



**WHPA Existing Buildings Energy Efficiency (EBEE) Action Plan Committee
Exploratory Working Group (EWG) Teleconference Summary Minutes
Thursday, January 21, 2016 (Scheduled for 9:00 – 10:00am PST)**

As WHPA Staff was not present during the meeting, the following content was generated from the WebEx recording and distribution documents received.

Call to Order

Co-Chair Jeanne Duvall (PG&E) called the meeting to order at 9:07 am PST and announced that she was hosting the meeting as IOU Staff as the WHPA management contract was being finalized with Better Buildings, Inc.

Roll Call

The following 7 participants attended the meeting.

P = Present at meeting A = Absent from meeting; if proxy has been assigned it will be noted below. The EWG is the voting panel of the Existing Buildings Energy Efficiency Action Planning Committee.				
CEC Advisors				
CEC (California Energy Commission)	David	Ismailyan+	Government (Other than CPUC)	P
CEC (California Energy Commission)	Tom	Trimberger+	Government (Other than CPUC)	P
Exploratory Working Group Members (Voting)				
CalCERTS, Inc.	Barbara	Hernesman	Certifying Body	P (Co-Chair)
County of Sonoma – PACE	Liz	Yager	Government (Other than CPUC)	P
PG&E (Pacific Gas and Electric Company)	Jeanne	Duvall	California IOU	P (Co-Chair / Host)
SCE (Southern California Edison Company)	Tara	Becnel	California IOU	P (first 10 min)
Tre'Laine Associates	Pepper	Hunziker	Energy Efficiency Program Consultant	P

** Organization is Not a Member of the WHPA; + Individual is NOT Registered with the WHPA; ^(P) after last name = Member/Registrant is Pending Approval from the WHPA Executive Committee

AGENDA

Jeanne Duvall (PG&E) email distributed the following agenda to the EWG roster prior to the meeting.

1. **Roll Call** – Jeanne Duvall (5 min)
2. **Co-Chairs' Opening Comments** – Chairs (3 min)
3. **Proposed Structure of WHPA EBEE Engagement**– Chairs (35 min)
 - a. Review Re-Structure
 - b. Using Existing Working Document Structure
 - c. Strategy Prioritization
4. **Mapping Existing WHPA Work to EBEE Strategies**—Chairs (10)
5. **Next Steps** – Chairs (5 min)
6. **Wrap up and Adjournment** – WHPA Staff - (2 min)
 - a. Next Meeting (EWG Only) – January 28th from 9am – 10am PST
 - b. Tentative Future Meetings – February 11& 25 from 9am – 10am PST
 - c. Adjournment by 10:00am PST

Co-Chair's Opening Comments

Jeanne Duvall (PG&E) has been appointed WHPA Executive Committee Co-Chair effective February, 2016 so she and WHPA EBEE Co-Chair Barbara Hernesman have asked Tara Becnel (SCE) to replace Jeanne as WHPA EBEE Co-Chair. The three met prior to this meeting to discuss strategy for how to make the Committee more productive in the future.

Proposed Structure of WHPA EBEE Engagement

The Co-Chairs felt the Working Group structure proposed last Fall had good work but not as much engagement as desired. They decided to follow the successful structure used for development of the prior Gaps and Barriers Analysis for 2016 work product development.



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The Co-Chairs reviewed the following content (*that was email distributed to the EWG roster prior to the meeting*) to clarify the “Proposed Structure of WHPA EBEE Member Engagement” for “WHPA 2016: EBEE-EWG and Community Members Planning for CEC EBEE Pathway to Implementation”:

EWG and Community Members Work Collaboratively

True collaboration is based on valuing each individual’s unique contribution. Therefore, those interested in building, using, approving is involved in the planning and design phase throughout this activity. It is important to involve stakeholders input.

EWG Compress Work Sessions

Time compression facilitates creative problem solving by accelerating decision making and reducing unconstructive tactics. Time-compressed design meetings (charrette) allow uninterrupted focus on a problem often results in unexpected solutions to what may be difficult problems. This strategy is useful when it becomes obvious that a decision must be made quickly for progress to continue.

EWG Design Cross-functionally

Holistic solutions require holistic approaches to a problem. This means that during the charrette all relevant disciplines are represented and working together to achieve the same goals. Multidisciplinary team members of WHPA subject matter & market experts who work to build feasible solution(s) to pathway(s) of implementation and foresight development problems from the onset are more likely to affect emerging market real world implementation.

EWG Communicate in Short Feedback Loops

Regular stakeholder reviews build trust in the process, foster true understanding and support and minimize rework. A feedback loop occurs when a design is proposed, reviewed, changed, and re-presented for further review. Stakeholders are continually educated about the planning process and progress. They are brought into the process early and at proper intervals throughout so that their input can have an impact on the objectives and goal outcome(s).

EWG and Community Members Study the Details

Design varying scales of information to reduce the likelihood of overlooked content or concepts which could result in costly rework. Supports shared learning by providing the information necessary for a well-rounded discussion and examination of critical details.

EWG and Community Members Produce a Draft Feasible Plan

To create a feasible plan, every decision point must be fully informed. From the beginning feasibility is a focus of the discussion, which brings a level of seriousness and rigor to the process for everyone involved.

EWG Design to Achieve a Shared Vision and Create Holistic Solutions

Design is a powerful tool for inspiring a market adoption by establishing and achieving a shared vision. Tools to illustrate the complexity of the problem can be used to resolve conflict by proposing previously unexplored solutions that represent the “win/win” outcomes.

Capable working groups can change people’s and market positions by altering their perception of the possible solutions.

EWG and Community members and others conduct a Charrette

The goal of a charrette is to take a project from a vision to alternative concepts, to a preferred plan, and to a developed feasible implementation plan:

- a) *Feedback loops is required to adequately involve the public in this undertaking.*



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- b) Examine challenging constraints, political situations and presenting ideas that were generated based on stakeholder input.
- c) Further engage people in the critical thinking, problem solving, loses opportunities by showing the challenges of listening and responding to the task at hand.
- d) Refine plan(s) based on participants' perceptions and responses so you can assure pathway to implementation support.

Highlight:

Pathway to Implementation alignment to EBEE Action Plan Roadmap

Prepare a guiding document for the CEC and CPUC management team that lists:

- a) Plan phases, events, and products on a timeline and assigns roles and responsibilities for each task. The preferred format using a Gantt chart.
- b) Create a set of quantifiable objectives and measurable goals based on stakeholder input, governing policies and standards. These measures are to be revised as new information arises, guide the design process and decision-making process.
- c) Describe the plan for facilitating community engagement. The plan should describe a methodology for generating proportional demographic community representation.
- d) Conduct a WHPA membership at large review process of the EWG proposed plan. The purpose is to inform the community and gain their involvement.
- e) Conduct training sessions with WHPA staff, CPUC and CEC management team and officials to assure that those who are responsible for the administration of the preliminary draft plan have a clear understanding of this EBEE EWG proposed pathway to Implementation plan and process.
- f) Disseminate the preliminary draft Pathway to Implementation plan to CEC and CPUC decision makers for proceeding forward.

DISCUSSION

The Co-Chairs clarified that the primary plan is to bring in Strategies a few at a time, collaborate with the entire group with "Community" committee input gathered once a month as well, have volunteers do additionally needed work outside of meetings, and then have subject matter expert conversations. They potentially want to have an in-person meeting "on everyone's own dime" for the charrette described above with the full Committee as well as CEC, CPUC, IOU and WHPA Staff representation. It is believed the best product will be developed by having a high level of subject matter input. The compressed work sessions would focus on specific strategies and tie into the gaps and barriers analysis.

The Co-Chairs expect to add about 5 new Exploratory Working Group members.

ACTION: The Co-Chairs will review the current WHPA membership list in relation to the EWG roster and assess any needed adjustments for a more well-rounded roster of subject matter experts for the current work product development focuses.

The "Highlights" listed above are the "marching orders" for what needs to be done.

Tom Trimberger (CEC) is eager to assist in any way he can, but noted that he was not familiar with the gaps and barriers analysis structure as he was brought in after its development.

Co-Chair Jeanne Duvall (PG&E) clarified the process used for development of the gaps and barriers analysis. The EWG identified the gaps and barriers based on information received from David Ismailyan and then sought input from the appropriate subject matter experts in the group. The Co-Chairs then consolidated the information for similar thoughts or comments. The primary step for concrete information was when people "put pen to paper".



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Co-Chair Barbara Hernesman (CalCERTS) clarified that the gaps and barriers analysis had been presented to both the WHPA Executive Committee and to the CEC Efficiency Division. She noted that it is [posted on the WHPA website](#) and is worth reviewing.

Mapping Existing WHPA Work to EBEE Strategies

The Co-Chairs reported that the [graphical structure representation](#) discussed in prior meetings (developed by Mel Johnson – NCI and Susan Davison – CalCERTS) should be leveraged going forward while each Strategy is being developed and determination of the best path forward for implementation is achieved.

Co-Chair Jeanne Duvall (PG&E) stressed the importance of looking at other WHPA activities, including the Res QI work submitted to the WHPA Executive Committee recently and the Compliance Committee’s recently completed Online Permitting Roadmap.

In terms of timelines, the CEC is open to receiving bundles of strategies as they are developed, rather than waiting until the end of the year per Co-Chair Jeanne Duvall’s (PG&E) suggestion. It was acknowledged that the WHPA Executive Committee would need to review and authorize distribution of the quarterly work to the CEC.

ACTION: The Co-Chairs will meet with the CEC reps to determine the best strategies and sub-strategies for focus so a Gantt Chart can be developed before the suggested in-person charrette occurs.

Charles Segerstrom (Consultant) commented that he was in favor of the suggested action oriented approach. Liz Yager (Sonoma County) agreed that she would prefer an in-person meeting as well.

There was discussion of where an in-person charrette might take place.

- Pepper Hunziker (Tre’Laine) suggested that perhaps there could be a few sessions, with one supported by PG&E, SCE, etc.
- **DECISION:** There was general consensus agreement that since the majority of EWG members were in Northern California, it would be best to meet in that area for the suggested in-person charrette (on each participant’s own dime).
- Jeanne Duvall (PG&E) noted that she might be able to secure a PG&E educational center but would need time to get it scheduled.

Next Steps

Per Co-Chair request, Tara Becnel (SCE) provided a brief overview of her background. She is a Senior Project Manager with Southern California Edison, where she has worked for 19 years. Her career is mostly focused in the customer service area. She works in the New Programs Development and Launch Group, which is responsible for emerging technologies, work paper development and integration into programs. She has key partners within SCE for the HVAC area. She has a Master’s degree in Public Administration. She is also on the WHPA Council of Advisors and the broader Statewide IOU HVAC Team. She looks forward to helping in a leadership role to drive the EBEE efforts forward.

ACTION: Before the next meeting, the Co-Chairs will relook at the Strategies for the EWG to review based on the work already done.

Wrap Up

The Co-Chairs proposed the following meeting schedule, hoping that WHPA Staff would be back in support before then.

- a. Next Meeting (EWG Only) – January 28th from 9am – 10am PST
- b. Tentative Future Meetings – February 11& 25 from 9am – 10am PST



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Meetings will be twice a month going forward instead of weekly as attempted last fall.

ACTION: Co-Chair Jeanne Duvall (PG&E) will send out a Doodle Poll for possible May or June dates for an in-person charrette at a PG&E Education Center based on anticipated attendance of about 15 people.

ACTION: Per Co-Chair request, EWG members to ensure foundational knowledge of the [graphical structure representation](#) document prior to the next meeting.

Adjournment

Co-Chair Jeanne Duvall (PG&E) adjourned the meeting at 9:44 am PST.

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Summary of Action Items and Key Decisions (from above discussion)

ACTION: The Co-Chairs will review the current WHPA membership list in relation to the EWG roster and assess any needed adjustments for a more well-rounded roster of subject matter experts for the current work product development focuses. (DONE)

ACTION: The Co-Chairs will meet with the CEC reps to determine the best strategies and sub-strategies for focus so a Gantt Chart can be developed before the suggested in-person charrette occurs.

DECISION: There was general consensus agreement that since the majority of EWG members were in Northern California, it would be best to meet in that area for the suggested in-person charrette (on each participant's own dime).

ACTION: Before the next meeting, the Co-Chairs will relook at the Strategies for the EWG to review based on the work already done. (DONE)

ACTION: Co-Chair Jeanne Duvall (PG&E) will send out a Doodle Poll for possible May or June dates for an in-person charrette at a PG&E Education Center based on anticipated attendance of about 15 people.

ACTION: Per Co-Chair request, EWG members to ensure foundational knowledge of the [graphical structure representation](#) document prior to the next meeting.