

---

SPECIAL MEETING MINUTES

RETREAT

September 7, 2019

9:00 AM

**I. Call to Order & Orders of the Day**

**Roll Call**

PRESENT: Ruth Merino, Daniel Zazueta, Gerald Gottheil, Anthony Strawa, Richard Zahner, Ben Foster, Reza Sadeghian, Katy Nomura, Matt Mahan

ABSENT: NONE.

STAFF: Commission Secretary Keila Cisneros, Deputy Director of Account Management and Marketing Zachary Struyk

**Call to Order & Orders of the Day**

Commission Chair Zazueta convened the Clean Energy Community Advisory Commission at 9:00 a.m. in the Firehouse of History San José, 1650 Senter Rd, San Jose, CA 95112.

**II. Consent Calendar**

There were no consent items.

**III. Introduction**

A. The Commission made introductions, discussed their background and asked questions about each other.

**IV. New Business**

A. Review SJCE mission and roles (to be posted) Discuss CECAC functions, powers and duties

- Review roles (both from San Jose and SJCE web sites)
- Are roles equally important? Members individually rank roles
- Roles are active; what are CECAC output/work products with respect to these roles?
- How do we best add value to Council, SJCE, community?

B. Work Plan Review

- Review current plan
- Brainstorm items to add, remove, or change items using individual parallel process
- Clarify items on list (originator to explain in sentence or two)
- Members rank items
- SJCE staff and CECAC members discuss top ranked items

ACTION: Upon motion by Commissioner Merino, seconded by Commissioner Gottheil and carried, the Commission approved the revised workplan with the captured edits from the flipcharts. (5-0-4 Absent: Mahan, Nomura, Zahner, Sadeghian)

C. Process; How to work together more effectively

- Brief review of suggested possible process improvements
- Members add items

- Members rank items
- Discussion for selected items

ACTION: No action.

D. Next steps

- Review ideas arising from this meeting that were not resolved and potential action items

ACTION: No action.

**V. Old Business**

There was no old business.

**VI. Meeting Schedule and Agenda Items**

*The next regular meeting will be October 3, 2019 at 6:00 p.m., T-1446.*

**VII. Public Record**

No public record.

**VIII. Public Comment**

No public comment.

**IX. Adjournment**

Chair Zazueta adjourned the meeting at approximately 1:00 p.m.

---

DANIEL ZAZUETA, CHAIR

ATTEST:  
CLEAN ENERGY COMMUNITY ADVISORY SECRETARY

---

KEILA CISNEROS, STAFF SPECIALIST