

Diversity Advisory Council Meeting Notes

January 28, 2020

Attending from the council:

Oswaldo Bernal, OBL Media LLC
Charity Fain, Community Energy Project (by phone)
Kaeti Namba, NAYA
Kheoshi Owens, Empress Rules
Cheryl Roberts, African American Alliance for Homeownership

Attending from Energy Trust:

Mana Haeri	Art Sousa
Ashley Bartels	Debbie Menashe
Amber Cole	Oliver Kesting
Amanda Potter	Michael Colgrove
Erin Bloomquist	Alina Lambert
Kate Wellington	Tyrone Henry
Cameron Starr	Alex Novie
Greg Stokes	Ryan Crews
Sue Fletcher	

Others attending:

Alex Bertolucci, CLEAResult	Sada Naegelin
Greg Harr, Evergreen Consulting Group	Susan Badger-Jones
Whitney Miller, CLEAResult	Kris Alman
Ronnette Anderson, ICF	Eric Hayes, Energy Trust board
Angel Swanson, ICF	Mark Kendall, Energy Trust board
Shelley Beaulieu, TRC	Henry Lorenzen, Energy Trust board
Joe Marcotte, TRC	Anna Kim, Oregon Public Utility
Rory Schmick, Stillwater Energy	Commission (by phone)

1. Welcome and Orientation

Tyrone Henry, diversity, equity and inclusion lead, convened the meeting at 9:07 a.m.

The agenda, notes and presentation materials are available at Energy Trust's website at <https://www.energytrust.org/about/public-meetings/diversity-advisory-council-meetings/>. The meeting was recorded on GoToMeeting. If you'd like to refer to the meeting recording for further detail on any of these topics, email info@energytrust.org.

Council members introduced themselves.

2. Open Council Member Discussion

Topic summary

There was a brief discussion of meeting topics, and holding a retreat for council members to complete a work plan (Charity Fain) and learn more about Energy Trust and areas in which members can be effective (Oswaldo Bernal).

3. Business Programs RFP Presentation

Topic summary

Energy Trust is preparing to release a request for proposals (RFP) for its Existing Buildings program, Existing Multifamily program and commercial and industrial lighting initiatives. Staff explained this RFP is an opportunity to realign contracts and find efficiencies.

Debbie Menashe, director of legal and human resources, gave background on Energy Trust's contracting policies. The largest and most significant contracts are for program management contractors (PMCs) and program delivery contractors (PDCs); this RFP seeks proposals for each.

Previous RFPs have included diversity, equity and inclusion elements, and Energy Trust plans to build on those requirements with this RFP. Debbie noted spending requirements through subcontractors owned by minorities, women and service disabled veterans and emerging small businesses will ramp up through 2023 and be evaluated after three years. Energy Trust is also encouraging teaming between bidders, particularly smaller, more specialized firms, for outreach, technical services and operations.

Discussion

Council members asked about the services Energy Trust contracts for and why given the size of the staff (Cheryl Roberts). Oliver Kesting, commercial sector lead, said in this case it is for marketing, engineering, data analysis, outreach and related services specialized to these markets and that given the size of the programs, it cannot be done in house.

Members also asked how bidders will be evaluated and if they will be asked to report on demographics within their companies (Kheoshi Owens). Staff will encourage bidders to report on their internal demographics, in addition to reporting internal policies and practices and program design elements to meet Energy Trust's diversity goals.

Members said breaking down demographics is helpful to know which racial minorities the programs are reaching (Kheoshi Owens), and that it is important to know who owns the businesses and who is doing the work (Kaeti Namba). They also asked what Energy Trust is doing proactively to support workforce development (Kheoshi Owens). Staff replied Energy Trust currently offers internships and supports diversity among trade ally contractors. Tyrone said he plans to do more outreach to school districts with high percentages of students of color, ethnic chambers and community-based organizations.

Members asked about plans to encourage partnerships between bidders in order to get subcontractors included on a higher level earlier in the contract. Creating meaningful relationships between subcontractors and prime contractors is a good idea since subcontracts can sometimes be kept at a distance (Charity Fain). It is important to know how subcontractors are treated and accurately track contractor participation (Kheoshi Owens).

Next steps

At the council's February meeting, staff will seek one member of the council to serve on the RFP selection committee. The RFP will be released March 9, and staff will provide regular updates and seek input at future meetings.

4. OPUC Performance Measures

Topic summary

Debbie explained as part of its oversight, the Oregon Public Utility Commission every year identifies performance measures to track Energy Trust's work. For 2020, OPUC adopted additional performance measures around Energy Trust's Diversity, Equity and Inclusion Initiative: that the organization conduct a data enhancement project and bring updates on that to the Diversity Advisory Council four times a year; that it systematize the use of the Diversity,

Equity and Inclusion Lens, bring that to the council for feedback, approval and updates on how it has been used; that it complete 1,000 projects with trade allies that are minority owned; and that it hold at least one rural workshop to get feedback on how Energy Trust programs serve rural customers. These performance measures will be monitored and could be updated in 2021.

Discussion

No discussion.

Next steps

There will be a public workshop with OPUC on February 21 (rescheduled from January 31). Energy Trust plans to host at least one rural workshop in the spring.

5. Update on Stipend Process

Topic summary

The Diversity Advisory Council's charter calls for stipends for members. The board Policy Committee will make a recommendation to the board on the payment of stipends this week.

Discussion

No discussion.

Next steps

Debbie will email council member updates after the Policy Committee meets.

6. Board Nomination Updates

Topic summary

Debbie Kitchin from the Energy Trust Board of Directors and chair of the Nominating Committee provided background on two board vacancies and the nomination review process. The application period closed January 24 and nine applications were received. Five of the nine applicants are from outside Portland, three are people of color and three are women.

Debbie Kitchin thanked the Diversity Advisory Council for its helpful and useful suggestions for the process. She described how many aspects of the process were changed due the council's input. After the suggestion was made to reach out to groups that haven't been involved with Energy Trust before, board members met with community leaders in Klamath Falls. The event had a great turnout and resulted in seven nominations, though none applied. Debbie Kitchin said it was a good exercise and board members made good contacts. The organization is trying to deliver the message it wants connections to underserved communities and board members with experience outside of energy.

Discussion

Kheoshi Owens asked how many people of African descent applied to be on the board and how many are currently on the board. Debbie said none of the applicants are and one current board member is.

Cheryl Roberts wondered if people understand how important Energy Trust in. She suggested education is important to build trust and to get more people interested in working with Energy Trust, but that takes time.

Next steps

Four to six interviews will be conducted and two people will be selected.

7. New DAC Member Updates

Topic summary

Tyrone gave an update on new members coming to the council. About 10 people were interviewed and six were selected. The board Policy Committee will meet January 30 to confirm the selections.

Discussion

Kheoshi Owens asked how many of the new members are people of color. Tyrone said five of the six are.

Next steps

New members are expected to be at the February meeting.

8. DAC Agenda Ideas

Topic summary

Staff presented the council with proposed meeting agenda items for the coming year. Staff suggested a retreat could be held in the spring and that council members could be included in the orientation for new board members.

Discussion

For the February meeting, council members asked to go over the council charter, responsibilities and history. For members to be effective in their communities, they need to be educated about the organization (Cheryl Roberts). Members also expressed interest in meeting informally with new members before the February meeting and holding a retreat to set goals for the year. Michael Colgrove, executive director, suggested arranging a social before the February 18 meeting, either a dinner or other gathering. Energy Trust staff will put together some options.

As for future agendas, members said they can't judge the drafts without first having goals for the council (Charity Fain). They also asked for flexibility in agenda items going forward (Kaeti Namba and Kheoshi Owens).

Next steps

Staff will work with the new and existing council members to determine if a dinner can be held the night before the February 18 meeting.

9. Public Comment

Mark Kendall from the Energy Trust Board of Directors said he appreciates the council members' energy and suggested advisory council members should be involved in the board orientation process.

10. Adjournment

The meeting adjourned at 11:30 a.m. The next meeting is scheduled for February 18, 2020, from 9 a.m. to 11:30 a.m.