



Diversity, Equity, Accessibility and Inclusion Process

Citizens Advisory Committee Meeting
April 8th, 2021

Agenda

- CAC Equity Statement
- Draft Scope of Work for Equity Consultant
- Board Subcommittee Composition
- Citizens Advisory Committee Involvement

Citizens Advisory Committee Equity Statement

- CAC Equity Working Group formed July 2020
- Primary task of Equity Working Group: “ensure equity is a priority across all working groups and built into PCE strategic priorities”
- CAC’s draft equity statement accepted by the Board of Directors at January 28, 2021 meeting
- Board to work with CAC to build on Draft Equity Statement and create DEAI Organizational Statement/Policy and Action Plan

DEAI Scope of Work

- Conduct DEAI organizational needs assessment that:
 1. Identifies opportunities for enhancing equity fluent leadership within the organization
 2. Identifies norms and processes that may contribute to implicit bias in contracting, employment, HR practices, and internal organizational culture
 3. Identifies issues of environmental and social justice related to Peninsula Clean Energy's operations, emphasizing equitable access to clean and lower priced energy in the organization's customer offerings, programs, and benefits
 4. Identifies how PCE can improve performance on required regulatory reporting related to DEAI

DEAI Scope of Work Continued

- Create organizational DEAI statement or policy to be approved by the Peninsula Clean Energy Board of Directors
 - Builds on CAC Equity Statement
- Updates relevant organizational policies, including:
 - Strategic Plan
 - Employee Handbook
 - Policy #9 *Ethical Vendor Standards*
 - Policy #10 *Inclusive and Sustainable Workforce Policy*
- Create accountability metrics to annually report on progress

Proposed RFP Timeline

- Week of April 19th – DEAI Subcommittee meeting to review draft RFP
- Week of April 26th - Staff Revise RFP after DEAI Subcommittee's Input
- Week of May 3rd – Issue RFP
- May 28th - RFP responses due
- Week of May 31st – Internal Review of RFP Responses
- Week of June 7th- Top respondents interviewed by DEAI Subcommittee, Subcommittee Selects Consultant
- June 24th or July 22nd- Board approves contract

DEAI Subcommittee Composition

- Donna Colson- Burlingame (**Co-Chair**)
- Michael Smith- Alternate Redwood City (**Co-Chair**)
- Roderick Daus-Magbual- Daly City
- Sam Hindi- Foster City
- Carlos Romero- East Palo Alto

Citizens Advisory Committee Involvement

- Month of May: Circulate the Request for Proposals to your networks
- Seeking 1-2 CAC volunteers to serve as a staff resource
 - Provide informal feedback throughout this process