Compensation Task Force Meeting #4

October 4, 2022 | 9:30am - 12:00pm PT

Hosted by California Energy Efficiency Coordinating Committee (CAEECC)

Meeting Objectives

What we're about today

- Discuss and reach consensus on recommendations (or propose alternatives) in Draft Final Report

- Discuss presentation to CAEECC and nominate a volunteer to present

Agenda

9:30 - 9:45	Welcome, Agenda, Introductions & Housekeeping
9:45 - 11:45	Review and Finalize Recommendations
10 min	Floating Stretch Break (whenever we need it)
11:45 - 11:55	CAEECC Presentation of Final Report
11:55 - 12:00	Next Steps and Homework
12:00	Adjourn

Introductions

Favorite autumn drink?

In the chat, please introduce yourself with your:

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

Housekeeping

Is anyone attending this Task Force for the first time?

- 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
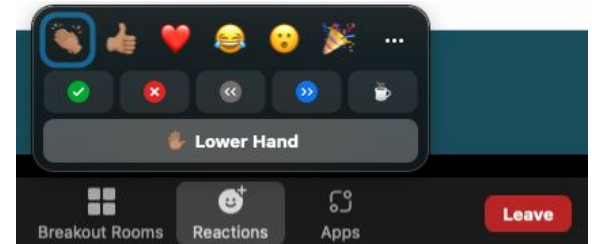
Public Comment

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.caeecc.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

TF Background

- 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.caeecc.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: caeecc.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
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.
- Agreed to seek Energy Efficiency budget funds (EE Budget)
- Discussed Motion process to pursue authorization of EE Budget funds
- Reviewed *and approved in-part* draft recommendations for Application Sample; Application Review Process; Recruitment Strategies; Evaluation and Metrics
- Adopted Principles, Intentions, and Eligibility Criteria for Compensation *Version 2*

For Homework #3, TF members provided input and thoughts on the Draft Final Report and remaining draft recommendations.

Which brings us to today's meeting:

Objectives

- Discuss and reach consensus on recommendations (or propose alternatives) from Draft Final Report (v2)
- Discuss presentation to CAEECC and nominate volunteers to present

Overview of Recommendations: Status

A. Principles, Intentions, and Eligibility Criteria	1. Principles, Intentions, and Eligibility
B. Funding Source, Amount, and Allowable Costs	1. To use EE funds 2. **Amount** 3. **Reimbursable Costs**
C.1 Administration	1. **Funds from IOUs to PA holding CAEECC contract** 2. **Admin by Facilitation Team** 3. **15% for Admin**
C.2 Application Sample	1. Sample*
C.3 Application Review Process	1. Reviewers 2. Timing 3. Acceptance

Overview of Recommendations: Status

C.4 Distribution of funds	1. **Facilitation Team distributes** 2. **Compensation structure** 3. **Payment**
C.5 Oversight of funds	1. **Facilitation Team responsible for documents, appropriate use, evaluation**
D. Recruitment	1. Recruiters 2. Outreach 3. Timeline 4. Facilitator Team support budget*
E. Pilot Evaluation	1. **Criteria** 2. **Additional Data** 3. **Not for Measurement**

Topic 1: Finalize Recommendations

Goal: Discuss and reach consensus on recommendations (or propose alternatives) in Draft Final Report

- **B.1-3** Funding Source, Amount, and Reimbursable Costs
- **C.1** Admin + Admin Costs
- **C.4** Distribution Framework/Options
- **C.5** Oversight
- **E.1-3** Evaluation Criteria

B. Funding Source, Amount, and Allowable Costs

B.1 EE Budget Specificity

Do we need to specify further where the allocation in the EE budget comes from?

Is it beneficial to not say and give IOUs greater flexibility on where to pull from?
Regulatory-wise, will there be a desire for greater specificity?

B.2 How much $$$?

$175k would probably support 10 or so participants. How many do we want/need to plan for? All JEDI WG members? Who do we expect on the WG?

How do we feel about 185K or 200K?

Remember, $175K assumes: 6 WG Meetings, 1 ad hoc Workshop, 2 full CAEECC Meetings

B.3 Reimbursable Costs

Gut check, **how do we feel about these illustrative reimbursable costs?**

- Travel costs, such as airfare, lodging, meals, mileage, parking.
- Self-determined family or childcare costs
- Medical or disability accommodation, if accommodation is unable to be provided by the Working Group
- Other direct and incremental expenses associated with in-person or virtual participation

C.1 Administration

C.1.1 + C.1.2

C.1.1 Administration Recommendation #1: Funds shall be contributed by all IOUs to the PA holding the facilitation contract so the Facilitation Team may access those funds through the existing CAEECC Facilitation Contract.

C.1.2 Administration Recommendation #2: Funds shall be administered by the Facilitation Team to the Pilot. Administration includes supporting the recruitment and application process, documentation of Pilot recipient eligibility, the distribution of funds to recipients using an invoicing or other process as determined between the contract-holding PA and the CAEECC Facilitation Team, and the evaluation process.

C.1.3 Administration

How do we feel about a 15% cap on Facilitation versus a 10% cap? *10% is often cited as the admin cap for other EE budget allocations.*

The Cap is also featured in Recommendation D.4

C.4 Funding Distribution

C.4.2 Distribution Structure

Do we want to pick one option or try to navigate a hybrid option?

Option A is loosely based on the new Washington State iComp model that approves a budget upfront and can provide progress payments, overcoming the payment delay barrier. Also easier on recipient due to less documentation. Con is that the rates are set and may be lower than their hourly. Might require a way for the Facilitation Team to pay some upfront.

Option B is closer to iComp where a rate can be proposed with documentation. They will have to do this on a time/material basis, and wait possibly net 45 from an invoice, but they have the chance to receive their full hourly rate.

- **Distribution Option A:** Predetermined standard amount of compensation per full Working Group process. The amount would be based on assumed time required for meeting prep, attendance, follow-up, and other expected Working Group responsibilities.
- **Distribution Option B:** The applicant submits an hourly rate proposal with supporting documentation. The applicant may invoice no more than monthly for incurred time devoted to eligible Working Group activities. Each applicant would be given a budget cap based on the maximum assumed hours expected for the Working Group process, to which the applicant would bill against.

C.4.3 Payments

How do PAs handle upfront payments in other parts of the EE portfolio? **Would such a mechanism be available for an upfront payment or non-invoiced payment schedule for compensation?**

- **Distribution Option A:** Applicant would receive compensation on a pre-determined schedule, and would not be dependent on the monthly invoicing cycle of the Facilitation Team. For example, compensation could be paid out at the end of each meeting attended by the applicant or in a series of payments otherwise tied to a schedule of meetings.
- **Distribution Option B:** Applicant would submit their invoice with their documented hours and hourly rate(s) plus any reimbursable costs and documentation to the Facilitation Team which would be included with the Facilitation Team's invoice. Applicant would be paid on the same schedule as any subcontractors under the Facilitation Team's contract (e.g., within 10 days of receipt of invoice). Applicants would not be considered subcontractors but recipients of a program administered by the Facilitation Team.

C.4.1 Facilitator Distribution

Gut Check: **How do we feel about C.4.1 (Facilitator to Distribute)?**

C.5 Funding Oversight

C.5.1 Oversight

Gut check: **how do we feel about C.5.1?**

Facilitator question: Does this recommendation belong under Administration instead?

Is this enough detail?

"The CAEECC Facilitation Team will retain all documentation from the Pilot, provide updates regarding use of funds to the full CAEECC and JEDI-Focused WG as appropriate about the status of the pilot, and at the end of the pilot compile data and evaluations to provide a Pilot Report. "

E. Evaluation

E. Evaluator Input

Do we want/need, and if we do, how might we seek evaluator input on these criteria?

- Criterion 1: Diversity of perspectives included in JEDI-focused WG
    - Percentage (and absolute #) of JEDI-focused WG overall that is/represents a new stakeholder to CAEECC
    - Percentage of JEDI-focused WG overall that is/represents a CPUC ESJ Community
    - Percentage (and absolute #) of members of JEDI-focused WG from a CPUC ESJ Community that is receiving Compensation Pilot funds
    - Percentage (and absolute #) of members of JEDI-focused WG that is new/represents a new stakeholder that is receiving Compensation Pilot funds
- Criterion 2: Accessibility and ease of application process
    - Number of applicants for the Compensation Pilot
    - Rate of acceptance for Compensation Pilot
- Criterion 3: Effectiveness of Outreach and Recruitment
    - Percentage of Compensation Pilot recipients from direct outreach efforts
    - Number of Compensation Pilot recipients from direct outreach efforts

E.1 New Stakeholders?

Do we want to reference 'new stakeholder'?

"New stakeholder" seems to be a bit fraught. Is this pilot about new stakeholders or more about perspectives from ESJ? And the role of compensation?

"New stakeholder" comments from HW #3:

- "New" resides primarily with the organization, in my opinion. One could imagine a person who has participated in CAEECC in the past but with a very different type of organization. If they bring a new CDEI perspective with their new organization then it seems that this would be aligned with our objective.
- Person new to CAEECC but org not? Org new to CAEECC but person not but can't participate due to $?
- Org and person not new but $ a barrier?

- Criterion 1: Diversity of perspectives included in JEDI-focused WG
  - Percentage (and absolute #) of JEDI-focused WG overall that is/represents a new stakeholder to CAEECC
  - Percentage of JEDI-focused WG overall that is/represents a CPUC ESJ Community
  - Percentage (and absolute #) of members of JEDI-focused WG from a CPUC ESJ Community that is receiving Compensation Pilot funds
  - Percentage (and absolute #) of members of JEDI-focused WG that is new/represents a new stakeholder that is receiving Compensation Pilot funds

E. Other Evaluation

Gut Check: **How do we feel about E.2 (Additional Data)?**

Gut Check: **Does the updated explanation for not gathering the measurements in E.3 make sense?**

- By Pilot participants:
  - How funds were used
  - If any expenses were uncompensated
- Number of declined offers from recruitment and reason why (if available)

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

The Task Force believes these two criteria are factors that can contribute to the overall outcomes of a Working Group, but that the Pilot itself cannot impact. Secondly, productive contributions may take many forms, especially with members new to CAEECC Working Groups, possibly new to energy efficiency, and members that may engage in more passive or indirect ways as may be supported by their culture, personality, capabilities, or other factors.

Remaining Questions

Application Review Cohort Process

Does this Task Force think it needs to lay out a process for the Application Review Cohort?

Specifically how it is formed and any limitations or qualifications to be on cohort

- Live editing

Topic 2: CAEECC Presentation of Final Report

Goal: Discuss presentation to CAEECC and nominate a volunteer to present

Who would like to present the Final Report on Oct 19?

What it entails logistically:

- Available October 19 at 9am - 1pm PT (presentation will likely be between 9:00 - 10:30)
- Can work with Facilitation Team to develop PPT/presentation between Oct 4 - Oct 12

What you'd present:

- An overview of the Compensation TF and run through a high level review of the recommendations and answer any CAEECC Member questions

Presenter(s) + Topics will be:

Add name + topic here :)

Wrap Up

Before we go…

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

Where we are in the timeline

- 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 (v2) posted
- Oct 4: Compensation TF Meeting #4
- **Oct 5 - 8:** Compensation TF review of Final Report v3
  - Facilitation Team will update and send out Final Report v3 by Wednesday Oct 5
- **Oct 5 - 12:** Facilitation team works with Presentation Volunteer(s) for material and presentation development
- **Oct 12:** Facilitation Team posts updated Compensation Task Force Final Report for CAEECC October 19 meeting
- **Oct 19:** Presentation at Full CAEECC Quarterly

Homework

1. Review Compensation TF Final Report v3 **by Oct 8 at 5pm PT**

2. Full CAEECC Presenter(s) to review slides by **Oct 11 at 2pm PT**

This is an extremely tight timeline, but we believe in us! The sooner you are able to review the report, the better for the Facilitation team :)

Review of Today

Meeting Outcomes

1. Discuss and reach consensus on recommendations (or propose alternatives) in Draft Final Report

2. Discuss presentation to CAEECC and nominate a volunteer to present
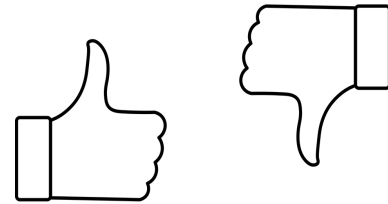
How did we do?

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?

Proposed Sequence of Events of 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:

Motion for Funding Approved

CPUC approves authorization of EE budget funds

Application Review Cohort Formation

Volunteers from the Compensation TF, CPUC ESJ Action Team, and CAEECC, may nominate themselves to a cohort led by the Facilitation Team for review of applications

Recruitment Period

Recruitment cohort begins recruiting 2-4 months before the JEDI WG is scheduled to begin

Compensation Pilot Application Review

Application Review Cohort approves eligible applicants on an on-going, first-come, first-serve basis.

JEDI-focused WG Application Opens with Compensation Pilot Application

JEDI WG Applications open with the Compensation Pilot Application as a subsection of the WG Application

JEDI-focused WG Application Review

Application review for the JEDI-focused WG may occur after Compensation Pilot Applicants are approved for compensation pending their acceptance into the JEDI-focused WG

JEDI-focused WG Begins

WG begins. Compensation Pilot Applications remain open until funds are maxxed or until halfway through WG.

Distribution of Compensation Funds

Distribution of funding through the Pilot to recipients continues through the CAEECC Facilitation Team Contract

Compensation Applications Close

Applications for the JEDI-focused WG are no longer accepted.

Compensation Pilot Evaluation

Data is gathered on the Pilot on the indicators, metrics, and additional data for the evaluation of the Pilot success