

## DRAFT 1.2

### Special meeting of the CECAC

**When: TBD**

**Where: TBD**

**Purpose:** To review CECAC mission and share general perspectives of each commissioner in order to develop a common vision for roles and objectives for 2019-2020. Also to find ways to increase effectiveness and productivity of the CECAC to improve value-add and credibility with Staff, City Council, Clean Energy Department (CED), and San Jose residents.

#### **Proposed agenda**

Arrive at least 15 minutes early to gather materials and get settled	
Introduction: Welcome, purpose, agenda, announcements	10
Review of SJCE Mission and Goals	10
Meeting expectations	15
Discuss key CECAC responsibilities and roles	75
Break	10
Process: how to work together, how to be effective	75
Work plan brainstorm (Begin with review of current plan)	30
Next steps/action items	30
Closing - comments from each Commissioner on meeting	20

#### **Meeting details:**

private room or City Hall meeting room (no cost is desirable)  
catered (food, coffee, water, juice)  
Facilitator (no or low cost)  
flip charts for taking group notes, presentation monitor.  
Have SJCE mission sent out in advance and available in handout or posted or both  
Have Workplan sent out in advance and available in handout or posted or both  
Review expectations during closing  
Question: how to provide for possible attending members of the public?

#### **Background**

Below is background information on the agenda topics of mission, process, and workplan brainstorm.

#### **CECAC Responsibilities and Roles**

**Purpose:** General clarification, better understand each commissioner's perspective and motivations, seek areas of agreement, and for use in development of the work plan.

**Roles and responsibilities:**

SJCE: For reference, this is from the San Jose City Council approval and creation of SJCE in May 2017: [http://sanjose.granicus.com/GeneratedAgendaViewer.php?view\\_id=52&clip\\_id=9735](http://sanjose.granicus.com/GeneratedAgendaViewer.php?view_id=52&clip_id=9735)

Initiate the formation of San Jose Clean Energy, a Community Choice Energy operation with the following framework:

- (1) Rates: Offer at least one power mix option with a rate equal to or less than PG&E's rates.
- (2) Power Mix: Offer at least one power mix option at 10 percent or more renewables than PG&E.
- (3) Programs:
  - (a) Establish San Jose-specific renewable energy and energy-efficiency programs;
  - (b) Maintain, at minimum, low-income programs at the same level as PG&E; and
  - (c) Develop local renewable energy projects.
- (4) Community Input: Establish a Community Advisory Committee.
- (5) Minimal or no adverse impact to the City's General Fund.

CECAC: Descriptions of the commission's roles differ somewhat in various documents, including the following web pages:

<https://www.sanjosecleanenergy.org/advisory-commission>

A Clean Energy Community Advisory Commission provides input to the City Council. It's composed of community members with technical, business, and other areas of expertise who advise and make recommendations to the City Council about SJCE. They help identify both proven and innovative methods for reducing carbon emissions, increasing energy efficiency and developing new, local energy programs and facilities. Most of all, they are your liaison to SJCE.

<http://www.sanjoseca.gov/index.aspx?NID=5996>

The Clean Energy Community Advisory Commission shall have the following functions, powers, and duties: Advise and make recommendations to the City Council and the City Manager, or designee, on all aspects of San José Clean Energy start-up and operations; Provide feedback and input on the development of clean energy program strategy and operating principles or models; Inform the prioritization and development of energy programs; Identify areas of concerns and innovative opportunities for reducing carbon emissions; Monitor best practices of other community choice energy programs, legislative and regulatory issues, and new energy developments; Be liaisons to the community for purposes of advocacy and outreach.

**Possible topics** for discussion:

- Mission statement review: How do the commissioners view their mission and their responsibilities to the Council, City staff, and residents? Does the commission expect to engage in activities across all of its roles and responsibilities or be focused on just a few for the coming year? What impact does this have on the work plan?
- What are your reasons for joining commission? What do you hope to achieve?
- How do we add value to the community at-large, residents? Council? CED?
- Commission's roles:
  - How do commissioners view the different roles articulated on the web pages above as we serve the Council, staff, and residents?
  - Do we expect that we will emphasize certain roles over others to meet the needs of the coming year? Or should we be attending to all roles?
  - Do we wish to specialize goals in areas such as advocacy, prioritization of energy programs, legislative and regulatory, providing input/feedback on operations, or others within the boundaries of our roles and responsibilities?

**Process : How to work better together to be more effective**

**Purpose:** Clarify and/or document procedures and processes to increase efficiency and effectiveness in carrying out the roles and responsibilities of the commission.

What ideas and suggestions do you have to improve our processes, save time, and make us more effective? What can we learn from other commissions?

**Topics** could include one or more of the items below:

- Training on Roberts Rules, developing motions, and the Brown Act
- Best practices for communication with commissioners and others concerning trends, regulations, laws, and other topics while remaining in full compliance with the Brown Act
- Specific instructions on how to suggest and agendize items for the commission, including lead times and how to time with other meetings for approvals (by T&E, the Council, etc). Flow diagram of process?
- Council liaison: How should we engage the council liaison for communications with the council and in developing the work plan as described in agenda Section IV-B of [San Jose City Policy 0-4](#)
- Pre-read materials: Adopt guidelines for pre-read materials for the commissioners that are timely for upcoming council meetings and other events and optimize commission meeting effectiveness
- Guidelines for commission comments/letters to council: Standard format? Circulate for comments before and/or after meeting?
  - Templates for the most used recommendations/proposals/approvals/comments for maximum efficiency and effectiveness of commission meetings, including, for example, a standard recommendation/impact summary/background/pros and cons format consistent with those used by the City

- Include vote count for/against/abstain, background information, key reasons for (majority opinion), key reasons against (dissenting opinion)
- Use of ad hoc committees and special meetings to accelerate development, consideration and approvals of commission actions
- Members could have special areas of expertise--regulations, rates, technical or other--and could review certain agenda items individually or in small groups and report back to the commission
- Annual report (required) and/or other document processes and formats?
- Could we use Google Docs (or other tool) for some aspects of collaboration outside of meetings
- Create an onboarding package for new commissioners prior to the next incoming group.
- Add times for each topic on agendas (How should we allocate our time to each topic and potential discussion?)

### **Work plan: brainstorm possible changes or additions**

**Purpose:** Brainstorm and agree on next steps for possible changes/additions to work plan for approval at general meeting.

**Proposed topics** for consideration in work plan could include

- Coordination with Climate Smart San Jose Goals
  - Comment on Reach code, building codes, use of natural gas
  - Balancing goal tensions: GHG vs efficiency vs cost vs equity
- SJCE Programs
  - How do we rank programs?
  - Relative importance of economic value of Carbon Credit (currently \$15/MT)?
- SJCE Outreach and Engagement Efforts
  - Web site (part of liaison, outreach), Next door? Encourage communication? Market commission?
  - Change “advocate” to “advocate, communicate, liaison” or “advocate and liaison”?
- CECAC Learning Opportunities
  - Meet (send delegate) with other commissions?
  - Studies/surveys (tag on to council communications per Sergio), outside studies?
- Yearly report from CECAC to City Council (part of responsibilities)

### **Next steps and action items**

- Revisit current approved work plan and update as needed
- Determine if bylaw changes are needed
- Determine if Ad Hoc Committees are needed to pursue any items discussed during the special meeting
- Other?