



**WHPA Existing Buildings Energy Efficiency (EBEE) Action Plan Committee
Teleconference Summary Minutes
Thursday, June 23, 2016 (Scheduled for 9:00 – 10:00am PDT)**

Call to Order

WHPA Staff (Wendy Worrell) called the meeting to order at 9:00 am PDT.

Roll Call

The following 13 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 (Non-Voting)				
CEC (California Energy Commission)	Tom	Trimberger+	Government (Other than CPUC)	P
Exploratory Working Group Members (Voting)				
Air-Tro	Robert	Helbing	Contractor (Nonresidential)	P
CalCERTS, Inc.	Susan	Davison	Certifying Body	P
County of Sonoma – PACE	Liz	Yager	Government (Other than CPUC)	P (Co-Chair)
Honeywell ECC	Daniel	Jones	Controls (Manufacturer or Distributor)	P
Joule Assets	Dennis J	Quinn	Other Stakeholder	P
SynergyNexGen ^(P) (formerly with CalCERTS, Inc.)	Barbara	Hernesman	Energy Efficiency Program Consultant	P (Co-Chair)
Tre'Laine Associates	Pepper	Hunziker	Energy Efficiency Program Consultant	P
Valley Contractors Exchange	Kate	Leyden	Contractor Association	P
EBEE "Community" Committee Members (Non-Voting)				
Big Ass Solutions	Don	Dodd	HVAC Manufacturer	P
CEC (California Energy Commission)	Heriberto	Rosales	Government (Other than CPUC)	P
Guests (Non-Voting)				
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P (Compliance Committee Chair)
WHPA Staff				
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)

** 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

WHPA Staff email distributed the following agenda to the WHPA EBEE Committee roster prior to the meeting.

	Agenda item	Activity	Outcome	Time
1.	Roll Call	WHPA Staff will call the roll	Attendance recorded	5 min
2.	Co-Chairs' Opening Comments	Chairs will provide open comments, clarify agenda, and review recent events.	Critical direction and updates provided. Meeting participants reminded to identify themselves and which Sub-Strategy they are commenting on.	5 min
3.	WP II Comments Review and Discussion	Chairs will provide an overview of their comments on the Sub-Strategy Worksheets and solicit interactive comments from meeting participants.	An overview is shared with the focus on collecting direct input into the WPII spreadsheets on recommended action from committee members. Committee engagement is highest in the agenda item. The collection of "implementation action items" specific ideas through effective brainstorming is the desired outcome. Co-Chairs desire 1-3 specific "Pathway to Implementation" suggestions stemming from the WPII Recommended Action section. The more specific the better. EWG committee members are asked to go back to their constituents and solicit their feedback on WPII "Pathways to Implementation" gathered from today's meeting. Meeting participants are instructed to submit any additional comments to WHPA Staff ASAP or no later than June 30 th COB.	35 min
4.	Next Steps	Chairs will outline the next steps and committee commitments for the next month	<u>Charrette Signups:</u> Assigned Leaders and Scribes per breakout group Charrette Facilitators: Liz Yager, Jeanne Duvall and Barbara Hernesman Charrette WHPA Support Staff: Wendy Worrell Charrette CEC Support Staff: Tom Trimberger and David Ismailyan Discussion: Who is doing what by when is clarified. Chairs outline agenda and remaining steps for development of WPII working documents for July 19 th invitation only in-person	10 min



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			Charrette as well as alert invitees to review the “save the date” notice details.	
5.	Wrap up and Adjournment	WHPA Staff will: <ul style="list-style-type: none"> a. Provide data and times for upcoming meetings b. Adjourn the meeting at 10:00 am Pacific 	Information on coming events shared. Confirmation of next meetings as: <ul style="list-style-type: none"> • EWG June 30th email response for WPII due • EWG: July 7th at 9am PDT • EBEE: July 14th at 9am PDT (UPDATED TO 7/21/16) 	5 min

Co-Chairs’ Opening Comments

Co-Chair Liz Yager (County of Sonoma) overviewed the above agenda and noted that the meeting focus on the “recommended actions” will be developed for the Charrette base documents.

WP II Comments Review and Discussion

Co-Chair Liz Yager (County of Sonoma) requested active discussion of the Co-Chairs’ consolidation efforts on the following five (5) EBEE Sub-Strategies. Comments from the meeting and received by email will be further consolidated into the worksheets prior to the next Committee meeting.

Sub-Strategy 1.5.1 Improve Clarity and Ease of Use

The first tab in the Sub-Strategy 1.5.1 worksheet was vetted.

- Tom Trimberger (CEC) likes the format on the first tab but has not yet compared the information to the prior content.

ACTION: WHPA Staff to add numbers to the recommended action sections of each Sub-Strategy worksheet.

- Co-Chair Barbara Hernesman (SynergyNexGen) reminded all to think about 2019 code for what is needed “tomorrow” and not just “today”.
- Co-Chair Liz Yager (County of Sonoma) noted that a number of parties want a more comprehensive view on Workforce Education and Training (WE&T) but that we need to stay within the Heating Ventilation and Air Conditioning (HVAC) focus, which might not keep a broad enough approach to make all comfortable.
- Tom Trimberger (CEC) clarified that it will be under the whole building umbrella. He felt the content provided a lot of information in a small amount of paper.
- Pepper Hunziker (Tre’Laine) asked if “properly sourced” means identifying funding to do the action or properly allocating the funding as required to support the activity.
- Co-Chair Barbara Hernesman (SynergyNexGen) confirmed that it is “all of the above”. Some are doing fine but don’t have enough funding and some have funding but not enough educational tools to go along with it.
- Pepper Hunziker (Tre’Laine) raised the need to look at examples of where WE&T is included so that some of the criteria that needs to be met to perform certain activities is handled with open communication for objective expectation with education well defined with some performance tied to it on the front end. She clarified that historically efforts have tried to identify with a “proper noun” entity who did things in a certain way, but that if we are trying to move in the direction of quality and the whole building approach, we need to define the criteria to be met to get to those approaches with full industry engagement up front rather than defining by what the entities thought meets the criteria.
- Co-Chair Barbara Hernesman (SynergyNexGen) confirmed the need to “build the recipe”.
- Kate Leyden (Valley Contractors Exchange) completely agreed with the comments about the need to “build the recipe”.
- The question was asked if “properly source for workforce training for utilization of new methods and technologies” should be moved to 3.3.1 as well?
- Co-Chair Barbara Hernesman (SynergyNexGen) noted that a lot of the recommended actions affect each other across the Sub-Strategies and suggested looking at them as a building block approach.



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ACTION: As part of the Charrette, put the Sub-Strategy worksheets side by side and determine which are interrelated to show appropriate building blocks.

Sub-Strategy 1.5.2 Review BES for Cost-Effectiveness

The first tab in the Sub-Strategy 1.5.2 worksheet was vetted.

ACTION: Per Don Dodd's (Big Ass Solutions) suggestion, remove the words "be practical" from the Sub-Strategy 1.5.2 recommended actions.

- Dennis Quinn (Joule Assets) noted the importance of metering and measuring for a whole building approach in 2019 and that AB802 is a driving toward the performance approach.

ACTION: Add "When factoring in cost effectiveness, also incorporate the State's efforts in incorporating baseline calculations" to Sub-Strategy 1.5.2 recommended actions.

Sub-Strategy 1.5.3 Training and Communication

The first tab in the Sub-Strategy 1.5.3 worksheet was vetted.

- Co-Chair Liz Yager (County of Sonoma) noted that there are elements from Sub-Strategies 1.5.1 and 1.5.5 that relate and asked how to best incorporate them. She suggested it may be a task for the in-person charrette.
- Susan Davison (CalCERTS) noted that the aligned Sub-Strategies could have a link for the inter-relation but suggested that the actual integration strategy be framed in the July 19th Charrette. She also noted that did not see duplication as an issue.

ACTION: Tom Trimmerger to get clarity on if using BES or BEES going forward. (DONE – Tom advised post meeting to use BEES.)

- Co-Chair Barbara Hernesman (SynergyNexGen) clarified that the properly sourced funding comments relate to when local governments lost funding in the construction downturn previously. In order to go back to a health and safety focus, local governments need more and proper funding for appropriate training and labor resources. This includes identifying the proper source of funding or allocation of the proper source if funding was previously taken away.
- Co-Chair Liz Yager (County of Sonoma) noted that the challenge is determining how to bridge the funding so building departments are sustainable again.
- Tom Trimmerger (CEC) agreed that is an issue to bring up.
- Bob Barks (CALBO) noted that the statement could be simplified to "encourage proper funding to local governments". From his experience as a local government, proper funding wasn't in place prior to the downturn in order to attack the energy efficiency focuses in the market. They only had what was needed for health and safety. Address the buildup separately with something similar to "encourage identifying additional funding to upgrade departments by reinstating what may have been lost during the downturn".
- Co-Chair Barbara Hernesman (SynergyNexGen) agreed and noted that if additional funding is identified, it is important to make sure it is properly sourced thru to where it is needed.
- Co-Chair Barbara Hernesman (SynergyNexGen) suggested bringing Daniel Jones' (Honeywell) comment that "since it is known that local municipalities have difficulty funding their resources, it should be noted where the State gets funding" to the Charrette for further discussion.
- Co-Chair Liz Yager (County of Sonoma) commented that "properly sourced" is to leave it open for a solution and that more specific discussion of what properly source looks like is a topic for the Charrette.
- Bob Barks (CALBO) added that the law has provisions for buildings departments to specifically add to the permit costs for energy code, but noted that it may not be addressed evenly throughout the State and in all jurisdictions. Madera County and Fresno County currently have a line item for energy efficiency in their plan review costs.



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ACTION: Bob Barks to send WHPA Staff examples of building departments using the law to add energy code actions to their permit costs.

- Co-Chair Liz Yager (County of Sonoma) noted that any testimonial or data sheet of successes will be helpful for the Charrette.
- Bob Helbing (Air-Tro) felt those examples were for new construction rather than existing buildings. He pointed out that it is not on the radar for existing buildings and may not be helpful.
- Bob Barks (CALBO) countered that he has personally seen it on internal documents but that it does generally go into an open bucket to cover costs of the department and may not be focused as generally.
- Pepper Hunziker (Tre'Laine) noted that from her WE&T perspective, she recommended that the “boots on the ground” who have to deal with them have appropriate opportunity to provide input for accurate representation of those doing the work to ensure gaps are closed.

ACTION: The Co-Chairs to connect with Bob Barks (CALBO) and Bob Helbing (Air-Tro) to further discuss recommended actions for Sub-Strategy 1.5.3.

ACTION: WHPA Staff to check and fix typos in all Sub-Strategy worksheets.

Sub-Strategy 1.5.5 Understand the Compliance Shortfall

The first tab in the Sub-Strategy 1.5.5 worksheet was vetted.

- Co-Chair Liz Yager (County of Sonoma) reported that she added the CSLB compliance definition for perspective.
- WHPA Staff clarified that the WHPA Compliance Committee is making good progress on the HVAC Compliance Definition Matrix and reminded that additional stakeholder perspectives beyond just the noted CSLB perspective needs to be considered.

ACTION: WHPA Staff to share HVAC Compliance Definition Matrix info with the EBEE-EWG members.

- Tom Trimmerger (CEC) noted that this Sub-Strategy is a focus that is “near and dear” to him. He reported that there is a need for outreach and education for city councils to understand the scale and cost of noncompliance and non-performance to encourage additional funding.

ACTION: Add “advertise scale and cost of noncompliance” to recommended actions for Sub-Strategy 1.5.5.

- Bob Barks (CALBO) commented that there is a link between where funding comes from and the points raised. Funding should be used for understanding through education to the public at large so they comprehend the impact of code issues on “everyday life” in terms of costs, etc. This could be a public advertising program or through IOU Program educational material distribution, etcetera clarifying the benefits of energy code.
- Bob Helbing (Air-Tro) noted that there is data for how Energy Upgrade marketing has worked in relation to how much was spent and where participants were generated. He suspects that most participants are coming from contractors rather than through direct marketing efforts.
- Co-Chair Barbara Hernesman (SynergyNexGen) reminded of the need to talk about the contractors that are doing it right and how their savings factor. Both sides need to be represented so that the problem is identified but that those doing things properly are also recognized.

Sub-Strategy 3.3.1 Priority Sectors, Systems, and Workforce Categories

The first tab in the Sub-Strategy 3.3.1 worksheet was vetted.

- Co-Chair Barbara Hernesman (SynergyNexGen) commented that we are looking through the lens of Whole Building in 2019 and need to consider what part of HVAC plays a significant role in Whole Building.



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- Co-Chair Liz Yager (County of Sonoma) clarified that setting priorities for building departments was touched upon in the “Principles” section and not necessarily in the “Recommended Actions” section for how to align regionally based on regional needs.
- Pepper Hunziker (Tre’Laine) commented on the need to again point to the industry recognized training organizations specific to HVAC and use language reflective of what is used in the industry for HVAC and in the Sub-Strategy worksheet to avoid any misinterpretation. For example, she clarified that there is some language about local areas and community colleges, but that efforts toward the incumbent workforce are not referenced. She indicated that the incumbent workforce should be pointed to for their knowledge in how to address the Sub-Strategy issues on a day to day basis and referenced resources participating within WHPA, such as industry credentialing organizations, training organizations, etc. who address the gaps they see in the workforce and work in parallel efforts. She suggested partnering strategically with those organizations by supporting those who are already doing the work rather than duplicating efforts.
- Kate Leyden (Valley Contractors Exchange) supported Pepper Hunziker’s comments, but felt that the Community Colleges are not focused there.
- Pepper Hunziker (Tre’Laine) reported that there is a lot of work being done in Southern California currently between the California Community College Chancellor’s Office Regional Collaborative and WHPA members focused on WE&T in generation of a number of work products focused on revisiting quality craftsmanship and orienting toward that with key characteristics, key performance objectives, performance competencies, and efforts to try to tie things together rather than polarizing as has historically been the case. The current focus is on developing a potential gap analysis for “where we are and where we are going”. The key is to get bandwidth in one room to make sure it happens.

ACTION: WHPA Staff to add the link for the HVAC Collaborative Worksheet for Sub-Strategy 3.3.1.

- Co-Chair Barbara Hernesman (SynergyNexGen) reported that Jim Caldwell from the California Community College Chancellor’s Office (CCCCO) will be at the Charrette so questions can be directed to him there as well.
- Pepper Hunziker (Tre’Laine) suggested reviewing key WHPA work product resources such as the Credentials list, the Certification Working Group Gaps Reports, as well as the developing Comparable Training work product and the draft WE&T Committee’s Employer Support work product, as well as communications with members such as HVACRedu.net, IHACI, NCI, UA, CCCCCO, HVAC Excellence, NATE, etc. and all actively involved in these projects presently as they are passionate and already engaged.
- Co-Chair Barbara Hernesman (SynergyNexGen) also noted looking at the Statewide WE&T Team efforts as a valuable resource.

ACTION: EBEE members to send recommended actions to WHPA Staff by close of business on June 30th.

Next Steps

WHPA Staff provided a planning update for the In-Person Charrette.

CHARRETTE UPDATE

The draft July 19th In-Person Charrette agenda was quickly overviewed. Meeting participants were encouraged to review and provide comments on the agenda.

ACTION: Charrette invitees to notify WHPA Staff of the Sub-Strategy focuses they want to be involved in as well as notify of those for which they volunteer to act as breakout group leader and/or scribe.

WHPA Staff overviewed the following timeline. There were no questions or concerns raised.

ASSIGNED TO	TIMELINE	ACTION ITEM
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EWG and EBEE Community Committee Members	June 23 rd EBEE meeting	Review the Co-Chair edited Draft WPII worksheets and provide additional comments during meeting. Co-Chairs desire 1-3 specific "Pathway to Implementation" suggestions stemming from the WPII Recommended Action section. The more specific the better.
EWG and EBEE Community Committee Members	By June 30 th COB	EWG committee members are asked to go back to their constituents and solicit their feedback on WPII "Pathways to Implementation" gathered from today's meeting. Meeting participants are instructed to submit any additional comments to WHPA Staff ASAP or no later than June 30th COB.
Co-Chairs	By July 6 th	Review and revise the WPII worksheets as needed to incorporate additionally received input.
EWG Members	July 7 th EWG meeting	Review and vote to accept WPII worksheets as Charrette base documents and escalate them to WHPA Executive Committee (EC) for use guidance.
Co-Chairs	July 13 th EC meeting	Present the draft WPII "Pathway to Implementation" worksheets to the WHPA Executive Committee (EC) at their July 13 th meeting for guidance input.
EWG and EBEE Community Committee Members	July 14th EBEE meeting	Review and incorporate any WHPA EC input into final WPII "Pathway to Implementation" worksheets for use as the July 19th In-Person Charrette base documents. WHPA STAFF NOTE: This meeting was moved to July 21st as a post-charrette update meeting.
In-Person Charrette Invitees	July 19 th In-Person EBEE & Stakeholder Charrette meeting	Using the WPII worksheets as a baseline, produce a feasible outline for the preferred "Pathway to Implementation" plan for the 5 EBEE Action Plan Sub-Strategy focuses.

Wrap Up

WHPA Staff noted the schedule for the next EWG and EBEE meetings. *(WHPA Post Meeting Staff Note: Due to a scheduling conflict the referenced July 14th at 9am EBEE meeting was rescheduled to July 21st at 9am PDT.)*

- ACTION:** WHPA Staff to email distribute the June 23, 2016 recording link to the EBEE roster.
- ACTION:** WHPA Staff to send out a meeting notices for the July 7, 2016 EWG meeting.

WHPA Staff Note: The [WHPA EBEE Committee's webpage](#) is regularly updated with meeting recordings, notes, and the developing work product document(s).

Adjournment

Per Co-Chair request, WHPA Staff (Wendy Worrell) adjourned the meeting at 10:00 am PDT.

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

1. **ACTION:** WHPA Staff to add numbers to the recommended action sections of each Sub-Strategy worksheet. (DONE)
2. **ACTION:** Per Don Dodd's (Big Ass Solutions) suggestion, remove the words "be practical" from the Sub-Strategy 1.5.2 recommended actions. (DONE)
3. **ACTION:** Add "When factoring in cost effectiveness, also incorporate the State's efforts in incorporating baseline calculations" to Sub-Strategy 1.5.2 recommended actions. (DONE)
4. **ACTION:** Tom Trimberger (CEC) to get clarity on if using BES or BEES going forward. (DONE – Tom advised post meeting to use BEES.)
5. **ACTION:** Bob Barks (CALBO) to send WHPA Staff examples of building departments using the law to add energy code actions to their permit costs.
6. **ACTION:** The Co-Chairs to connect with Bob Barks (CALBO) and Bob Helbing (Air-Tro) to further discuss recommended actions for Sub-Strategy 1.5.3.
7. **ACTION:** WHPA Staff to check and fix typos in all Sub-Strategy worksheets. (DONE)
8. **ACTION:** Add "advertise scale and cost of noncompliance" to recommended actions for Sub-Strategy 1.5.5. (DONE)



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9. **ACTION:** WHPA Staff to share HVAC Compliance Definition Matrix info with the EBEE-EWG members. (WHPA Staff Note: The DRAFT version will be confidentially distributed after approval is obtained at the July 14th WHPA Compliance Committee meeting.)
10. **ACTION:** WHPA Staff to ensure the link for the HVAC Collaborative Worksheet is posted on the EWG webpage for Sub-Strategy for reference.
11. **ACTION:** EBEE members to send recommended actions to WHPA Staff by close of business on June 30th. (NOTE: 2 responses received)
12. **ACTION:** As part of the Charrette, put the Sub-Strategy worksheets side by side and determine which are interrelated to show appropriate building blocks.
13. **ACTION:** WHPA Staff to email distribute the June 23, 2016 recording link to the EBEE roster. (DONE)
14. **ACTION:** WHPA Staff to send out a meeting notices for the July 7, 2016 EWG meeting. (DONE)