**CAEECC Compensation Task Force (TF)**

**Draft Scope of Work (SOW) 5/31/2022**

# Brief Background on CAEECC and its Justice, Diversity, Equity & Inclusion (JEDI) Efforts:

The California Energy Efficiency Coordinating Committee ([CAEECC](https://www.caeecc.org/)) is a stakeholder-driven collaborative that makes that discusses energy efficiency programs administered by Program Administrators. The California Public Utilities Commission (CPUC) has asked CAEECC to place greater emphasis on equity, inclusion, and access – in alignment with its Environmental and Social Justice Action Plan. In furtherance of the CPUC goals, and following the recommendations of the CAEECC Composition, Diversity, Equity & Inclusion Working Group (CDEI WG), which met January-March 2022, CAEECC is initiating a two-stage process.

The first stage of this process will be a Compensation Task Force, charged with developing a pilot compensation mechanism for eligible members of a future Working Group focused on CAEECC’s JEDI efforts. The second stage will be a new JEDI-related Working Group (name TBD) focused on furthering the work of the CAEECC CDEI WG.

The full list of Compensation recommendations, and detailed accompanying research and supporting information, can be found on the CAEECC website.[[1]](#footnote-1)

# Task Force Charge & Scope:

The Compensation TF is charged with developing a compensation mechanism for eligible members to pilot for a future Working Group focused on CAEECC’s JEDI efforts. The Compensation TF’s scope will focus only on funding for the JEDI-focused WG and *not* for other CAEECC activities.

# Key Questions:

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 implementation timeline for getting compensation in place (depending on recommendations and external factors), and what is the TF’s recommendation for how that impacts the recruitment & launch of the JEDI-focused Working Group?

# Meeting Dates & Tasks:

As illustrated in Table 1, the Task Force is anticipated to launch early June and meet approximately monthly for 3-6 months, with each meeting held virtually for approximately 3-4 hours.

Table 1: Meeting Dates and Tasks

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| --- | --- | --- |
| **Meeting #** | **Meeting Month** | **Tasks/Objectives** |
| 1st meeting | June 2022 | * Introductions & groundrules/meeting norms * Review SOW (this document)—including scope, approach, key questions and timeline * Presentation and discussion of CDEI WG Compensation recommendations and research * Brainstorm initial recommendation ideas |
| 2nd meeting | July 2022 | * Report out on any additional information/best practices gathered (e.g., through research, interviews, and/or possible mini teams) * Discuss recommendation ideas |
| 3rd meeting | August 2022 | * Finalize recommendations to CAEECC; identify any non-consensus issues, if applicable |
| If needed, 4th, 5th, and 6th meetings | September-November 2022 | * Additional meetings to present & discuss research and recommendations, if needed |

# Timeline for Presenting Recommendations to CAEECC

Updates will be provided at each remaining 2022 Full CAEECC quarterly meeting (June 22, September 15, and November 15 (if needed)). Recommendations will be presented for approval at the September or November 2022 Full CAEECC meeting.

# Deliverable:

A Memo[[2]](#footnote-2) delineating recommendations for the full CAEECC’s consideration and approval.

# Task Force Members:

The TF will be open to representatives from any CAEECC Member organizations, plus other organizations interested in fully participating. The Public can observe TF meetings, and there will be opportunities for public input. The CPUC will be an Ex Officio (not-voting) TF member. Member organizations will need to commit to attending all meetings (either by their lead representative or a designated alternate), and to agree to abide by the adapted CAEECC groundrules (Appendix A).

# Facilitation Team:

Katie Abrams (SESC) will facilitate the TF, under the guidance of Dr. Jonathan Raab (Raab Associates) and Co-Chair Jenny Berg (BayREN), and with operational support from Susan Rivo (Raab Associates).[[3]](#footnote-3)

# Appendix A: CAEECC Task Force Groundrules Adapted for Compensation Task Force

*Note: This is a streamlined set of groundrules, based on the broader set of CAEECC Working Group Groundrules, that reflects the goals/needs of this particular TF.*

**At Meetings:**

1. Commit to attending all four WG 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
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. 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 he or she 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 (WebEx feature) to enter the queue to speak—then wait for the Facilitator to all on you
4. Mute yourself when you’re not speaking
5. Note that TF members will be “panelists” (able to speak and share their video), while members of the public will be “attendees” (able to see and hear everyone, but unable to unmute or share video).

1. <https://www.caeecc.org/cdei-working-group> See “Final CDEI WG Report (4.4.22)” under “Key Documents”, Section 2 (pages 11-14) and Appendix 2 (pages 33-39). [↑](#footnote-ref-1)
2. This TF will not yield a report to put onto the record for Commission consideration, thus the deliverable will be an informal memo for CAEECC’s consideration [↑](#footnote-ref-2)
3. The CAEECC Facilitation Team will be transitioning beginning July 1, 2022—and the lead and supporting roles for this Working Group may change at that point. [↑](#footnote-ref-3)