

State Energy Advisory Board (STEAB)  
April Teleconference Call Minutes  
April 19, 2012 3:30 pm to 4:00 pm

**TELECONFERENCE ATTENDEES**

**Designated Federal Officer (DFO):**

- Gil Sperling, STEAB DFO, Senior Management Technical Advisor, EERE, DOE.

<b>STEAB TELECONFERENCE ATTENDANCE</b>		
<b>BOARD MEMBERS</b>	<b>Present</b>	<b>Absent</b>
<b>Susan S. Brown</b> , Deputy Administrator, Wisconsin Division of Energy		✓
<b>Tom Carey</b> , Director, Energy and Rehabilitation Programs, New York State Division of Housing and Community Renewal	✓	
<b>Dan Carol</b> , Strategic Advisor/Organizational Consultant	✓	
<b>William Vaughn Clark</b> , Director, Office of Community Development, Oklahoma Department of Commerce	✓	
<b>John H. Davies</b> , Director, Division of Renewable Energy and Energy Efficiency, Kentucky Office of Energy Policy	✓	
<b>David Gipson</b> , Director, Energy Services Division, Georgia Environmental Facilities Authority		✓
<b>Philip Giudice</b> , Chief Executive Office, Liquid Metal Batter Corporation		✓
<b>Paul Gutierrez</b> , Vice Provost for Outreach Services, Associate Dean and Director, Cooperative Extension Service, College of Agriculture and Home Economics, New Mexico State University		✓
<b>Duane Hauck</b> , Director, Extension Services, North Dakota State University	✓	
<b>Robert Jackson</b> , Manager, Michigan Economic Development Office, Michigan Energy Office	✓	
<b>Elliott Jacobson</b> , Vice President for Energy Services, Action Energy	✓	
<b>Peter Johnston</b> , Project Manager, Clean Energy Technologies, Burns & McDonnell	✓	
<b>Maurice Kaya</b> , Hawaii Renewable Energy Development Venture	✓	
<b>Ashlie Lancaster</b> , Director, South Carolina Energy Office	✓	
<b>Lou Moore</b> , Chief, Energy and Pollution Prevention Bureau, Montana	✓	
<b>Frank Murray</b> , President and CEO, New York State Energy Research and Development Authority		✓
<b>Steve Payne</b> , Managing Director, Housing Improvements & Preservation, Department of Commerce		✓
<b>Janet Streff</b> , Manager, State Energy Office, Minnesota Department of Commerce	✓	
<b>David Terry</b> , Executive Director, ASERTTI		✓
<b>Daniel Zaweski</b> , Assistant Vice President - Energy Efficiency and Distributed Generation Program, Long Island Power Authority		✓

**Public Attendees**

- Nicholas Columbo, Stateside Associates
- Casey Deitrich, CQ Transcriptions

**Contractor Support & Other DOE Staff:**

- Emily Lindenberg, SENTECH, Inc.

State Energy Advisory Board (STEAB)  
April Teleconference Call Minutes  
April 19, 2012 3:30 pm to 4:00 pm

**Agenda Items:**

1. Task Force Review and Updates:
  - a. Deployment Task Force Phil Giudice
  - b. DOE/USDA Task Force Duane Hauck
  - c. Weatherization Task Force Elliott Jacobson
  - d. SEP Task Force David Gipson
  - e. Lab Task Force Chair TBD
  - f. Strategic Plan Task Force Paul Gutierrez
    - i) Review of Draft Response/Comments
    - ii) Discussion/Adoption of Document
2. Review and Discussion on EECBG Sub-Committee Recommendations Janet Streff
  - a. Should STEAB Adopt?
  - b. How should these be transmitted to EERE?
3. Public Comments Janet Streff
4. Other/New Business Janet Streff
  - a. June 26 – 28, 2012 STEAB Meeting

Janet Streff (JS), Board Chair, opened the April teleconference by welcoming members to the call and asking for an update by the Deployment Task Force. Maurice Kaya (MK) indicated at this point there was no update but the focus on the Task Force was now on making sure that deployment and commercialization efforts are highlighted in the Strategic Plan that EERE is now formulating.

Duane Hauck (DH) gave the USDA/DOE Task Force update noting the State Energy Extension Partnership (SEEP) Working Group is very active and met on Friday, March 16<sup>th</sup>, to discuss upcoming matters such as the signing of the MOU between DOE and USDA. The Task Force is hoping that the MOU will be signed this spring and the Working Group is monitoring the progress in the states which were awarded the pilot program funding so that accomplishments and successes can be transmitted back to DOE effectively. The current objective now is to find more financial resources and engage in an active dialogue on this issue with both agencies.

Elliott Jacobson (EJ) updated the STEAB on the activities of the Weatherization Task Force. He provided a brief overview of the DOE hosted Weatherization Plus 2015 meeting which occurred in Baltimore the week of March 19<sup>th</sup> noting that the overall theme of the meeting was how to make a future for the Weatherization Program. The Task Force has been since then to discuss how to move forward, talk about who to invite to the June STEAB meeting and also making notes and comments to EERE during the Strategic Planning process to make sure Weatherization is addressed in that document.

With no SEP Task Force or Lab Task Force update, JS moved on to the Strategic Plan Task Force update. Ashlie Lancaster (AL) provided remarks about this group and summarized what was discussed on the conference call from April 12<sup>th</sup>. The most vital aspect now is to get the Board involved immediately with the Strategic Planning process so the Board can provide ideas and suggestions during formulation, instead of just feedback on an already established plan. The Task Force wants to send a letter to DOE asking to see draft Strategic Plan documents and requesting involvement in the organizational process sooner rather than later. They would also like to invite the lead of the Strategic Plan process to attend our June meeting in Washington, DC to continue the conversation because the Task Force feels the best way to move forward is in an organic manner with ongoing dialogue and discussion.

State Energy Advisory Board (STEAB)  
April Teleconference Call Minutes  
April 19, 2012 3:30 pm to 4:00 pm

Gil Sperling (GS), DFO of the STEAB, said that he is currently working on a letter of invitation to David Danielson, the new Assistant Secretary for EERE, to attend the June STEAB meeting and in that letter he would include a note about how STEAB wants to be involved now in the Strategic Planning process and how would the Board go about getting involved.

EJ asked what was occurring within EERE now with regards to this planning process, and GS indicated that conversations were occurring at the Deputy Assistant Secretary (DAS) levels and within the programs to make sure the plan took a “bottom-up” approach. Tom Carey (TC) stated that DOE needs to make sure they are reaching out to states and other entities to get feedback on ARR funding programs and to capture the best-practices and lessons-learned from those programs into the Strategic Plan. He asked how STEAB and others can help get that feedback to DOE and GS suggested the Board take a look at the agenda for an upcoming June 2012 OWIP meeting and provide feedback to Anna Garcia about putting an agenda item in that meeting specifically about this issue. GS noted he would work with Anna Garcia, Acting Program Manager for OWIP, to get a copy of the draft meeting agenda to STEAB for review and comments.

JS then turned the meeting to the portion where the Board was to vote on the adoption of the EECBG recommendations included in Resolution 12-01. This Resolution had been sent to the Board the two weeks prior for review and comments. Peter Johnston (PJ), a member of the EECBG Sub-Committee as well as STEAB, and provided basic background as to how these recommendations came about, why these were the most important and how the Sub-Committee hopes STEAB will agree and adopt this Resolution. GS said this was a very comprehensive Resolution and pulled together the key pieces of the larger Sub-Committee recommendations chart the STEAB reviewed at the March meeting. PJ then motioned to vote on this Resolution. Dan Carol (DC) seconded and JS called for a vote. The Resolution 12-01 unanimously passed the STEAB on April 19<sup>th</sup>, 2012 at 4:00 PM. JS will write a letter of conveyance to EERE and will submit the Resolution along with the transmittal letter to DOE by the following week.

JS then turned the meeting to the public comments portion and asked if any member of the public would like to make comments. Nicholas Columbo commented that he would like more information on the upcoming June STEAB meeting and GS noted he would pass along a draft agenda when one became available.

After a brief update about the upcoming June meeting which will be held, June 26 – 28, 2012, at the Mayflower Renaissance Hotel in Washington, DC, JS called for final comments or other business. Seeing as there was none, she thanked STEAB for their participation and adjourned the call at 4:05 PM.

*Minutes scribed by Emily Lindenberg, contractor support to the STEAB*

# Appendix A

## United States Department of Energy State Energy Advisory Board (STEAB) Resolution 12-01

**Subject:** Recommendation to enact the Resolutions from the Energy Efficiency and Conservation Block Grant (EECBG) Sub-committee as compiled since June of 2010.

**Background:** On June 10, 2010, the STEAB adopted a resolution to form the Energy Efficiency and Conservation Block Grant Sub-committee (EECBG Sub-committee). The EECBG Sub-committee was to operate under the oversight of STEAB and was intended to enable the EECBG Program to fulfill the regulatory requirement of 42 USC 17153(f), which directs the Department of Energy to establish a State and Local advisory committee to advise the Secretary regarding administration, implementation, and evaluation of the EECBG Program for the duration of the EECBG Program.

Below are the provisions that were adopted with respect to the structure and organization of the committee:

The EECBG Sub-committee objectives are to:

1. Make recommendations to the Assistant Secretary for Energy Efficiency and Renewable Energy on the goals and objectives of the EECBG Program;
2. Make administrative and policy recommendations to improve the EECBG Program;
3. Serve as a liaison between the EECBG recipient Cities, Counties, Tribes and States and the Department of Energy on the EECBG Program;
4. Encourage transfer of the results of the EECBG activities carried out by the Federal Government; and
5. Report on the activities carried out by the EECBG Sub-committee in the previous fiscal year.

The EECBG Sub-committee consists of a minimum of six (6) members, plus the EECBG HQ Federal employee, currently Ted Donat, as the Chairperson. Members are geographically diverse with not more than one person from the same State, along with gender and ethnic diversity. The EECBG Sub-committee meets in-person at least twice per fiscal year. Mark Johnson served as EECBG Sub-committee Chair until his departure from DOE in March 2011. At that time, Ted Donat, Program Lead for EECBG, took over as Chair.

The current members of the EECBG Sub-committee are:

- **Aaron Klemm**, Energy Project Manager, City of Huntington Beach, CA
- **Angela Fyfe**, Associate Director, Operations, Governor's Energy Office, Denver, CO

- **Peter Johnston**, Project Manager, Burns & McDonnell Engineering Company, Phoenix, AZ
- **Roy J. Estell**, Facilities & Transportation Services, Fulton County, Atlanta, GA
- **Samuel C. Steele**, Sustainability Administrator, City of Fort Worth, TX
- **Sara Stiltner**, EECBG Manager, City of Seattle, WA

The following EECBG Sub-committee meetings were convened and it was out of those meetings that the following recommendations were developed:

- **Meeting 1:** August 11th, 2010, Seattle, WA (Chair: Mark Johnson)
- **Meeting 2:** November 17th, 2010, Huntington Beach, CA (Chair: Mark Johnson)
- **Meeting 3:** March 16th, 2011, Phoenix, AZ (Chair: Mark Johnson)
- **Meeting 4:** June 15th, 2011, Denver, CO (Chair: Ted Donat)
- **Meeting 5:** September 14th, 2011, Atlanta, GA (Chair: Ted Donat)
- **Meeting 6:** February 1st, 2012, Ft. Worth, TX (Chair: Ted Donat)
- **Meeting 7:** Scheduled for May 15th-16th in Arlington, VA (Chair: Ted Donat)

**Recommendations:** The State Energy Advisory Board recommends that EERE adopt the below recommendations of the EECBG Sub-committee:

- **Expand Green Button Initiative:** Many utilities have been reluctant to share usage information, citing confidentiality concerns. This lack of transparency significantly hampers innovation in energy management and is akin to having a code enforcement program where the locations of the infractions are unknown. The Green Button initiative has shown that government can bring stakeholders together in a meaningful way to encourage data sharing. Over \$1 billion in EECBG funds were invested in building energy upgrades. DOE has an opportunity to add a large public sector component to the Green Button initiative. This would encourage another round of innovation by making energy consumption data available to third parties. It would also facilitate transparent tracking of the energy savings that obtained from the large Recovery Act investment. (*Source: EECBG Sub-committee Meeting 1, Phoenix, AZ, March 16, 2011*)
- **Disposition of EECBG Data Post-ARRA:** Create a searchable database collection of EECBG closeout profiles that can be used as a future resource for project planning. Resource information should include items listed on grantee EECBG Activity Worksheets, as well as second-tier information, as available, such as Building Project Type (e.g., roofs, windows/doors, lighting, HVAC, water); Funding Source/Amount (e.g., grant, leverage, financing); Incentive Source/Amount. (*Source: EECBG Sub-committee Meeting 4, Denver, CO, June 15, 2011*)
- **Financing Standards and Facilities:**

- Create a national/regional EE loan facility. Potential vehicles include: Infrastructure Bank model, Community banks or credit unions, Regional QECBs (*Source: EECBG Sub-Committee Meeting 5, Atlanta, GA, September 14, 2011*)
- Internal Services Departments need some top level guidance with Finance & Budgeting and evolving Governmental Accounting Standards Board (GASB) standards. The guidance should be directed towards devising a budget-neutral means of managing utility costs. OMB should create a working group to work with DOE to come up with Best Practice Guidelines for financing energy efficiency and sustainability via debt-financed energy savings. (*Source: EECBG Sub-committee Meeting 6, Ft. Worth, TX, February 1, 2012*)
- **Continued Funding of EECBG:** Continuously fund EECBG program as HUD does CDBG so local communities can count on a recurring revenue stream and plan for it. Communities have been reluctant to spend money on any programs that would be ongoing without local dollars to contribute. (*Source: EECBG Sub-committee Meeting 1, Seattle, WA, August 11, 2010*)
- **Regional Energy Networks:** Create case studies, best practices and recommend that recipients without energy management expertise form or join Regional Energy Management Networks, or that EECBG recipients of a certain size (perhaps less than \$500,000 award) be managed by the State Energy Office, or its delegate – a Regional Energy Network. These offices provide public sector energy management expertise at a scale that is responsive to local practices and budgets. (*Source: EECBG Sub-committee Meeting 1, Seattle, WA, August 11, 2010*)
- **Define Best Practices in Energy Management:**
  - Encourage the addition of the words “Energy Efficiency” or “Sustainability” to the titles of Energy Managers. (*Source: EECBG Sub-committee Meeting 6, Ft. Worth, TX, February 1, 2012*)
  - DOE should share best practices regarding the Energy Manager role, qualifications and organizational structure at the local level. The organization chart location of Energy Managers within the local government structure should encourage cross-cutting activities. Ideally these positions should be located in the City Manager’s Office. Energy Managers are well served by being general management matter experts, not just engineers. DOE should create a survey to capture current qualifications for public sector Energy Managers to enable communities to be well served when creating or filling these types of positions. (*Source: EECBG Sub-committee Meeting 6, Ft. Worth, TX, February 1, 2012*)

- **Better Energy Efficiency Branding:** DOE should create an iconic brand<sup>1</sup> for energy efficiency to combat bad press surrounding the stimulus. DOE needs to do a better job of highlighting indirect jobs created. Need to expand the success story beyond speed of deployment, jobs and dollar value spent. Community impact and ancillary societal benefits should be highlighted. (*Source: EECBG Sub-committee Meeting 5, Atlanta, GA, September 14, 2011*)
- **Continue Bi-Annual Meetings of the EECBG Sub-committee through September 30, 2013:** As grants will be continuing at least through September 30, 2013 because of Period of Performance Modifications and Revolving Loan Funds, the EECBG Sub-committee should continue to meet bi-annually to provide continued guidance and advice to EERE on management of the EECBG program. (*Source: Ad Hoc EECBG Sub-committee Recommendation*)

---

<sup>1</sup> For a discussion of “iconic brands,” please refer to Millward Brown’s “What Makes an Iconic Brand” (<http://www.wpp.com/wpp/marketing/reportsstudies/whatmakesaniconicbrand.htm>).