**SEU Advisory Board Meeting**

**Minutes**

**11/21/2017**

**Call to Order**

Chair Corman called a quorum of the SEUAB to order at 10:15 AM, November 21, 2017 at the Department of Energy & Environment (DOEE), 1200 First St., NE Washington, DC.

**Roll Call/Introductions**

Roll call was taken and the following people were in attendance:

**Board Members**

Bicky Corman, Donna Cooper, Nicole Steele, Leni Berliner, Karen Sistrunk (proxy for Sandra Mattavous-Frye)

**Board Members on the Phone:** Kirsten Williams, Sean Skulley, Betty Ann Kane, Dan Wedderburn, John Mizroch

**Absent Board members:** Jared Lang, Josh Richards

**Other Attendees:** **Other Attendees:** Millie Knowlton (SEUAB Member, *pending confirmation*); Tommy Wells (Director, DOEE); Taresa Lawrence (Deputy Director, DOEE); Lance Loncke (Associate Director, DOEE); Hussain Karim (Assistant General Counsel, DOEE); Lynora Hall (Staff Assistant, DOEE); Marshall Duer-Balkind (Program Analyst, DOEE); Patti Boyd (Senior technology Strategist, DCSEU); Adrienne Henderson (Assistant People’s Counsel, OPC); Ted Trabue (Managing Director, DCSEU); Marcus Walker (Director of Operations, DCSEU); LaKeisha Lockwood (Energy Program Specialist, DOEE); Angela Johnson (Director of Finance, DCSEU); Bob Jose (Agency Fiscal Officer, DOEE); Tamara Boyd (Financial Planning and Analysis Manager, DCSEU); and Patrice Brooks (Project Intake Supervisor, DCSEU), Alex Lopez (ORACLE), Ben Burdick (Marketing and Communications Manager, DCSEU) and Solome Girma (Director of Program Management, DCSEU)

***Board meeting live stream link:***

[***https://www.youtube.com/watch?v=OVNAQfANqzc***](https://www.youtube.com/watch?v=OVNAQfANqzc)

**Approval of Agenda (47:17 – 47:31)**

The motion to approve the agenda was made by Dr. Donna Cooper, seconded by Ms. Karen Sistrunk, and unanimously approved by the Board.

**FY18 Meeting Schedule for Regular SEUAB Meetings (31:05 – 45:45)**

Chair Corman asked the Board for input regarding the frequency of meetings during FY18. She asked the Board members to weigh in as to whether quarterly meetings were sufficient, or if monthly meetings would be preferred. Ms. Nicole Steele said there may be more absent Board members if a monthly meeting schedule is adopted, however, having established dates ahead of time are helpful. Millie Knowlton suggested having quarterly meetings and in-between calls. Chair Corman recommended having monthly meetings and cancelling them if necessary. Dr. Cooper recommended setting the date for the December meeting, and establishing the dates going forward so people would know.

There were concerns regarding whether the Board had enough business to address to warrant monthly meetings, and the following topics were mentioned to get started:

* DCSEU Programs;
* DCSEU expenditures
* Administrative vs. programmatic costs;
* DCSEU invoices;
* Input on Evaluation, Measurement & Verification (EM&V) contract.

Mr. Trabue mentioned there is invoicing, which is a separate topic from administrative costs, so he asked the Board to clarify which one they would like to discuss at the next meeting. Dr. Loncke stated that Mr. Trabue was alluding to the internal vs. external cost issue previously discussed. Presently, DOEE can show administrative expenses based on how it is established in the contract, including whether they are below the twenty percent cap as specified. However, if the Board was referring to internal vs. external costs, DOEE has some homework to do before the next meeting to really address this issue. Dr. Loncke also asked the Board to help define what they are calling internal vs. external costs. He said administrative costs are not consistently defined. Chair Corman noted that at the next meeting there should be discussion on the definitions to avoid going back and forth and putting the burden on the Board. Chair Corman asked DOEE to do a better job of educating the Board so they can get to the bottom of the complaints they are hearing.

Dr. Loncke mentioned that he will send the Board what he has on the administrative and programmatic costs. General and Administrative costs are defined in the contract as an attachment. The General and Administrative cost allocation is used to support the entire DCSEU organization. Dr. Donna Cooper stated that any guidance that could be provided by Dr. Loncke or Mr. Trabue regarding this issue is needed, recognizing that DOEE performs these evaluations to assure that the expenditures and invoices are accurate. Dr. Cooper asked DOEE when and how the requested information would be presented to the Board, preferably in a streamlined fashion. She suggested presenting the information on a monthly basis with the certifications that have been signed. This would help when the Board is looking at expenditures but not understanding what those expenditures or programs they are actually related to, whereas Dr. Loncke has the expertise to know what costs were specifically related to an actual program being executed. So helping the Board understand the information is needed because the Board does not know exactly what they are looking for in the data, so guidance is needed.

The intent of these topics is for the Board to understand more, so they can be in a position to tell DOEE what information they need specifically. Dr. Loncke noted that each topic is extensive and would use the entire two-hour session. Dr. Loncke provided a brief overview of General & Administrative costs, as specified in the DCSEU contract, which could help with the discussion to identify internal v external costs.

The topics will be placed on meeting agendas. Director Wells said the Board should discuss what is needed to prepare the Annual Report, so it would be in a position to submit the Annual Report on time, going forward.

**Next Board meeting**

After considering a few dates in December, it was determined the next Board meeting will be held December 18, 2017. The topics for this Board meeting will be:

* DCSEU FY17 performance (DCSEU presentation);
* Deep dive on DCSEU invoices (Dr. Loncke’s presentation).

Board meetings will be held the second Monday of the month thereafter. The meeting dates will be posted on the website for the entire 2018 year.

**Review and Adoption of September 22, 2017 & October 16, 2017 Minutes**

The modifications to the September 22, 2017 minutes were reviewed by the Board. The motion to approve the September 22, 2017 minutes was made by Chair Corman, seconded by Karen Sistrunk and unanimously approved by the Board.

The review and approval of the October 16, 2016 Minutes were deferred until the next Board meeting.

Chair Corman noted the minutes were getting stronger, however the Board was still not getting them early enough to inform the agenda in subsequent Board meetings.

Chair Corman asked Dr. Loncke about the kick-off for the EM&V contract. Dr. Loncke informed the Board that the kick-off may not occur until January 2018. The panel is still currently reviewing the proposals. The Board will be provided with an update during the first meeting in January.

It was noted that the mark-up for the Green Bank legislation would occur mid- December.

**Review and Discussion of Draft SEUAB Annual Report (45:47 – 2:23:25)**

The Board spent a considerable amount of time reviewing, revising and editing the draft Board report by committee. Extensive comments were provided, including, but not limited to, the following:

* The accuracy of the language surrounding the City Paper article, given the work performed by Tetra Tech, and the results of the financial audit. Given the audience expected to read the report, the recommendation was made to withhold uncertainty from the report.
* Ms. Sistrunk provided comments from OPC, including adding the composition of the 13 member Board.
* Ms. Leni Berliner provided comments on specific sections of the report, including the footnotes.
* The Board was asked to provide input to the decision to convert from an annual contract to a multiyear contract. The Board will review the Committee Report when the law was amended. It was noted that this issue may be captured in a prior year Board report.
* Clarification was provided regarding the DCSEU being a non-profit, i.e. DCSEU is not a non-profit, but the Contractor is – Vermont Energy Investment Corporation.
* The difference between performance benchmarks and tracking goals were discussed and how this discussion was captured in the report.
* Dr. Loncke provided an analysis to explain that DCSEU programs were responsible for a 2.1% reduction of the overall 3% reduction in sales in the District, based on EM&V verified savings. Dr. Cooper will verify the 3% reduction, as stated in the report.
* Mr. Karim provided a few comments regarding the renewables benchmark, acquisition costs vs. capacity cost, and he said the low-income benchmark does not distinguish between single family and multifamily housing.
* It was agreed that the recommendation for the sequence in which the financial audit and EM&V should occur would be stricken.
* Mr. Trabue provided the description of a job as follows: individuals that work 1,950 hours, are paid at least a living wage, have completed completed certified payrolls, are District residents, and perform work in support of DCSEU funded projects. Nicole Steele would like information on the number of jobs created across specific program areas, such as solar, weatherization, etc. She will prepare a write-up for FY16 report.
* Ms. Sistrunk asked about the longevity of jobs, to make job creation meaningful. Mr. Trabue said they track those jobs that were created or trainees who have been placed as a result of DCSEU’s workforce development program. It was noted this does not meet the performance requirements but it meets the intent of the Clean and Affordable Energy Act and goals of the District. Chair Corman asked if this tracking should be a recommendation of the Board. Ms. Berliner said this is a program development choice. Director Wells said the Board can make the recommendation to track jobs created over time, then let DOEE come back to the Board with what it would cost. The Board agreed to provide this recommendation in the report.
* Mr. Sean Skulley provided comments on his section, and after clarification was provided, he stated he will send a replacement section.
* Chair Corman asked why the low-income benchmark was expanded to include shelters and clinics. Ms. Berliner said it was to protect people’s health. Ms. Sistrunk would like information regarding the way in which DCSEU determines which shelters to work with. Mr. Trabue said there was tension between the spending goal and savings metrics in the low-income community. Ms. Steele would like to know how District residents are impacted directly. She said it is important to telling the story of shelters when they are served. Mr. Trabue provided an example of a shelter that was recently served, and the shelter reduced its energy and operating costs, which resulted in the ability to put money into other services for the residents. Mr. Skulley expressed concern regarding funds being reallocated to shelters, when there are many low-income residents in need of energy services. He suggested examining program design. Director Wells said there are other programs in the city that target low-income communities, but the primary role of DCSEU is reducing the energy load of the entire District.
* Chair Corman will update the draft report with the information provided and recommendations made.

**General Updates**

* None

**Old and New Matters**

* Chair Corman requested a new date for the submission of the Board’s report. Mr. Marc Nielsen will request and extension through December 2017.

**Adjournment**

* Chair Corman adjourned the meeting at 12:18 PM.

*Minutes prepared by: Lynora Hall*