

Call to Order

Shea Dibble (Staff) called the meeting to order at 10:07 a.m. PDT.

Roll Call – Attendance

A quorum of 15 was present or represented by proxy.

To avoid repetition, the abbreviation for the name of the member organization will be used in the body of the minutes.

Organization	First Name	Last Name	WHPA Category	Present
Council of Advisors				
ACCA (Air Conditioning Contractors of America)	Don	Langston	Contractor (Nonresidential)	
AHRI (Air-Conditioning, Heating, and Refrigeration Institute)	Garrett	McGuire	HVAC Manufacturer Association	
ASHRAE	Ron	Jarnagin	Engineering Society	
BPI (Building Performance Institute)	John	Jones	Certifying Body	
CalSMACNA	Chris	Walker	Contractor Association	
CALBO	Mark	Meyers	Codes & Standards (Association or Jurisdiction)	
CCCCO (California Community College Chancellors Office)	Jim	Caldwell	Educator, Trainer	P
CEC (California Energy Commission)	Lea	Haro	Government (Other than CPUC)	P
CPUC (California Public Utilities Commission) Energy Division	Carmen	Best	CPUC	
EGIA (Electric & Gas Industries Association)	Andre	Christian	Contractor Association	P
HARDI (Heating, Airconditioning & Refrigeration Distributors International)	Talbot	Gee	Distributor Association	
HVAC Excellence	Eugene	Silberstein	Certifying Body	P
ICSC (International Council of Shopping Centers)	Keith	Walker	Owner/Facility/ Property Management Association	
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	
JCEEP (Joint Committee on Energy and Environmental Policy) Western States Council	Dave	Dias	Organized Labor	P-proxy for UA
NATE (North American Technical Excellence)	John	Lanier	Certifying Body	
NCI (National Comfort Institute)	Dominick	Guarino (Chair)	Educator, Trainer	P
PG&E (Pacific Gas and Electric Company)	Christian	Weber	California IOU	P
PG&E (Pacific Gas and Electric Company)	Jeanne	Duvall	California IOU	P
PHCC (Plumbing-Heating-Cooling Contractor National Association)	Chuck	White	Contractor Association	P
SCE (Southern California Edison)	Matt	Horwitz	California IOU	
SCE (Southern California Edison)	Scott	Higa (Vice Chair)	California IOU	P
SDG&E (San Diego Gas & Electric)	Jeremy	Reefe	California IOU	
SDG&E (San Diego Gas & Electric)	Paul	Thomas	California IOU	P
SMUD (Sacramento Municipal Utility District)	Ravi	Patel	Public Owned Utility	
SoCalGas (Southern California Gas Company)	Gary D.	Johnson	California IOU	P
SoCalGas (Southern California Gas Company)	Harvey	Bringas	California IOU	
UA (United Association)	Don	Tanaka	Organized Labor	
Guests				
CPUC (California Public Utilities Commission) Energy Division	Steve	Rickert	CPUC	P-standing proxy for Carmen Best
SoCalGas (Southern California Gas Company)	Hackett	Barney	California IOU	P-proxy for Harvey Bringas

Organization	First Name	Last Name	WHPA Category	Present
Staff				
BJ Gustavson Consulting (WebEx)	Bonnie	Gustavson	Other Stakeholder	P
Empowered Solutions	Shea	Dibble	Energy Efficiency Organization	P
Key Marketing Group/Key SEO (Scribe)	Judy	Johnson	Other Stakeholder	P

Agenda

Topic	Discussion Leader
Roll Call	Bonnie Gustavson
Agenda Review	Shea Dibble
Approval of December 28, 2016, Meeting Minutes	Shea Dibble
Committee Roadmap Update Process Q&A	Scott Higa
Open Mic	
Adjourn	

Announcements

Gary D. Johnson (SoCalGas) announced that he will be leaving his position on the Council of Advisors and that Hackett Barney (SoCalGas) will replace him on the COA as the one of the two SoCalGas representatives.

ACTION for Hackett Barney (SoCalGas) to register online for the WHPA.

ACTION for Gary D. Johnson (SoCalGas) to send an email to WHPA Staff Bonnie Gustavson with the change in personnel.

NOTE by Scribe – The change in the individual representing a COA member organization does not require a vote of the Executive Committee; it is a decision made solely by the member organization making the change in representation. The WHPA Charter does, however, require that each member of the COA be registered with the WHPA. In this situation, when the change in representative letter for SoCalGas is received by WHPA Staff and when Hackett Barney’s online WHPA registration is received, the change in representation will be complete and official.

Approval of December 28, 2016, Meeting Minutes – posted on WHPA website

MOTION made by Dominick Guarino (NCI) and seconded by Dave Dias (JCEEP) to approve the December 28, 2016, Meeting Minutes. All present or represented by proxy approved with the exception of two abstentions, Steve Rickert (CPUC) and Paul Thomas (SDG&E).

Remarks by Chair of the COA

COMMENT by Dominick Guarino (NCI) – We started talking about the WHPA Roadmaps at the November In-Person Meeting. We have also been working on the Gaps Analysis Working Group and have put together some ideas to move that process forward and would like input from the COA later in today’s meeting.

Committee Roadmap Update Process – posted on WHPA website

PRESENTATION by Scott Higa (SCE) – I want to start by reviewing the current (IOU) Business Plan (BP) Process. The proposed BPs have been submitted and are awaiting review and response. The current schedule for the responses and targeted approval dates are not clear, but we (the IOUs) want to get feedback from you (the COA) about your participation in the Business Plan Process.

QUESTION #1 by Scott Higa (SCE) to COA – **Did anyone on the call provide comments in the Business Plan Process?**

No responses were made.

COMMENT by Scott Higa (SCE) – I am not surprised that there has not been a lot of participation. Last year the IOUs did work to inform the WHPA membership of the opportunity to participate.

QUESTION #2 by Scott Higa (SCE) to COA – **Were there any barriers by people on this call if you did try to participate?**

No responses were made.

QUESTION #3 by Scott Higa (SCE) to COA – **Were there any reasons why you didn't participate and any suggestions?**

No responses were made.

COMMENT by Scott Higa (SCE) – In the past, the IPs followed the approval of the BPs. However, since the Business Plan timing is not clear, how can we get ahead in preparing for Implementation Plan development? The Implementation Plans get more into program level activity. The Roadmaps may be a way for the COA to get ahead of that timing process.

The two Roadmaps that have been prepared by the WHPA are:

1. Fault Detection and Diagnostics (FDD)
2. Online Permitting

Those are not necessarily the only ones that should be updated or focused on. If you go all the way back to the HVAC Action Plan (drafted June 2011) and the California Long Term EE Strategic Plan (CLTEESP), there are many goals in there with specific actions and times that have elements of roadmaps in them. All of these roadmap type of documents can be utilized by the developers of the IPs as to where we want programs to go and what steps are needed to achieve the intended goals and objectives. That is the thinking behind a focused preparation of roadmaps with the idea that they will serve as a basis to inform the development of the IPs.

We are proposing that the COA consider the idea of “Strike Teams,” which Jeanne Duvall (PG&E) brought up during the November In-Person Meeting. These would be small Strike Teams made up of:

1. IOU Representative(s)
2. COA Representative(s)
3. Roadmap Steward Committee Member(s) from the WHPA Committee relevant to that Roadmap
4. Staff

There would be two to three short input meetings with development between the meetings and with updates to the COA on progress. Each group would work within a one-to-two-month timeline.

Strike Team Activities/Process:

- Perform a Roadmap Review:
 - Ensure that all of the milestones are still valid and, if not, update them—we have learned a lot.
 - Update schedules—we are more informed now on what those schedules would look like and what is realistic.
- Review Participants with Roadmap Steward Committee Chair:
 - Ensure we have the right representation on the Strike Team.
- Outcome:
 - A revised Roadmap that can be used to inform IP development while waiting for BP approval, given that there will likely be a short turnaround time to develop the IP once the BP is approved.

WHPA provides early and direct foundational input:

- Get the WHPA involved at the very beginning.
- Update activities by responsible parties and milestones.

QUESTION by Dominick Guarino (NCI) – Should a first step be to prioritize which roadmaps are the most important—the ones most likely to align with the Implementation Plans—and should that be done within a Strike Team or within the COA?

ANSWER by Shea Dibble (Staff) – Given that there are only two WHPA Roadmaps, FDD and Compliance, it can't be too hard to prioritize.

ANSWER by Scott Higa (SCE) – The Strike Team work does not need to be contained to the two existing Roadmaps. I would go back to the HVAC Action Plan—there are four goals in there and maybe that is a good place to start. There is an opportunity here to reset the course of where we were back in 2011 with the HVAC Action Plan, to take what we have learned, and to chart the next course.

QUESTION by Dominick Guarino (NCI) – BPs are not IPs because BPs are of a higher level. Should we be looking at cues in the BPs under development and focus on the three or four key drivers of the BP in developing the Roadmaps and IP?

ANSWER by Scott Higa (SCE) – Yes, definitely. That will give insight into how the BPs are viewing market approaches and will keep an eye on how to reach specific markets.

QUESTION by Paul Thomas (SDG&E) – SDG&E is proposing to be the statewide IOU lead for the statewide program administrator for HVAC including commercial/residential upstream and a pilot for res QI/QM downstream. Is there anything in SCE or PG&E Business Plans that is relevant for HVAC?

ANSWER by Jeanne Duvall (PG&E) – No, there is not much on HVAC in the PG&E BP.

ANSWER by Scott Higa (SCE) – SCE is similar; it is more of a market segment approach rather than programs. For example, we did not get into HVAC programs (in the SCE Business Plan).

COMMENT by Dominick Guarino (NCI) – Obviously, you want to look through the lens of the Strategic Plan in what you want to accomplish.

QUESTION by Dominick Guarino (NCI) – Should we try at a high level to identify which roadmaps would be most important and prioritize? Or, Scott, do you see that as the responsibility of the initial Strike Team and not the work of the COA as a body?

ANSWER by Scott Higa (SCE) – I am open; I do not have a preference. The point is to have an efficient process for the outcome.

COMMENT by Dominick Guarino (NCI) – The sooner we can do this the better because time is of the essence and the COA only meets quarterly. Let's begin with an email survey to COA members to get their input.

ACTION for Shea Dibble (Staff) to draft a survey, send to the two COA chairs for review, then distribute to each COA member. It will be an online survey with some narrative with each of the selections to help provide clarity on what we are prioritizing.

COMMENT by Dominick Guarino (NCI) – I suggest that we use the goals listed in the Strategic Plan as a starting point.

COMMENT by Jeanne Duvall (PG&E) – Thank you everyone. I can't wait to see the output.

Open Mic

COMMENT by Dominick Guarino (NCI) – I want to update the COA on the thoughts that we have had in terms of gaps analysis and how we might move forward. The original thought was to form a Gaps Analysis Working Group to be made up of stakeholders from different walks of HVAC life; but as we looked more closely and got input at the In-Person Meeting, we are seeing that the *elephant* might be too big for one Working Group to *take a bite out of*. It might be a better approach to have the COA as a group identify and prioritize some of these gaps rather than in a separate Working Group.

- What can we do as the COA?
- Where would we get the biggest bang for the buck, identifying and helping to close these gaps and whether it is about communication among specific entities?
- What can we do as a body to say these are the gaps that are most important, especially as we look at the upcoming Implementation Plans?

Once we answer these questions and put a priority to them, then it might make sense to create some Strike Teams to go after those gaps. Identifying the gaps was one of the COA 2016 SMART Goals.

QUESTION by Dominick Guarino (NCI) – Does anyone have any comments or suggestions for a better approach? Should the COA as a group do that prioritization?

No responses were made.

ACTION for Dominick Guarino (NCI), Scott Higa (SCE), and Shea Dibble (Staff) to put this proposed process into an email to the COA for consideration.

Adjourn

The next Council of Advisors Meeting is scheduled for Wednesday, May 24, 2017, 12-1 p.m. Pacific.

The meeting was adjourned at 12:53 p.m. PDT.

Notes by Judy Key Johnson
WHPA Staff
judy@performancealliance.org