**California Energy Efficiency Coordinating Committee-Hosted Meeting for**

**Composition, Diversity, Equity & Inclusion Working Group (CDEI WG)**

**Meeting Summary**

**January 13, 2022 9:00-12:00**

*See Supporting Documents on* [*Meeting Page*](https://www.caeecc.org/first-cdei-wg-mtg)

Facilitator: Katie Abrams, SESC

On January 13, 2022, the CAEECC hosted its kickoff meeting for the Composition, Diversity, Equity & Inclusion Working Group (CDEI WG). The meeting was held via Zoom. 26 representatives attended from 17 WG Member organizations (including Leads, Alternates and Ex Officio). The meeting was open to the Public (and dedicated public comment sessions were included in the agenda), but no members of the Public attended. A full list of meeting attendees is provided in Appendix A.

The meeting summary focuses on high-level agreements, issues/areas of divergence, and next steps.

The presentation used throughout the meeting is available on the CAEECC meeting page (see link above to Meeting Materials, *CDEI WG Onboarding Slides (1.11.2022),* under “Meeting Materials”).

**Opening Remarks & Introductions**

Members requested the meeting not be recorded, even if solely for the purposes of developing the meeting summary.

Facilitator Katie Abrams noted that she has received WG Member feedback that the disclosure requirement is confusing and onerous. She encouraged Members to list this as a recommendation for CAEECC to consider changing.

**CPUC Presentation**

Nicole Cropper, CPUC, presented a series of slides on the CPUC’s Environmental & Social Justice Action Plan & Diversity, Equity, and Inclusion at the CPUC. A brief Q&A period ensued, and Nicole offered to take additional questions offline.

**Meeting Norms**

Katie presented a list of 9 proposed meeting norms developed by the Task Force, noting the difference between meeting norms (how participants “show up” in meetings) vs. groundrules (the requirements in the Prospectus for things such as attending meetings and doing homework between meetings). She asked if anyone had any suggested changes, and hearing none, asked if anyone could not support these. No one objected. She encouraged participants to help her hold everyone accountable to these. The norms are reproduced here considering their importance to creating a container for trust and inclusivity:

1. Make space, take space (share the mic).
2. Stories shared here stay here; what is learned here leaves here.
3. Share your unique perspective: share your unpopular opinion.
4. Generative thinking: "yes, and" instead of "yes, but".
5. Listen from the "We", speak from the "I".
6. Offer what you can; ask for what you need.
7. Be inquisitive.
8. Assume best intent.
9. Be empowered to share impact.

**Working Group Charge & Process**

Katie presented a series of slides on the WG charge, scope, timeline, key questions, and deliverable expectations. There were no questions or concerns, and Members agreed to changing the charge to include the words “diverse” and “equitable”. The revised final Prospectus will be posted to the CAEECC website.

**Background, Context, & Best Practices**

***DEI Word cloud***

Members were invited to suggest a few words regarding what DEI means to them. The resulting word cloud is below:

Timeline

Description automatically generated

***DEI Glossary***

Katie asked if Members would like a glossary of DEI terms. She noted it would be comprehensive but not exhaustive, and that the purposes are to 1) provide a resource for WG Members unfamiliar with these terms, 2) reference terminology for things like ableism and gender identity in the WG’s definition of “Equity”, 3) perhaps include it as an appendix in the final report, if appropriate. She underscored that the definitions are not CAEECC-approved and that many of the terms are evolving and don’t have a singular agreed-upon definition. Members requested the glossary be shared for the group’s benefit, and a few Members offered to review it before it’s shared with all Members.

Summary of additional words Members requested:

* English as a second language: “For language access, I have heard the term Limited English Proficiency (LEP), but not sure if that is the best term since it centers English and assumes some level of English proficiency/ESL- English as a second language is another- but assumes the same.”
* Unconscious bias
* Returning citizens/justice impacted
* Disadvantaged
* Hard-to-Reach
* Underserved
* Extractive, Exploitation in the racial/social justice context
* A term that would define empathy and common humanity

**Diversity, Equity & Inclusion Background & Brainstorm**

***Definition of Diversity***

Katie requested suggested changes to a definition of Diversity proposed by the Task Force. She explained that the intention of the definition is to guide the scope of recommendations for what the WG propose for full CAEECC’s consideration.

**“Race\* as well as gender, gender identity or expression, sexual orientation, citizenship, religion, ~~national origin~~ nationality, ethnicity, culture, justice impacted persons, health status, age, ability, veteran, ~~income~~ socioeconomic status, language, political perspective, and any other category where persons identify as ‘different’”.**

Note: Text in blue represents proposed modifications from the 1/13 CDEI WG meeting, and text in purple and strikethrough shows additions and terminology differences from the CPUC’s internal DEI team’s definition of Diversity.

Katie noted the importance of co-creating a shared definition to propose to the full CAEECC as part of the WG’s suite of recommendations, considering the definition informs the scope and priorities for the WG (and ultimately CAEECC). She concluded that the WG will continue to refine the working definition in homework and future meetings.

\*Alison LaBonte, CPUC, explained why the CPUC has requested that race be featured as a priority, and a few Members echoed their support in the chat.

***Breakout Summaries:***

Participants were randomly assigned to one of four breakout groups. The bullet points below summarize the main points from each of the breakout groups, and are organized by the three discussion topics.

1. **Reactions to the diversity definitions – key changes you’d suggest?**
   * Recommend adding previously incarcerated/returning citizens/justice impacted
   * Needs to evolve and be all encompassing
   * Glossary/definition cannot assume definitions, which is why it needs to be a “living definition”
   * Strong desire to see race prioritized in the definition of Diversity for the purpose of the WG charter, primarily for the reasons discussed within the broader working group discussion; namely, the depth of harm and history of racism in the U.S. is so deep as to merit this priority and focus.
   * Diversity in race (and the obstacles to it) should be considered through a multi-lateral lens.  Exclusion and isolation by race can occur in different ways between different racial groups.  In CA, there are a large number of groups who identify by different racial identity.  Hopefully, the WG can consider how these groups interact with each other.
2. **What types of DEI efforts would this WG like to recommend to the CAEECC?**
   * Defining each term- for better clarification- or including more specific terms.
   * Training
   * Understanding common language
   * Normalizing use of inclusive strategies
   * Workforce efforts that foster DEI (hiring practices?)

* There is a spectrum including: Time, prioritization of scope of work, capacity, compensation to participate.
* Would be good to develop a range of ideas to meet people where they are as there are many barriers
* Compensation may not be as motivating as feeling that their time is well spent and that their input with be authentically included. The value is seeing something tangible come out of their participation.
* How can we create more space for inclusion of voices?
  + Long lead times to participate
  + Stipends/compensation
  + Planning meetings at times/locations that reduce burden on the communities we’re seeking input from
  + Focus groups + Stipend
* Is there a way to delve into the “why” some groups don’t participate? Is it just capacity or other reasons? Then develop solutions around those items.
* Create an approach that leads to shared decision making even if not a formal member (which is an extensive time commitment…even if there were money for stipends, people still only have so many hours in a day).
* Ensure that we address *procedural equity*: equity in public participation, authentic CBO Engagement, tangible incentives (e.g., financial) integrated into procedures that encourage DEI outcomes.
* Interest in any non-CA DEI initiatives performed by other state PUC's. Are some PUC's in progressive states embarking on similar initiatives?
* Intergenerational outreach and efforts.  Mitigating climate change and its impacts is at the heart of CPUC policy.  The generation that is likely to be most impacted by climate change are people who are younger than 30.  We need to make sure the WG addresses their DEI concerns, both now and for the future.

1. **What voices are missing from this Working Group (who we’d like to capture in public comment, panel sessions, etc.)?**
   * Public
   * Representatives of companies that tried to get started in the EE Industry and could not thrive- why? How can we help? Include trade allies etc.
   * Customers
   * College and Vocational Students

**Wrap-Up and Next Steps**

Katie noted that we will need to move the Membership Composition portion of this meeting to the 2nd meeting. She expressed her appreciation for the introductions Members provided at the beginning of the meeting, and noted she had not anticipated Members would provide such personal and in-depth introductions. The time spent getting to know fellow Working Group Members was time well spent.

Katie requested feedback on the meeting. Members noted:

1. Challenges with technology (Zoom breakouts and the anonymity of the Zoom annotate feature).
2. The need for greater buffer time for transitioning into and out of breakout groups.
3. Interest in the facilitation team investigating a way for Members to take notes on screen in real-time in Zoom breakouts.
4. Remind Members meeting purpose at the end before asking for feedback on whether meeting was effective.

**Facilitation Team**

* Meeting Summary—draft, post, notice by 1/21 COB
* Homework—circulate by 1/25 COB
* Discussion followups—confirm whether the Members who raised their hand for questions regarding Nicole Cropper’s presentation have lingering questions
* Complete 1:1 onboarding for any interested new WG Members

**Meeting Participants**

* Meeting Summary—Review draft meeting summary, and provide redlines edits - by 1/28 COB
* Homework—complete by deadline provided in forthcoming survey

**Appendix A: Attendance**

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| **Attendance for Jan 13, 2022 CDEI Working Group Meeting #1** | | |
| **Working Group Member Representatives & Alternates** | | |
| **Organization** | **First** | **Last** |
| CEE | Bernie | Kotlier |
| CSE | Fabi | Lao |
| CSE (alternate) | Stephen | Gunther |
| SCE | Patty | Neri |
| SCE (alternate) | Chris | Malotte |
| NRDC | Lara | Ettenson |
| SoCalREN | Fernanda | Craig |
| The Energy Coalition | Melanie | Peck |
| SJVCEO | Kelsey | Jones |
| La Cooperativa Campesina de California | Robert | Castaneda |
| ICF | Dany | Kahumoku |
| SEI (Strategic Energy Innovations) | Jake | Pollack |
| SEI (alternate) | Stephanie | Doi |
| Viridis Consulting, LLC | Mabell | Garcia Paine |
| Greenbank Associates | Alice | Sung |
| Energy Efficiency Council | Allan | Rago |
| Energy Efficiency Council (alternate) | Ron | Garcia |
| Future Energy Enterprises, LLC | Annette | Beitel |
| Don Arambula Consulting | Don | Arambula |
| Don Arambula Consulting (alternate) | Elizabeth | Lowe |
| Silent Running LLC | James | Dodenhoff |
| **Ex-Officio** | | |
| CPUC | Alison | LaBonte |
| CPUC | Nils | Strindberg |
| CPUC | Nicole | Cropper |
| CPUC | Yeshi | Lemma |
| CPUC | Peter | Franzese |