



# Community Advisory Committee

Regular Meeting

July 8<sup>th</sup>, 2022



# Regular Meeting Agenda

1. Welcome
2. Roll Call
3. Public Comment for Items Not on the Agenda
4. Items to be Withdrawn, or Reordered on the Agenda
5. Receive Update, Provide Input and Recommendation to the Board on the Updated CAC Operating Guidelines
6. Receive Update and Provide Input on SDCP's Supplier Diversity Efforts
7. SDCP Updates from Staff: Open Chula Vista Seat, Open Staffing Positions, and Enrollment and Social Media Update
8. Standing Item: Receive Update on the Community Power Plan Development
9. Standing Item: Discussion of Potential Agenda Items for Board of Directors Meetings
10. Committee Member Announcements
11. Adjournment

## **Item 5**

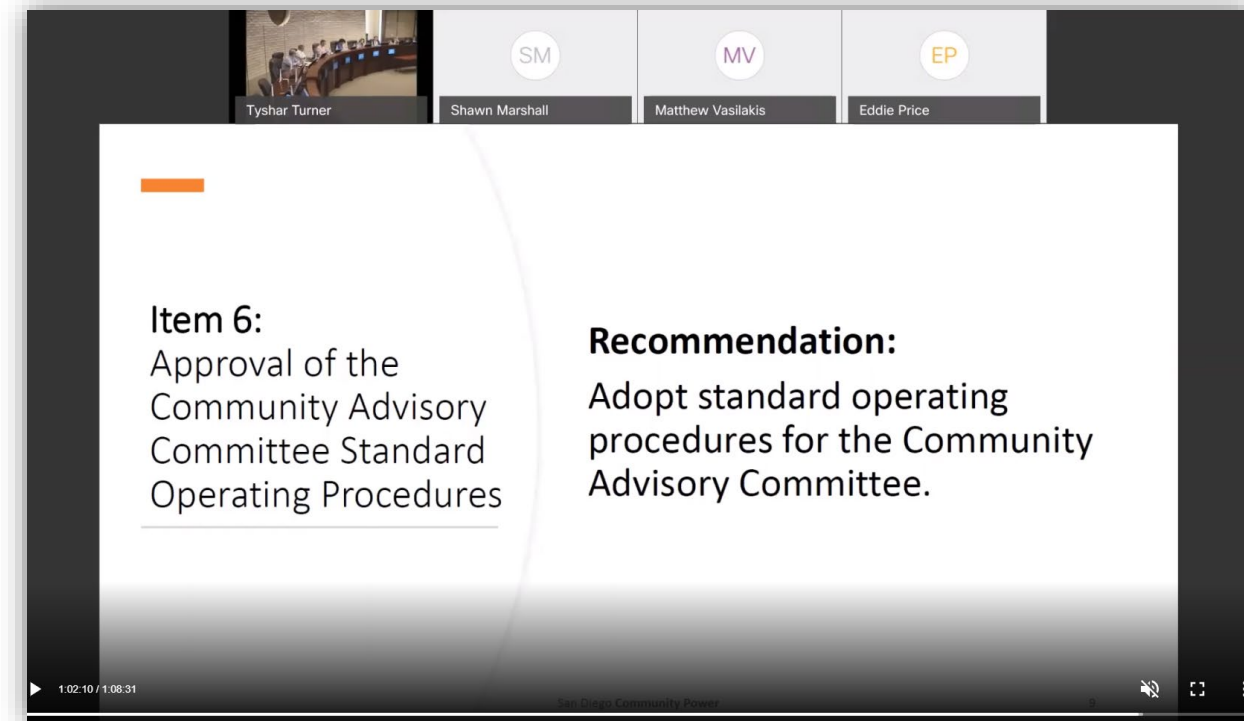
**Receive Update, Provide Input and Recommendation  
to the Board on the Updated CAC Operating  
Guidelines**

# Background

- The Board adopted the original version at the July 2020 regular meeting & then revised it in early 2021.
  - The CAC provided input and recommended adoption at both junctures.

## Purpose of the Operating Guidelines:

- Provide policies and procedures on how the CAC interacts with staff, the Board, and the public.



# Analysis

- Since its founding, SDCP's CAC has grown, and lessons learned acknowledged along the way.
- The update incorporates new and refined sections on:
  - Running CAC meetings
  - Interacting with SDCP Staff
  - Communications with External Agencies
  - Adding Agenda Items to Board of Directors Meetings
  - Conducting Outreach and Representing SDCP to the Community
  - Resignation or Removal



## Community Advisory Committee

### Standard Operating Procedures

The primary purpose of the San Diego Community Power (SDCP) Community Advisory Committee is to advise the Board of Directors and provide for a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of SDCP, as stated in section 5.10.3 of the SDCP Joint Powers Authority (JPA) Agreement.

This document provides policies and procedures for the Community Advisory Committee (CAC) on how the CAC operates and interacts with SDCP staff and the Board. The following procedures are included:

- Running CAC meetings
- Interacting with SDCP Staff
- Interacting with SDCP Board of Directors
- Interacting with the Media
- Communications with External Agencies
- Adding Agenda Items to Board of Directors Meetings
- Adding Agenda Items to Community Advisory Committee Meetings
- Requesting Information to Support CAC Work
- Creating Ad-Hoc or Subcommittees
- Creating and Updating the Work Plan
- Conducting Outreach and Representing SDCP to the Community
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# Recommendation

- **Provide Input and Recommendation to the Board on the Updated CAC Operating Guidelines**

## **Attachments:**

- **A – Operating Procedures**
- **B – 2022 Update\_Redlines**
- **C – 2022 Update**

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### Running CAC Meetings

Meetings of the CAC will comply with the Ralph M. Brown Act (Government Code § 54950, *et seq.*) and the CAC will only conduct business when a quorum consisting of more than 50% of the appointed CAC members are present. Due to the stay-at-home order, meetings will be via Zoom until further notice. The CAC may act by motions approved by a majority of the quorum present at a meeting. Motions resulting in a tie vote or less than a majority will represent a failed motion.

### Responsibilities:

- Chair:
  - Serve as the primary liaison and spokesperson for the CAC
  - Support SDCP Staff with setting the CAC agenda
  - Guide the CAC in developing an annual workplan consistent with the CAC scope and supported by the Board of Directors
  - Determine if meetings are required or if a meeting should be canceled



- Run CAC meetings (ensure that all CAC members and community are heard, work to keep meetings to allotted time, as well as manage public comment submissions)
- Determine which specific agenda items from the upcoming Board of Directors meeting will be prioritized during the CAC meeting
- Work with staff to gain access to Zoom in hosting the CAC meetings. In the event that stay-at-home orders are lifted and an in-person meeting is necessary, the Chair will work with staff to determine a suitable meeting location
- Represent the CAC to the Board to provide updates, submit information, or respond to Board requests
- Represent the CAC to other organizations or at events, as appropriate
- Vice-Chair: Take over the CAC Chair responsibilities in the event the Chair is not available
- Secretary:
  - Take attendance and meeting notes
  - Work with SDCP staff to ensure meeting agendas are finalized and posted online
- Members:
  - Attend each meeting or inform SDCP staff and the CAC Chair if they will be late or absent
  - Review any information provided in advance and come to the meeting prepared
  - If requested and where feasible, participate in sub- or ad-hoc work groups that may be established to cover specific topics
  - Represent the interests of their communities at the CAC and share information about the CAC with their communities
- SDCP Staff:
  - Create a draft agenda for each meeting and finalize with CAC Chair
  - Notice CAC meeting according to Brown Act requirements
  - Support Secretary in posting the CAC meeting agenda at least 72 hours before a regular CAC meeting or 24 hours before a special meeting
  - Provide general support and respond to questions during CAC meetings as needed
  - Communicate any CAC recommendations to the Board so they have a chance to review prior to Board of Directors meetings

The CAC will seek consensus where possible. Where consensus is not reached, the Chair will seek to communicate diverging views in delivery of the recommendation to the Board.



## Election of Officers

Officers may be nominated or self-nominated and elected every July meeting by a simple majority vote of the CAC. The terms will be for each calendar year, with the option for officers to be re-elected for up to three terms. Representatives required for a singular function or service may be nominated or self-nominated and elected by a simple majority vote of the CAC when the need arises, for a term defined by the singular function or service.

## Interacting with SDCP Staff

The CAC Chair is the primary liaison to SDCP staff for all matters related to the CAC.

## Interacting with SDCP Board of Directors

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Any media inquiries that CAC members receive shall be redirected to SDCP Staff.

## Communications with External Agencies

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This provision does not limit or affect the right of individual members of the CAC to communicate with external agencies in their personal, non-CAC capacities.

## Adding Agenda Items to Board of Directors Meetings

There are two ways that the CAC may bring items to the attention of the Board at a Board meeting:

1. **Standing Board Agenda Item:** CAC Report. The CAC report may be a standing item on the Board agenda, in which the CAC Chair or CEO reports on updates related to a recent CAC meeting. Consistent with the Brown Act, items raised during the CAC report may not result in extended discussion or action by the Board unless agendaized for a future meeting.
2. **Suggesting Board Agenda Items:** The CAC may suggest agenda items for a Board of Directors meeting agenda. Such agenda items would allow extended discussion or action by the Board. These must have prior approval of the SDCP Chief Executive Officer and the Chair of the Board of Directors to be added onto

the agenda. If approval is provided, staff must be given at least 5 days before the date of the Board meeting to work with the CAC to draft any memos and materials necessary.

### **Adding Agenda Items to Community Advisory Committee Meetings**

CAC members shall suggest agenda items be added to CAC meetings by sending them to the Chair and the Chief Executive Officer (or other designated staff member assisting the CAC). This will create a streamlined process where the Chair and SDCP staff can collect these requests and discuss them for final inclusion on the CAC agenda.

### **Requesting Information to Support CAC Work**

The CAC may make formal requests for information from SDCP staff in support of the CAC's annual workplan and agenda items, and SDCP staff shall make every reasonable effort to provide requested information in a timely fashion in order to allow the CAC to make the most informed decision possible.

Notwithstanding the foregoing, requests by the CAC for information and/or research will be channeled through the Chief Executive Officer, and any requests for information and/or research that entail substantial staff time or cost will be channeled through the Board for the Board's consideration and formal direction.

Independent of a formal request for information from the CAC, individual CAC members may request information, which will be provided in accordance with the California Public Records Act.

### **Creating Ad-Hoc or Subcommittees**

The CAC may create ad-hoc committees or subcommittees to address issues more in depth outside of CAC meetings and bring findings or recommendations back to the full CAC.

Ad-Hoc committees are temporary committees appointed for a specific purpose, such as updating the work plan. The CAC may establish temporary ad hoc advisory committees that: (a) are composed of less than a quorum of the CAC, (b) have no continuing subject matter jurisdiction, and (c) have no meeting schedule fixed by motion or other formal action of the CAC. Such temporary ad-hoc committees are not subject to Brown Act noticing and meeting requirements.

Standing subcommittees are permanent subcommittees created to review long-term issues, such as rates or budget. Because meetings of such subcommittees must be publicly noticed and agendaized consistent with the Brown Act (and therefore require SDCP staff time), CAC requests to establish subcommittees are subject to Board approval and direction.

The CAC Chair will seek volunteers during a CAC meeting to form an ad-hoc or subcommittee. The CAC Chair will work to ensure all CAC members have a chance to participate on various groups as formed throughout the year.

### **Creating and Updating the Work Plan**

The CAC will adopt a Work Plan that aligns with the CAC scope provided by the Board of Directors. This shall be updated annually from the date that the first version is adopted. The Work Plan shall be approved the Board.

### **Conducting Outreach and Representing SDCP to the Community**

The CAC Scope of Work states that Community Advisory Committee will, under the direction of the SDCP Board of Directors and authorized SDCP staff: “plan for and engage in community events and special projects as appropriate; and, serve as an information-channel back to their communities.”

The CAC Chair may speak on SDCP matters to local community organizations with prior approval of staff. This includes the approval of talking points and presentation slides (if to be used). For other CAC members, they may speak as individual members of the CAC, but may not represent themselves as speaking on behalf of the CAC as a body or on behalf of SDCP as an entity. This may differ if there is a uniform decision made by the CAC on which its members can speak on behalf of the CAC as a whole, and should be coordinated with SDCP staff.

Lastly, the CAC will create and maintain a Community-Member Communications Guidelines document that describes best practices for CAC members to engage with the community that they represent. This guidelines document shall also address in more detail how CAC members will represent SDCP to other agencies, including member cities, regulators, and legislators. The guidelines document will be consistent with these Standard Operating Procedures.

### **Resignation and Removal**

CAC members may resign their position by sending a written resignation letter addressed to the Board of Directors.

CAC members may be removed by a majority vote of the Board of Directors, or as indicated below.

If a CAC member is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Board, SDCP staff will contact the Member by phone or in writing and inform them of this provision. If the member misses a fourth (4th) consecutive meeting, they may be removed through a written notification from the Chair of the Board.

If a CAC member ceases to reside within the Member Agency service area from which they were appointed, the member is deemed to have resigned their CAC membership.

# Community Advisory Committee

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- Creating and Updating the ~~CAC~~ Work Plan
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### Responsibilities:

- Chair:
  - Serve as the primary liaison ~~and with the CEO~~
  - Serve as spokesperson for the CAC
  - Support SDCP Staff with setting the CAC agenda
  - Guide the CAC in developing an annual workplan consistent with the CAC scope and supported by the Board of Directors
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  - Work with staff and the ad hoc work plan committee to deliver the annual work plan
  - Collaborate with staff to develop the monthly and quarterly staff reports
- Secretary:
  - Take attendance and meeting notes
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  - Review any information provided in advance and come to the meeting prepared
  - If requested and where feasible, participate in sub- or ad-hoc workworking groups that may be established to cover specific topics
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- Public Comment:
  - The public may provide written public comment or participate live via a virtual meeting format or in person, as designated by the Brown Act.
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The CAC will adopt a Work Plan that aligns with the CAC scope provided by the Board of Directors. This shall be updated annually from the date that the first version is adopted. The Work Plan shall be approved by the Board.

### Conducting Outreach and Representing SDCP to the Community

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~~members can speak on behalf of the CAC as a whole, and should be coordinated with SDCP staff.~~

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### **Approved Messaging and Talking Points**

The Director of External Affairs and/or his/her designee will provide talking points that are periodically updated as information evolves. These talking points are intended to guide your conversations in the community so we may speak from the same facts, while encouraging that you make these your very own.

### **Media Inquiries**

In alignment with the adopted CAC Operating Procedures, please forward media inquiries to SDCP Director of External Affairs or such designee for vetting and confirmation of next steps.

### **Speaker Requests**

CAC members are encouraged to invite SDCP staff to present at community events, alert staff of opportunities to participate in community events or to request for a CAC member to speak on behalf of SDCP in the community.

### **Conducting Outreach**

To ensure a common and cohesive communications approach, CAC members shall serve as informational channels with the communities they represent while SDCP staff serves the primary function of outreach to various groups, with the support of the CAC. It is highly important and appreciated for the CAC to report information they receive from their communities so that staff can respond with the most correct information given the technical nature of the energy industry.

### **Social Media**

CAC members are encouraged to utilize their own social media accounts to reshare, repost, and comment on SDCP matters so the content is shared throughout their communities.

### **Email Addresses**

CAC members may utilize non-SDCP issued email addresses when responding to external questions. To protect the CAC members' privacy, SDCP will not publicly share these email addresses unless consent is given.

## Resignation and Removal

CAC members may resign their position by sending a written resignation letter addressed to the Board of Directors.

CAC members may be removed by a majority vote of the Board of Directors, or as indicated below.

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previous meeting's operations and noteworthy conversation held by the group. On a quarterly basis, the CAC shall have an item on the Board of Directors regular agenda. The staff report shall cover major updates from the Committee as well as a verbal report from the Chair or their designee.

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The CAC may make formal requests for information from SDCP staff through the CEO or his/her designee (i.e. the CAC liaison) in support of the CAC's annual workplan and agenda items, and SDCP staff shall make every reasonable effort to provide requested information in a timely fashion in order to allow the CAC to make the most informed decision possible.

All requests by the CAC for information and/or research will be channeled through the Chief Executive Officer or his/her designee, and any requests for information and/or research that entail substantial staff time or cost will be channeled through the Chief Executive Officer for his/her consideration and formal direction.

Independent of a formal request for information from the CAC, individual CAC members may request information, which will be provided in accordance with the California Public Records Act.

### **Creating Ad-Hoc or Subcommittees**

The CAC may create ad-hoc committees or subcommittees to address issues more in depth outside of CAC meetings and bring findings or recommendations back to the full CAC.

Ad-Hoc committees are temporary committees appointed for a specific purpose, such



as updating the work plan. The CAC may establish temporary ad hoc advisory committees that: (a) are composed of less than a quorum of the CAC, (b) have no continuing subject matter jurisdiction, and (c) have no meeting schedule fixed by motion or other formal action of the CAC. Such temporary ad-hoc committees are not subject to Brown Act noticing and meeting requirements.

Standing subcommittees are permanent subcommittees created to review long-term issues, such as rates or budget. Because meetings of such subcommittees must be publicly noticed and agendaized consistent with the Brown Act (and therefore require SDCP staff time), CAC requests to establish subcommittees are subject to Board approval and direction.

The CAC Chair will seek volunteers during a CAC meeting to form an ad-hoc or subcommittee. The CAC Chair will work to ensure all CAC members have a chance to participate on various groups as formed throughout the year.

### **Creating and Updating the Work Plan**

The CAC will adopt a Work Plan that aligns with the CAC scope provided by the Board of Directors. This shall be updated annually from the date that the first version is adopted. The Work Plan shall be approved by the Board.

### **Conducting Outreach and Representing SDCP to the Community**

The CAC Scope of Work states that Community Advisory Committee will, under the direction of the SDCP Board of Directors and authorized SDCP staff: “plan for and engage in community events and special projects as appropriate; and, serve as an information-channel back to their communities.”

The CAC Chair may speak on SDCP matters to local community organizations with prior approval of the Director of External Affairs or their designee. This includes the approval of talking points and presentation slides (if to be used). For other CAC members, they may speak as individual members of the CAC, but may not represent themselves as speaking on behalf of the CAC as a body or on behalf of SDCP as an entity.

The following are communications guidelines for the CAC members to adhere to:

#### **Approved Messaging and Talking Points**

The Director of External Affairs and/or his/her designee will provide talking points that are periodically updated as information evolves. These talking points are intended to guide your conversations in the community so we may speak from the same facts, while encouraging that you make these your very own.

#### **Media Inquiries**



In alignment with the adopted CAC Operating Procedures, please forward media inquiries to SDCP Director of External Affairs or such designee for vetting and confirmation of next steps.

### **Speaker Requests**

CAC members are encouraged to invite SDCP staff to present at community events, alert staff of opportunities to participate in community events or to request for a CAC member to speak on behalf of SDCP in the community.

### **Conducting Outreach**

To ensure a common and cohesive communications approach, CAC members shall serve as informational channels with the communities they represent while SDCP staff serves the primary function of outreach to various groups, with the support of the CAC. It is highly important and appreciated for the CAC to report information they receive from their communities so that staff can respond with the most correct information given the technical nature of the energy industry.

### **Social Media**

CAC members are encouraged to utilize their own social media accounts to reshare, repost, and comment on SDCP matters so the content is shared throughout their communities.

### **Email Addresses**

CAC members may utilize non-SDCP issued email addresses when responding to external questions. To protect the CAC members' privacy, SDCP will not publicly share these email addresses unless consent is given.

## **Resignation and Removal**

CAC members may resign their position by sending a written resignation letter addressed to the Board of Directors.

CAC members may be removed by a majority vote of the Board of Directors, or as indicated below.

If a CAC member is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Board, SDCP staff will contact the Member by phone or in writing and inform them of this provision. If the member misses a fourth (4th) consecutive meeting, they may be removed through a written notification from the Chair of the Board. If a CAC member ceases to reside within the Member Agency service area from which they were appointed, the member is deemed to have resigned their CAC membership unless they are allowed, in writing, to complete their term on the CAC.

## Item 6

### **Receive Update and Provide Input on SDCP's Supplier Diversity Efforts**

# Overview of General Order 156

## CPUC Utility Supplier Diversity Program

- History: Compliance requirement, first adopted April 1988
- Purpose: Increase procurements *by* utilities, *from* diverse suppliers in all categories
- Diverse Suppliers: Woman, minority, disabled veteran, and/or LGBT-owned business entities (WMDVLGBTBEs) that are certified in the Supplier Clearinghouse
- Requirement:
  - Backward-looking annual report regarding procurement from WMDVLGBTBEs
  - Forward-looking annual plan to achieve program purpose

## Expanding to CCAs

- History: SB 255 (2019) expands GO 156 to additional entities, including explicitly to CCAs
- Purpose: CCAs to “increas[e] procurement from small, local, and diverse business enterprises”
- Requirement: Same reporting requirement, some sections not applicable to CCAs

# Proposition 209

## What is Prop 209?

- Prop 209 (1996) prohibits California public agencies and institutions from considering race, sex, color, ethnicity, or national origin in selections for contracting, employment, or education.

## Influence on GO 156 Reporting Sections

- Multiple sections of the Annual Report and Annual Plan are not applicable to CCAs as they pertain to diverse spend targets and goal-setting.

## Influence on SDCP Supplier Diversity Efforts and Reporting

- Certified Supplier spend is only a small portion of our annual net procurement.
- Small and local businesses within our community and bespoke technical consulting services. Supplier certification status is coincidental and realized by SDCP after contracting.
- SDCP's procurements are to be done within the limits of Prop 209.

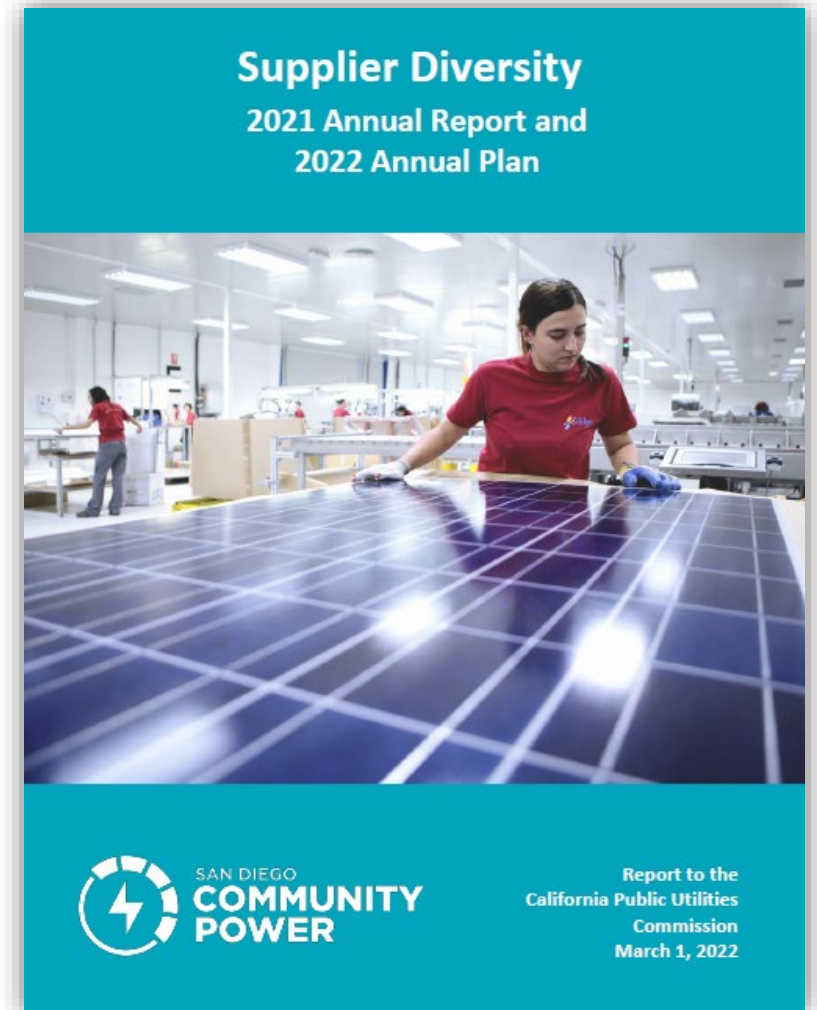
# 2021 Supplier Diversity Report

## SDCP will continue to:

- Promote job opportunities to different groups, including minority-led ones
- Ask suppliers to complete the Supplier Diversity voluntary survey
- Abide by Prop 209 and SDCP's Inclusive & Sustainable Workforce Policy

## Staff work will on beginning:

- Internal staff training on better understanding GO 156 requirements and the Supplier Clearinghouse
- Host a workshop with CPUC staff to educate local businesses on how to become GO 156 certified
- Set up dedicated web page on our efforts
- Defining what local means for products and services



# 2022 Supplier Diversity Annual Plan

## 2021 WMDVLGBTBE Spend

- 1 certified supplier, \$30k

## 2021 Program Activities

- CCA Collaboration
- Communities of Concern recognition
- Feed-In Tariff Program
- Solicitation Language on GO 156
- Inclusive & Sustainable Workforce Policy
- Supplier Diversity Questionnaire





**Questions?**

# Item 7

## **SDCP Updates from Staff: Open Chula Vista Seat, Open Staffing Positions, and Enrollment and Social Media Update**

## Item 8

### **Standing Item: Receive Update on the Community Power Plan Development**

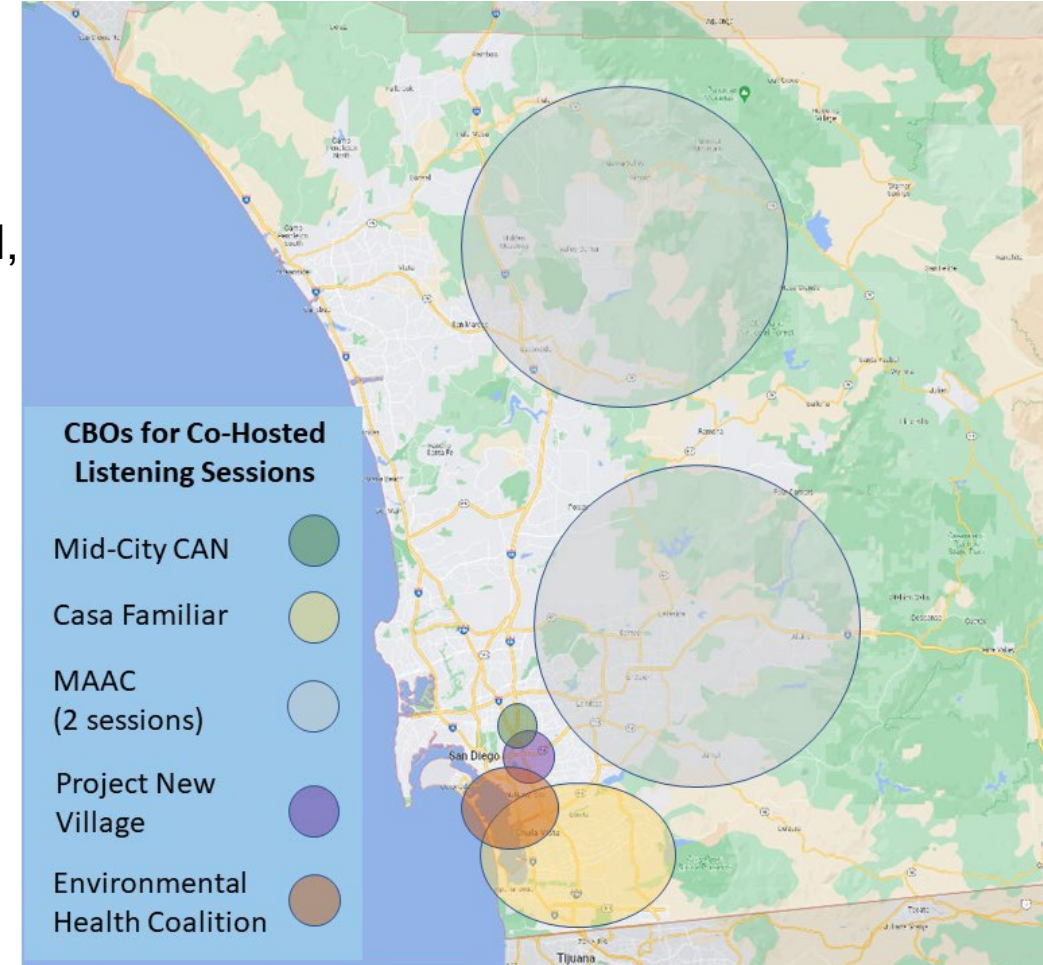
# Update on the Community Power Plan

## Community-based Organization Listening Sessions

- Collaborating with five (5) community-based organizations (“CBO”) to host listening sessions with their residents
- Still working on scheduling the listening sessions
- To increase attendance, SDCP will provide support for food, interpretation, and childcare as needed and requested by the CBO.

## Targeting partnerships with:

- MAAC
- Casa Familiar
- Project New Village
- Mid-City CAN
- Environmental Health Coalition



# Update on the Community Power Plan

## Public Listening Sessions –all invited to attend virtually

### English with Spanish interpretation

Tuesday, July 26<sup>th</sup>

6:00 PM – 7:00 PM

*Registration will soon open*

### Spanish with English interpretation

Wednesday, July 27<sup>th</sup>

6:00 PM – 7:00 PM

*Registration will soon open*

## Business Listening Sessions – any business may attend

### Morning Session

Thursday, July 21<sup>st</sup>

8:00 AM – 9:00 AM

[Register](#)

### Afternoon Session

Thursday, July 21<sup>st</sup>

4:00 PM – 5:00 PM

[Register](#)

## Key Accounts Listening Session

Thursday, July 21<sup>st</sup>

12:00 PM – 1:00 PM

# Item 9

## **Standing Item: Discussion of Potential Agenda Item for Board of Directors Meetings**

# **Regular Meeting Agenda**

**Committee Member  
Announcements**

**Adjournment**





# Community Advisory Committee

Next Meeting  
August 12<sup>th</sup>, 2022

