact the Purpose, Objectives, Structure, and Processes of CAEECC

**ENERGY
EFFICIENCY
TRADITIONALLY**



**IS THERE
EQUITY IN
ENERGY
EFFICIENCY**



Equitable energy efficiency would see EE programming deployed in a way that ensures everyone experiences EE benefits (increase bill savings, increase jobs, and reduce pollution) especially in communities that have been experiencing disproportional energy and pollution burden.

Proposed Charge & Purpose of the Evolving CAEECC WG

Align the CAEECC Purpose, Objectives, Structure, and Processes as reflected in its governance policies, with CPUC and state goals around justice, equity, diversity, and inclusion, and evolving needs of the EE Portfolio. In addition, this WG is charged to recognize climate goals and the use of energy efficiency to support carbon goals, and health inequities, as possible. Key activities to include:

1. Evaluate the current CAEECC Purpose, Objectives, Structure, and Processes (defined in 2014 and codified in [D.15-10-028](#)), considering the state's climate, energy, and equity (see CPUC's ESJ Action Plan) goals.
2. Identify recommended updates to the Purpose, Objectives, Structure, and Processes of CAEECC based on that evaluation.
3. To the extent appropriate, develop a new proposed structure with any related sub-topics—such as processes, composition/representation and eligibility, and required resources—and submit recommendations for approval by CAEECC
4. Review and propose any updates to the current governance documents (e.g., conflict of interest, ground rules, application, and recruitment docs, etc.) and

authorizing language in D.15-10-028 and submit recommendations for approval by CAEECC (and the CPUC, where appropriate).

Scope of Topics

The Evolving CAEECC WG's scope is intentionally comprehensive such that the WG may examine and make recommendations on anything pertaining to its stated purpose. The origin of these topics are from the fourteen CDEI Work Group recommendations that were proposed and discussed at the April and June 2022 CAEECC Meetings (see [Final CDEI WG Report](#)). Proposed topics are open to revision and re-organization by WG members:

- Purpose, Objectives, Scope of CAEECC
 - Any changes related evolving needs of the EE Portfolio.
 - Any justice, equity, diversity, and/or inclusion matter relevant to CAEECC's purpose.
- Composition/Representation and Eligibility (CAEECC and WGs)
 - Consider recommendations in Section 6 of the Final CDEI WG Report, including eligibility for CAEECC members and subsequent Working Group members, application processes, and conflict of interest.
 - Consider how CAEECC can best engage communities not engaged/represented as a CAEECC member in addition to ensuring authentic representation of impacted communities in CAEECC.
- Compensation
 - Consider the outcomes of the [Compensation Task Force](#) and inform the Compensation Pilot as recommended, along with outstanding recommendations from Section 2 of the Final CDEI WG Report, which recommend Compensation for eligible participants for certain CAEECC activities (to be determined).
- Competency Building
 - Consider recommendations in Section 3 of the Final CDEI WG Report.
- Recruitment & Retention
 - Consider recommendations in Section 4 of the Final CDEI WG Report.
- Facilitation
 - Consider the initial thinking from the Final CDEI WG in Section 5 of the CDEI WG Report.
- Accountability & Reporting
 - Consider how to evaluate progress and effectiveness of the implementation of this WG's recommendations.
- Additional topics
 - Think holistically about intersectional ideas across the CDEI Working Group and CDEI mini team recommendations.
 - Consider ideas to support inclusive community-led solutions to meet CA state goals for Energy/Climate, [Health in All Policies](#), and Environmental

and Social Justice Action plans including Racial Equity Action Plans in alignment with federal Justice40 benefits.

Working Group Membership

Composition Considerations from the CDEI WG

- Strive to balance voices with existing CAEECC members
- Strive to balance power dynamics, considering representation of those with and without power (resources, access, etc.)

Working Group Members & Participants Ideas from CDEI WG Final Report

In addition to any CAEECC Member organizations who wish to participate, reach out to following:

- Community voices/organizations and/or individuals
- Community Based Organization (CBO) voices
- Environmental Justice representatives (e.g., Asian Pacific Environmental Network (APEN), PODER, California Environmental Justice Alliance (CEJA), Local Clean Energy Alliance, The National Association for the Advancement of Colored People (NAACP), etc.¹)
- Social Justice (e.g., Greenlining)
- Climate health related
- Public/civic sector (e.g., K-12, community colleges, rural local governments, etc.)
- Youth groups
- Green Building Professionals/ Building sector (AEC stakeholders)
- Renewable energy/technologies sector
- Variety of EE workforce groups and apprenticeships
- Intersectional groups such as those with EV / electrification of transportation sector
- Faith-based organizations (i.e., Interfaith Power and Light)

Compensation for Eligible Working Group Members

The Compensation Task Force was created as a first act from the CDEI Working Group recommendations so that a Compensation Pilot could be designed for the compensation of eligible members in *this* Evolving CAEECC Working Group. The Compensation Pilot was initiated to provide the widest range of voices in this WG's conversations, knowing that compensation is one of many important ways to remove barriers to participation. The Compensation Pilot recommendations from the Compensation Task Force Final Report were reviewed by CAEECC members on October

¹ Centering Equity in the Sustainable Building Sector (CESBS)
<https://naacp.org/resources/guidelines-equitable-community-involvement-building-development-projects-and-policies>.

19, 2022 and CAEECC members authorized a Motion to secure funding for the Compensation Pilot to compensate members of this WG.

Timeline Considerations

- An approach to compensating eligible stakeholders for this Evolving CAEECC Working Group is in the process of being implemented, before the WG launches (See CDEI WG Final Report Recommendation 2 for details on compensation options). The Compensation Task Force released a Final Report with specific recommendations to address the Compensation Pilot and proposed efforts to integrate into the Evolving CAEECC WG recruitment and application process.
- The WG timeline should be sufficiently long to enable dialogue, brainstorm, debate, development of ideas, as well as regular blended conversations with all CAEECC members at quarterly meetings.
- Regardless, the length of time should be no less than 6 months to allow for space between meetings to develop ideas as well as to ensure the process is accessible, especially to individuals or groups who have fewer resources and/or for which it would not be possible to participate on a faster timeline.

Meeting Dates & Tasks (tentative):

- Evolving CAEECC WG Mtg 1 (June)
- Evolving CAEECC WG Mtg 2 (July)
- Evolving CAEECC WG Mtg 3 (Aug/Sept)
- Full CAEECC Quarterly Meeting #39 (Sept)
- Evolving CAEECC WG Mtg 4 (Oct)
- Full CAEECC Quarterly Meeting #40 (Nov)
- Evolving CAEECC WG Mtg 5 (Dec)
- Full CAEECC Quarterly Meeting #41 (Jan/Feb)
- Evolving CAEECC WG Mtg 6 (Jan/Feb)

Deliverables and Outcomes

Working Group Proposed Deliverables

Suggested Deliverables and Outcomes to be confirmed by the WG, with input from CAEECC members:

- Report of recommended changes to the Purpose, Objectives, Scope, and Processes of CAEECC, including recommended changes to governance documents
 - To be brought forth for CAEECC member review and approval

- With CAEECC member approval: Draft motion seeking any formal adoption of recommendations, such as changes to the regulated Purpose, Objectives, Scope, and Processes, or recognition of new priorities or considerations

Proposed Evaluation Metrics for Proposals/Recommendations

To be proposed by the WG.

Facilitation Team

Common Spark Consulting's **Michelle Vigen Ralston** serves as the **lead facilitator** for working group meetings and will be **supported by Suhaila Sikand**, Consultant, Common Spark Consulting.

Katie Abrams will advise and serve as back-up lead facilitator.

Senior Advisors Dr. Anthony Kinslow and Dr. Jonathan Raab will be available to provide additional advice on equity and facilitation/mediation, respectively.

Katie Wu, Senior Consultant, Common Spark Consulting is also available as a back-up lead facilitator. **Sooji Yang**, Junior Consultant, Common Spark Consulting, is also available as back-up support.

Susan Rivo from Raab Associates will provide communications and meeting administrative support.

Appendix: Evolving CAEECC Working Group Policies

Unless otherwise stated, CAEECC Working Group Members are expected to adhere to the following policies and disclosures.

- [Groundrules](#)
- [Meeting Norms](#)
- [Disclosure/Conflict of Interest Policies](#)

CAEECC Working Group Groundrules Adapted for Evolving CAEECC Working Group

This is an adapted set of Groundrules, based on the broader set of CAEECC Working Group Groundrules, that reflects the goals/needs of this particular WG process.

At Meetings

1. Commit to attending all Working Group meetings (either the organization's lead representative or a designated alternate).
2. Come prepared to discuss agenda items (i.e., by reviewing all documents disseminated prior to the meeting).
3. Be concise so that everyone who wants to provide input has an opportunity to do so.
4. Minimize electronic distractions during meetings.

Between Meetings:

1. Notify the Facilitator Team prior to the meeting (by telephone or e-mail) if you cannot attend a meeting and provide a designated alternate from your organization if possible.
2. Be responsible for actively tracking Facilitator Team and Co-Chair communications, as well as relevant proceedings and policies.
3. Provide input, feedback, and written material when requested by the Facilitation Team or Co-Chairs in a timely manner.
4. Any presenter (Member or their designated alternate) should have their presentation ready for posting at least five (5) business days prior to the meeting; and presenters should work with the Facilitator Team prior to the posting deadline to help ensure that materials are clear, concise, and on topic
5. Discuss pertinent matters with the Facilitator Team and Co-Chairs when and if the need arises.

Substantive Issues (Discussing Issues, Developing Options, and Exploring Agreement)

1. The goal of the process is to fully explore substantive issues by defining options, eliciting constructive feedback, clarifying and narrowing points of divergence,

seeking consensus where feasible, and documenting points of convergence and any remaining divergence.

2. During the substantive discussions, if a Member cannot agree to support a substantive option under consideration, that member should explain why and propose a specific alternative that they can support.
3. Documentation of consensus and multiple options on any particular issue in the Working Group's Final Report would include a clear description of each option and supporting rationale, and include the Members supporting each option. The Working Group Members will review and approve the wording in the Final Report, and those supporting each option on a non-consensus issue will be responsible for drafting the final description and rationale for the option.
4. The Working Group in consultation with the CPUC will determine the most appropriate way to file the Final Report at the CPUC.

Process Issues

1. For process related issues (including setting meeting dates, finalizing agenda designs, etc.), the Facilitator Team in consultation with the Co-Chairs and Energy Division, will have the responsibility to make these decisions.
2. All the other pre-existing CAEECC Facilitator roles and responsibilities will apply.

Virtual Etiquette

1. Log on a few minutes early, if possible, to ensure your technical connection is working.
2. Share your video – this fosters engagement and helps mimic an in-person meeting setting.
3. Raise your hand (Zoom feature) to enter the queue to speak—then wait for the Facilitator to call on you.
4. Mute yourself when you're not speaking.

Meeting Norms

WG Members will have an opportunity to revise the Meeting Norms as appropriate during WG meetings.

1. Make space, take space (share the mic).
2. Stories shared here stay here; what is learned here leaves here.
3. Share your unique perspective: share your unpopular opinion.
4. Generative thinking: "yes, and" instead of "yes, but".
5. Listen from the "We", speak from the "I".
6. Offer what you can; ask for what you need.
7. Be inquisitive.
8. Assume best intent and hold each other accountable.
9. Be empowered to share impact.

Disclosure & Conflict of Interest Policies

All Evolving CAEECC Working Group (WG) members shall disclose to the CAEECC Facilitator their financial linkages to other members of the Working Group. Financial linkages to be disclosed, if any:

- A. For non-Program Administrator (PAs): any existing contracts or subcontracts with a PA.
- B. For participating PAs: any contracts or subcontracts with non-PA Working Group participants.

Any person or entity paid to participate in the Working Group on behalf of another entity may only represent the entity providing compensation for their participation.

The above requirements do not apply to compensation received through the CAEECC Compensation pilot or non-discretionary contracts, such as pass-through mandates.

Note that the disclosed financial linkages will be posted to the CAEECC website. They are intended to inform and indicate any specific issues that may constitute a conflict of interest so any conflicts can be managed throughout the duration of their participation. Disclosures will not necessarily preclude a particular member from joining the WG.