

Compensation Task Force Meeting #3

September 7, 2022 | 9:30am - 12:00pm PT

Hosted by California Energy Efficiency Coordinating Committee (CAEECC)

Meeting Objectives

What we're about today

- Discuss the process to launch the Compensation Pilot, including the Funding Authorization as well as Monetary Allocation and Use.
- Revisit and present updated PIE for consensus test and inclusion in Compensation TF report
- Discuss and review draft recommendations for Application Sample, Application Review Process, Recruitment Strategies, and Evaluation and Metrics.

Agenda

9:30 - 9:45	Welcome, Agenda, Introductions & Housekeeping
9:45 - 10:20	Process to Launch Pilot
10:20 - 10:35	Revisiting Principles, Intentions, and Eligibility (PIE) – <i>Version 2</i>
10:35 - 10:40	Stretch
10:40 - 11:50	Draft Recommendations for Pilot
11:50 - 12:00	Next Steps and Homework
12:00	Adjourn

Introductions

What's a musical
vibe you're feeling
right now?

In the chat, please introduce yourself
with your:

- Name and pronouns
- Organization
- Answer to the Icebreaker
question

Housekeeping

- How to use Zoom
- Public Comments
- Meeting Norms and Ground Rules

Zoom How-To

- Log on a few minutes **early**, if possible, to ensure your technical connection is working.
- Share your **video** if possible – this fosters engagement and helps mimic an in-person meeting setting.
- **Raise your hand** to enter the queue to speak—then wait for the Facilitator to call on you.
- **Mute** yourself when you're not speaking.
- **Rename** your Participant Name to include your Organization & Pronouns
- When to use the chat:
 - Chat everyone: "+1", share resources, ask non-substantive questions,
 - Chat Suhaila: share anonymous concerns
 - WG Members asked to raise their hand and speak if they have substantive input

Public Comment

Welcome Members of the Public!

- You can participate by sharing feedback at any point in the meeting via the chat.
- Facilitators will elevate public feedback as and when appropriate.
- If someone from Public prefers to verbalize a comment, please chat Suhaila Sikand so she can determine an appropriate time in the agenda to unmute and invite verbal comments.

CAEECC's Ground Rules

- Attend all meetings (or send designated alternate)
- Do your homework (complete pre-and post-meeting work to ensure productive meetings and that a complete deliverable is finalized)
- Facilitation team posts materials 5 days before the meeting
- If there are recommendations you don't agree with, propose alternatives or think creatively to try to bridge the gap

See the Scope of Work (Appendix A) for the full list of Ground Rules:

<https://www.caeccc.org/compensation-task-force>

Meeting Norms

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

Creating a space of inclusion and diversity

Context

- About the Task Force
- What's happened so far

About the Compensation Task Force

Charge: Develop a compensation mechanism for eligible members to pilot for a future Working Group focused on CAEECC's Justice, Equity, Diversity, and Inclusion (JEDI) efforts. While the Compensation TF's scope will focus primarily on funding for the JEDI-focused WG, if relevant, its recommendations could inform funding for other CAEECC activities.

Timeline: 4 meetings (through October 2022) and recommendations presented for approval by CAEECC in October/December 2022

CAEECC Interaction: Updates will be provided to CAEECC at each Full CAEECC Meeting. CAEECC approval will be sought in December 2022

<https://www.caeec.org/compensation-task-force>

How the Compensation TF fits into CAEECC's endeavors

CDEI Working Group

A working group from January - April 2022. Final recommendations are available at: caeec.org/cdei-working-group



Compensation Task Force

This task force will build off the CDEI WG to help compensate future members of the JEDI-focused WG



JEDI-focused Working Group

A future working group that will weigh in on CAEECC's scope moving forward and suggest inclusionary CAEECC policies.

Key Questions for the Comp Task Force

1. What **funding mechanisms**, if any, are recommended considering the timing and purpose of the future JEDI-focused Working Group?
2. What are the **eligibility requirements** for applicants?
3. What **activities and expenses** are appropriate for funding (e.g., travel, staff time for attending meetings, preparation time, etc.)?
4. Should there be a **cap on the funding** (for individual members of a working group, and/or for an entire working group)?
5. What **additional guidelines** are needed, if any, regarding compensation for an eligible working group member or working group?
6. What is the **timeline** for getting compensation in place, and what is the TF's recommendation for how that impacts the recruitment & launch of the JEDI-focused Working Group?

Task Force Makeup

CAEECC Members	Organization	Lead
	3C-REN	Alejandra Tellez
	Association for Bay Area Governments	Jennifer Berg
	Code Cycle	Dan Suyeyasu
	Pacific Gas and Electric	Lucy Morris
	San Joaquin Valley Clean Energy Organizations	Kelsey Jones
	Southern California Edison (SCE)	Christopher Malotte & Kellvin Anaya
	Small Business Utility Advocates	Ted Howard
Non-CAEECC Members	Southern California Regional Energy Network (SoCalREN)*	Lujuana Medina
	American Eco Services	Nicole Milner
	Silent Running LLC*	James Dodenhoff
	The Utility Reform Network (TURN)	Constance Slider Pierre
Ex-Officio	California Public Utilities Commission (CPUC)*	Stephanie Green, Jesus Torres, Nils Strindberg

What's happened so far?

Since the first meeting, we:

- Discussed the charge given by CAEECC and the scope of this work.
- Adopted some Principles, Intentions, and Eligibility Criteria for Compensation *Version 1*
- Agreed to seek Energy Efficiency segment budget funds (EE Budget)
- Discussed how to pursue authorization of EE Budget funds

For Homework #2, TF members all thought and provided input about:

- Application Sample
- Application Review Process
- Recruitment Strategies
- Evaluation and Metrics

Some of you (ED, PAs) gathered to discuss the Authorization Pathway for the funds

Which brings us to today's meeting:

Objectives

- Discuss the process to launch the Compensation Pilot, including the Funding Authorization as well as Monetary Allocation and Use.
- Revisit and test consensus on Principles, Intentions, and Eligibility.
- Discuss and review draft recommendations for Application Sample, Application Review Process, Recruitment Strategies, and Evaluation and Metrics.

Topic 1: Process to Launch Pilot

Goal: Discuss and agree on a pathway forward

- Authorization Pathway
- Monetary Allocation and Use

Authorization Pathway

Regulatory Next Steps on for CAEECC Compensation TF to Authorize Funding for “JEDI” Focused Future CAEECC WG

- At the July 27th Compensation TF meeting, ED staff suggested that the IOUs could use the CAEECC annual budget AL to compensate individuals for the “Future” CAEECC WG.
- The IOU staff on the call believed that they do not have authorization to compensate individuals with EE funding generally or through the CAEECC budget AL, absent a Commission order or decision.
- After further review of D.15-10-01-028, OP 11, which directed the IOUs to fund the CAEECC facilitator through an AL, **CPUC agreed that the language was likely too narrow to allow the IOUs to compensate individuals for the “Future” WG through an AL without the CPUC directing/allowing them to.**

Regulatory Next Steps on for CAEECC Compensation TF to Authorize Funding for “JEDI” Focused Future CAEECC WG (continued)

- CPUC, PG&E and SCE met to discuss approaches and agreed that the best approach was for a party to the EE proceeding (R.13-11-005) who is also a member of the Compensation TF to file the Compensation TF Report and recommendations to the CPUC for consideration via a motion.
 - SoCalREN has agreed to file the motion on behalf of the Compensation TF.
- **A motion is a request for the Commission or the Administrative Law Judge to take a specific action related to an open proceeding before the Commission.**
- Motions must be addressed by the Commission and allow parties to respond and the filing party to reply, although nothing prohibits the Administrative Law Judge or Commission from ruling on the motion before responses and replies.

How to create a Motion

The Motion will cover a summary:

- The purpose of the Compensation Pilot
- Background on the authorization of EE Budget funds (why we need this motion)
- The amount of money requested
- The administrator of the funds and responsible oversight party
- Administration and evaluation processes for the funds (basically all the thoughts from the last HW)

The Motion will attach the final Compensation TF Report as documentation for the recommendations and specifics about the administration and purposes of the funds.



Key Considerations for the Motion

- Need the Motion to be concrete and anticipated details to avoid unnecessarily long deliberation
- Flexibility to allow for future CAEECC compensation programs to use similar authorization
- Specifics about the allocation, administration, oversight, and distribution funds of the Compensation Pilot
- Future authorization pathways that extend beyond this initial Compensation pilot
- *Anything else?*

Monetary Allocation

Key Considerations

- The Motion will request funds for this Compensation Pilot (for the JEDI-focused WG) and also seek to establish the process for approving additional funds for future compensation programs.
- Some options:
 - Budget cap per Working Group process (e.g., JEDI-focused WG, another WG TBD) (\$100k/WG)
 - Annual cap across all Working Group processes (e.g. \$400k/year)

And/Or

- Proposing a process more accessible than a Commission Order/Decision to seek budget allocation (e.g., Tier X Advice Letter)

CDEI Sample Budget (per meeting per applicant): \$2100

CAEECC Onboarding	Hours per event	\$/hr	Total \$/event
Onboarding and Training	12	150	\$1,800
- Per Diem Expenses	N/A	N/A	\$300
		Subtotal	\$2,100

Participation in one (1) Working Group (Assume 4 Working Group meetings per year)	Hours per event	\$/hr	Total \$/event
Working Group Meeting Attendance	4	150	\$600
Working Group Meeting Preparation	3	150	\$450
Working Group Meeting Follow-Up	3	150	\$450
Working Group Meeting Homework	3	150	\$450
-Per Diem Expenses	N/A		\$150
		Subtotal	\$2,100

x 4 = \$8400

Summary of CDEI WG recommendation: Preparation, attendance, follow-up tasks and homework for one (1) CAEECC Working Group - approximately \$2,100 per Working Group per Member. Note this recommendation was not adopted by the WG but was presented by the Compensation mini team.



How much money do we seek?

In the Motion, we need to be concrete about how much money should be allocated to the Compensation Pilot.

Live slide editing

Reference: \$8400 for 4 WG meetings per funding recipient



How should the money be used? Not used?

Acceptable Uses

- Time spent:
 - WG Meetings
 - WG Pre-meeting work
 - WG Post-meeting work (HW)
 - Travel time (if in person)
- Self determined family care
- If in person, lodging, travel, & food
- *Others?*

Unacceptable Uses:

- Live slide editing

Topic 2: Principles, Intentions, and Eligibility Criteria

Revisit and present updated PIE (v2) for consensus test and inclusion in Compensation TF report

- Principles v2
- Intentions v2
- Eligibility Criteria v2



Recommendation: Adopt Version 2 Principles

1. Keep it simple to administer and operationalize.
2. Make it flexible (both in terms of access and process for reimbursement).
3. Be open to and value diverse skill sets, including lived/living experiences.
4. Strive for scalability and learning (through evaluation) for the whole of CAEECC.
5. Be empathetic to existing barriers for participation in CAEECC and identify easy-entry, accessible solutions.
6. Compensate for **pre- and post-meeting** work, and time that is spent on CAEECC-related activities, based on past CAEECC norms for pre and post-meeting work.
7. Both individuals and representatives of organizations may apply. It is important that it is clear whether someone is representing themselves, or whether they are a representative on behalf of an organization (e.g. Community-Based Organization). Eligibility rules might be tailored differently for individuals and organizations.



Recommendation: Adopt Version 2 Intentions

1. Provide compensation to organizations/individuals who present financial need as a barrier to meaningful participation and contribution to CAEECC
2. Allow organizations/individuals to self-determine their financial need for compensation. Applicants will need to demonstrate financial need, but should have flexibility in how to document and demonstrate financial need.
 - a. Documentation for application and upon disbursement of funds needs to be sufficient to meet fiscal reporting requirements by the PAs contributing funds from their budgets, and according to any CPUC requirements on pilot funds.*
3. Compensate at a standardized rate for each individual/organization that considers value of time, subject matter expertise (including lived and living experience and perspective) for a specified duration of activity, e.g., for the duration of a Working Group process/defined series of meetings.
 - a. Recognize that some individuals may require financial support including but not limited to lodging, travel, food, family-care.**
 - b. Establish a list of disallowed costs / ___ are disallowed costs
4. Not requiring baseline knowledge of energy efficiency to participate in the JEDI-related WG compensation program; however, applying participants are encouraged to review background information EE (self-guided orientation through resources provided) and the CAEECC orientation in order to support meaningful participation.

* Documentation will depend on funding source requirements. Since participation may manifest in different ways (i.e., active participation, verbal comments, or silently learning and contributing via homework) documentation of contribution should be broad and flexible. Consider the use of polls, and other opportunities to document a base level of participation.

** self-defined family care



Recommendation: Adopt Version 2 Eligibility Criteria

1. Not currently and/or have historically not been members of CAEECC
 - a. The intentions of this pilot seek individuals/organizations that can bring historically underrepresented perspectives, specifically those of DAC, LI households, LI communities/census tracts, tribal lands, HTR customers, and those with “lived experience” to inform the justice, equity, diversity, and inclusion principles of CAEECC. This intention does not require an individual be formally engaged in an organization that does this work, only that they can contribute such perspectives
2. With a demonstrated financial need in order to meaningfully participate. E.g. Participation would expose the individual/organization to financial hardship.
3. Are committed to a WG or stated engagement process and make meaningful contribution(s). Standard expectations of commitment and proxy representation apply.

Does this exclude members of CAEECC who would otherwise have been eligible for compensation?

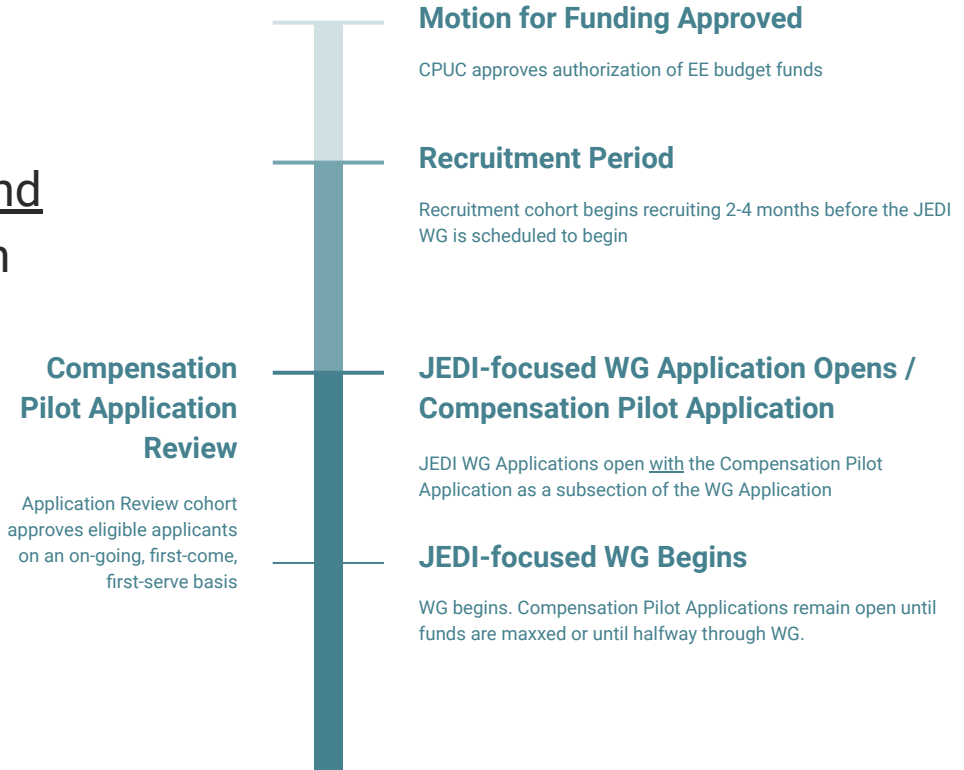
Topic 3: Draft Recommendations

Goal: Discuss and work towards
consensus

- Application Review Process
- Recruitment Strategies
- Evaluation and Metrics
- Application Sample

Proposed Timeline of Draft Recommendations

For visual aid, the facilitator has compiled the following graphic to represent the sequence of tasks and events for the recommendations in this section:





Application Review Recommendation #1: Reviewer

The Compensation Pilot Applications will be reviewed by a cohort consisting of:

- the facilitation team
- voluntary members of the CPUC ESJ Team
- voluntary members of the Compensation TF (who will not be applying for the JEDI-focused WG)
- Voluntary members of CAEECC

(who will not be applying to participate in the JEDI-focused WG).



Application Review Recommendation #2: Timing

Applications will be invited ahead of the launch of the working group and will be open to be submitted on a rolling basis and reviewed/approved in the order they were submitted. Reviewers should aim to complete reviews within 14 business days of application submission.

Note: Reviewer committee may choose to meet on a predetermined frequency (similar to how the WG application review committee meets) or deliberate over ad hoc meetings or email.



Application Review Recommendation #3: Acceptance

Compensation will be granted on a first-come-first-serve basis to eligible parties until the WG funding cap has been reached. Eligible applicants must meet all eligibility criteria.

In the application sample, we noted that ‘interviews *may* be requested’. Should they be? What would be the purpose of the interviews?

Recruitment Strategy



Recruitment Strategy Recommendation #1: Recruiters

A voluntary cohort of the:

- Compensation TF members,
- CAEECC members, and the
- CPUC ESJ Team,

with the coordination support of the Facilitation Team, shall conduct outreach to raise awareness of the Compensation Pilot.



Recruitment Strategy Recommendation #2: Outreach Process

Outreach (e.g. emails and meetings) shall begin with groups identified below. The Facilitation team will provide a template for outreach. Additional work to identify individuals and their contact information will be needed to facilitate outreach.

From the Pre-identified List of Prospective JEDI-focused WG Participants included in the CDEI WG Final Report

- Trade allies
- Unions (work/work implementation groups)
- Authorized Agents of IOU's and Implementers
- Youth, universities, and emerging professionals (including respective diversity groups)
- Consumer advocates like CalPA and TURN
- Environmental, Racial, and Social Justice groups like Greenlining, Rising Sun, and California Environmental Justice Alliance (CEJA)
- Other experts (e.g., other agencies)

- Advocacy groups whose mission is to promote and establish diversity in EE (similar to E2, ACEEE, etc.)
- A representative sample of customers
- Local Government Coalitions
- Community Based Organizations and/or aggregations of Community Based Organizations
- Local Government Climate Action Organizations
- Tenant right groups
- BIPOC specific groups
- Community Service District Latino Service Providers

Additional outreach ideas may also come from (beyond the Pre-Identified List above):

- Ted Howard mentioned providing a list of CBOs involved in state energy matters
- Others?



Recruitment Strategy Recommendation #3: Timeline

Begin outreach efforts upon adoption of these recommendations until all of the Compensation Pilot funds have been allocated or the JEDI-focused WG is beyond the halfway point of its charge.

Hashing out the details

- Need to define the amount of hours expected for outreach to be able to utilize the Facilitator's contract effectively. We currently estimate 30 hours over four months.

Evaluation Criteria



Evaluation Criteria Recommendation #1: Indicators

The Compensation Pilot shall be evaluated based on the following indicators:

- Number of Compensation Pilot applicants
- How quickly Pilot funds are used
- Ease of application process via applicant survey
- Outreach effectiveness via diversity and volume of Pilot applicants
- Diversity of perspectives shared in JEDI-focused WG



Evaluation Criteria Recommendation #2: Measurement

The Compensation Pilot indicators shall be evaluated based on the following measurements: For example, number of under-represented perspectives in WG, number of those under-represented perspectives supported via the Compensation Pilot.

- Percentage of JEDI-focused WG that is/represents a new stakeholder to CAEECC
- Percentage of JEDI-focused WG that is/represents a CPUC ESJ identified DAC community
- Percentage of members of JEDI-focused WG from a DAC community that is receiving Compensation Pilot funds
- Percentage of members of JEDI-focused WG that is new/represents a new stakeholder that is receiving Compensation Pilot funds
- Number of applicants for the Compensation Pilot
- Compensation Pilot acceptance rate
- Percentage of Compensation Pilot recipients from direct outreach efforts



Evaluation Criteria Recommendation #3: Not for Measurement

The following criteria shall not be considered for evaluation of the Compensation Pilot:

- The outcome of a Working Group
- A set of predefined '*productive contributions*'

Application Sample



Sample Application Recommendation #3: Adoption

Adopt the Sample Application as a subsection of the JEDI-focused WG Member Application



Sample Application

This application is for the Compensation Pilot specifically for prospective members of the JEDI-focused Working Group of the California Energy Efficiency Coordinating Committee (CAEECC). The Compensation Pilot is a funding mechanism to welcome burdened individuals or organizations and alleviate the barrier of ‘participation without compensation’. The intent, principles, and eligibility criteria of Compensation Pilot are located in the Application Appendix. The Compensation Pilot (and JEDI-focused WG) will adhere to the CAEECC Ground Rules and Meeting Norms (see Appendix).

The deadline to apply for the Compensation Pilot is rolling pending available funds. Applications will be reviewed in the order they are submitted and granted compensation until funding is maxed out. Interviews *may* be requested with compensation applicants. Please fill out the following application form.

* *Connotes a required field below.*

*Would you like to apply for the Compensation Pilot? Yes/No

Contact Information

*Primary Contact Name (First and Last); Primary Contact Pronouns; Primary Contact Email; Primary Contact Phone

Proxy Contact Name (First and Last); Proxy Contact Pronouns; Proxy Contact Email; Proxy Contact Phone

*Will you be representing: Yourself/An Organization

*If responded ‘An Organization’ above, required | Name of Organization: _____



Sample Application (cont)

Identifying Eligibility

*Do you present a financial need to participate in the JEDI-focused WG that funding through the Compensation Pilot can mitigate? Yes/No

*Do you represent a community that has historically been underrepresented by CAEECC? If yes, please describe what perspective(s), representation(s), or community/ies with which you identify. Yes/No/Not Sure

*Are you committed to make meaningful contributions¹ to this working group by participating in the pre-work, meeting attendance and active engagement, and meeting follow-up or homework? Yes/No

*Please upload one of the following documents as proof of financial need:

- a statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals;
- Customer's gross and net monthly income, monthly expenses, cash and assets, including equity in real estate, and any other relevant financial information.²
- Other statement or demonstration of financial need.

1: Meaningful contributions include: participation in meetings, participation in interactive meeting elements, completion of homework/pre-work.

2: CPUC ICOMP Guide p. 14 [Intervenor Compensation Program Guide](#)



Sample Application (cont)

CAEECC Policies and Interest

*Do you agree to abide by the Ground Rules and Meeting Norms for CAEECC and CAEECC working groups? Yes/No

Describe specific prior experience (if any) working collaboratively in other stakeholder processes: _____

Wrap Up

Before we go...

- What we accomplished today
- Next steps
- Live meeting evaluation

Next Steps / Proposed Timeline (Oct 19 CAEECC)

This timeline puts the Comp TF report and recommendations in front of CAEECC at the October 19 meeting. This allows the Motion to be submitted earlier.

- Sept 14: Facilitation Team posts notes
- Sept 16: Facilitation Team posts Draft Compensation Task Force Final Report
- Sept 23: Comp TF Members Draft Final Report comments due
- Sept 28: Meeting #4 Agenda and Materials Posted, Revised Final Report posted
- Oct 4: Comp TF Meeting #4
 - Will review any comments, test items for consensus, identify and discuss non-consensus items
 - Adopt a version of report and recommendations for presentation to CAEECC on October 19
- Oct 12: Facilitation Team posts updated Compensation Task Force Final Report for CAEECC October 19 meeting

Next Steps / Proposed Timeline (Nov 30 CAEECC)

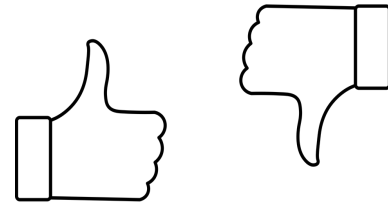
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- Sept 16: Facilitation Team posts Draft Compensation Task Force Final Report
- Sept 23: Comp TF Members Draft Final Report comments due
- Sept 28: Meeting #4 Agenda and Materials Posted
- Oct 4: Comp TF Meeting #4
 - Will review any comments, test items for consensus, identify and discuss non-consensus items
 - Optional: Adopt a version of report and recommendations for presentation to CAEECC on November 30
 - Optional: Delegate outstanding items to homework and/or huddles
- Oct-Nov: Support additional homework or huddles to address outstanding items, seek agreements on non-consensus items
- Nov 24: Facilitation Team posts updated Compensation Task Force Final Report for CAEECC Nov 30 meeting

Review of Today

Meeting Outcomes

1. Discuss the **process to launch the Compensation Pilot**, including the Funding Authorization as well as Monetary Allocation and Use.
2. Revisit and present updated PIE for consensus test and inclusion in Compensation TF report
3. Discuss and review **draft recommendations** for Application Sample, Application Review Process, Recruitment Strategies, and Evaluation and Metrics.



How did we do?



Live Meeting Evaluation

Do you feel this was an inclusive and trusting environment?

Not at all safe Somewhat safe Very safe

Do you feel the meeting was effective?

Not at all effective Somewhat effective Very effective

What worked well? How can we improve?