

**Regular Meeting of the Citizens Advisory Committee of the
Peninsula Clean Energy Authority (PCEA)****Thursday, October 13, 2022****6:30pm****Zoom Link:** <https://pencleanenergy.zoom.us/j/84975390654>**Meeting ID:** 849-7539-0654 **Passcode:** 2075 **Phone:** +1 (253-215-8782)**NOTE: Please see attached document for additional detailed teleconference instructions.**

In accordance with AB 361, the Committee will adopt findings that meeting in person would present imminent risks to the health or safety of attendees of in-person meetings. Consistent with those findings, this Committee meeting will be held remotely. PCEA shall make every effort to ensure that its video conferenced meetings are accessible to people with disabilities as required by Governor Newsom's March 17, 2020 Executive Order N-29-20. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials should contact Vanessa Shin at least 2 working days before the meeting at vshin@peninsulacleanenergy.com. Notification in advance of the meeting will enable PCEA to make best efforts to reasonably accommodate accessibility to this meeting and the materials related to it.

*If you wish to speak to the Committee, please use the "Raise Your Hand" function in the Zoom platform or press *6 if you phoned into the meeting. If you have anything that you wish to be distributed to the Committee and included in the official record, please send to vshin@peninsulacleanenergy.com.*

CALL TO ORDER / ROLL CALL**PUBLIC COMMENT**

This item is reserved for persons wishing to address the Committee on any PCEA-related matters that are not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. Members of the public who wish to address the Committee are customarily limited to two minutes per speaker. The Committee Chair may increase or decrease the time allotted to each speaker.

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

1. Approval of the Minutes for the September 8, 2022 Regular Meeting
2. Adopt Findings Pursuant to AB 361 to Continue Fully Teleconferenced Committee Meetings Due to Health Risks Posed by In-Person Meetings

REGULAR AGENDA

3. Chair Report (Discussion, est. 5 minutes)
4. Board of Directors September Retreat Debrief (Discussion, est. 15 minutes)
5. Reach Codes Update (Discussion, est. 20 minutes)

6. Zero Percent Financing and New Appliance Rebates Marketing (Discussion, est. 30 minutes)
7. Integrated Resource Plan Feedback (Discussion, est. 15 minutes)
8. Recommendation on Diversity, Equity, Accessibility, and Inclusion Policy (Action, est. 15 minutes)
9. Working Group Reports (Discussion, est. 5 minutes)
10. Marketing and Community Liaison Update (Discussion, est. 5 minutes)
11. Upcoming Topics for Discussion (Discussion, est. 5 minutes)
12. Recognizing Joe Fullerton for His Service on the Citizens Advisory Committee (Action, est. 5 minutes)
13. Committee Members' Reports (Discussion, est. 5 minutes)

ADJOURNMENT

Instructions for Joining a Zoom Meeting via Computer or Phone

Best Practices:

- Please mute your microphone when you are not speaking to minimize audio feedback
- If possible, utilize headphones or ear buds to minimize audio feedback
- If participating via videoconference, audio quality is often better if you use the dial-in option (Option 2 below) rather than your computer audio

Options for Joining

- A. Videoconference with Computer Audio – see Option 1 below
- B. Videoconference with Phone Call Audio– see Option 2 below
- C. Calling in via Telephone/Landline – see Option 3 below

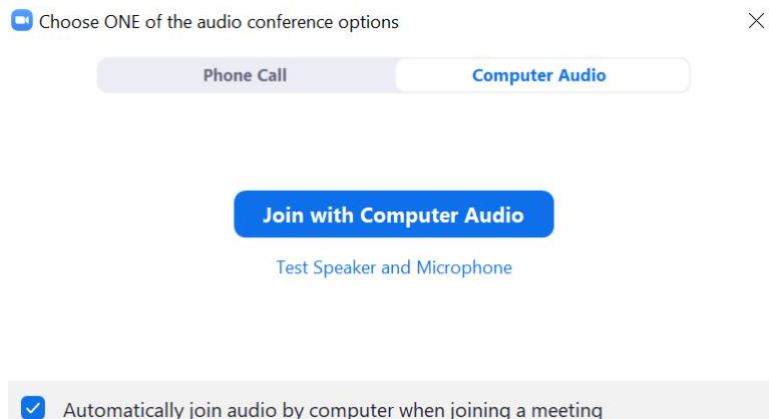
Videoconference Options:

Prior to the meeting, we recommend that you install the Zoom Meetings application on your computer by clicking here <https://zoom.us/download>.

If you want full capabilities for videoconferencing (audio, video, screensharing) you must download the Zoom application.

Option 1 Videoconference with Computer Audio:

1. From your computer, click on the following link that is also included in the Meeting Calendar Invitation:
<https://pencleanenergy.zoom.us/j/84975390654?pwd=RWZwOUdHMFR3a0R0VmJtemttmIrdz09>
2. The Zoom application will open on its own or you will be instructed to open Zoom.
3. After the application opens, the pop-up screen below will appear asking you to choose ONE of the audio conference options. Click on the Computer Audio option at the top of the pop-up screen.

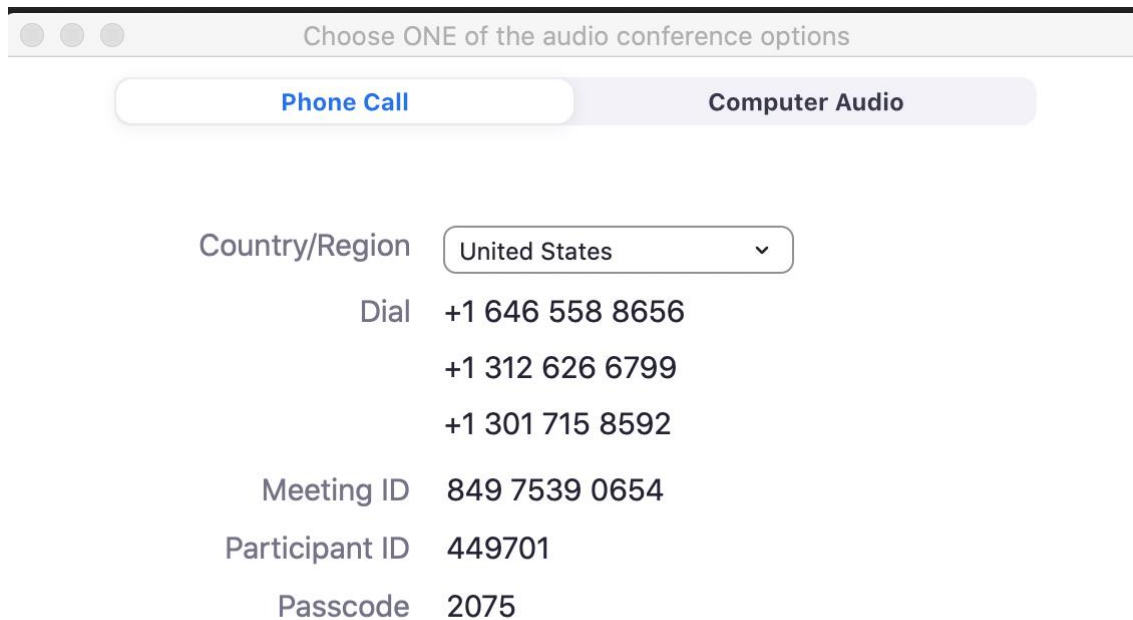


4. Click the blue, “Join with Computer Audio” button

5. In order to enable video, click on “Start Video” in the bottom left-hand corner of the screen. This menu bar is also where you can mute/unmute your audio.

Option 2 Videoconference with Phone Call Audio:

1. From your computer, click on the following link that is also included in the Meeting Calendar Invitation:
<https://pencleanenergy.zoom.us/j/84975390654?pwd=RWZwOUdHMFR3a0R0VmJtemttbmIrdz09>
2. The Zoom Application will open on its own or you will be instructed to Open Zoom.
3. After the application opens, the pop-up screen below will appear asking you to choose ONE of the audioconference options. Click on the Phone Call option at the top of the pop-up screen.



1. Please dial +1 (253) 215-8782
2. You will be instructed to enter the meeting ID: **849-7539-0654 followed by #**
3. You will be instructed to enter in your participant ID. Your participant ID is unique to you and is what connects your phone number to your Zoom account.
4. After a few seconds, your phone audio should be connected to the Zoom application on your computer.
5. In order to enable video, click on “Start Video” in the bottom left hand corner of the screen. This menu bar is also where you can mute/unmute your audio.

Audio Only Options:

Please note that if you call in/use the audio only option, you will not be able to see the speakers or any presentation materials in real time.

Option 3: Calling in via Telephone/Landline:

Dial +1 (253) 215-8782

You will be instructed to enter the meeting ID: **849-7539-0654 followed by #**

You will be instructed to enter the meeting passcode **2075 followed by #**

**REGULAR MEETING of the Citizens Advisory Committee
of the Peninsula Clean Energy Authority (PCEA)
Thursday, September 8, 2022
MINUTES**

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:33 p.m.

ROLL CALL

Present:

Daniel Baerwaldt, Los Banos
Diane Bailey, Belmont
Steven Booker, Half Moon Bay
Michael Closson, Menlo Park
Joe Fullerton, Half Moon Bay
Michael Garvey, San Carlos *arrived at 6:40 p.m.*
Kathleen Goforth, San Carlos
Katie Green, San Mateo
Jason Mendelson, Redwood City, *Vice Chair*
Cheryl Schaff, Menlo Park, *Chair*
Desiree Thayer, Burlingame
Bryan Tran, South San Francisco

Absent:

Brandon Chan, South San Francisco
Margaret Li, South San Francisco
Edward Love, Half Moon Bay

A quorum was established.

PUBLIC COMMENT

No public comment

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA

- 1. Approval of the Minutes for August 11, 2022, Regular Meeting**

2. Adopt Findings Pursuant to AB 361 to Continue Fully Teleconferenced Committee Meetings Due to Health Risks Posed by In-Person Meetings

Motion Made / Seconded: Booker / Goforth

Motion passed 11-0 (Absent: Chan, Garvey, Li, Love)

REGULAR AGENDA

3. Chair Report (Discussion)

No Chair Report

4. Public Workshop on Proposed Diversity, Equity, Accessibility, and Inclusion Policy for Peninsula Clean Energy (Discussion)

Shayna Barnes, *Operations Specialist*, introduced Jonathan Stutz of GCAP Services, Inc. Jonathan provided an overview of Peninsula Clean Energy's Diversity, Equity, Accessibility, and Inclusion (DEAI) process and draft policy.

Comments from Committee members and members of the public included recommendations to incorporate more specific details and accountability around the reporting and review process; emphasize a more explicit commitment to anti-racism in the policy; apply the DEAI policy to Peninsula Clean Energy's vendors; align DEAI policy goals with the mission of the agency and list the energy program design and implementation DEAI goals earlier in the policy document in order to prioritize them.

5. Brief Overview of Local Impacts of the Inflation Reduction Act (Discussion)

Diane Bailey, *Committee member*, reviewed the local benefits of the Inflation Reduction Act, including the role of financial incentives in reducing the cost of home electrification and electric vehicles. Jason Mendelson, *Vice Chair*, requested additional information about how nonprofits can benefit from renewable energy incentives through the bill's direct pay provision. Joe Fullerton, *Committee member*, highlighted the Inflation Reduction Act's overall alignment with the Justice40 Initiative and the recent climate investments included in the California State budget.

6. Working Group Reports (Discussion)

Jason Mendelson reported that the Building Electrification Education working group met. Diane Bailey and Daniel Baerwaldt, *Committee member*, provided an update on results of the 2035 decarbonization feasibility assessment, which evaluated Peninsula Clean Energy's goal to contribute to our community reaching a goal of 100% greenhouse gas-free by 2035.

7. Marketing and Community Liaison Update (Discussion)

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, provided an update on Peninsula Clean Energy's EV Ready and Zero Percent Financing programs.

8. Upcoming Topics for Discussion (Discussion)

Kirsten Andrews-Schwind announced the Peninsula Clean Energy Board of Directors Retreat on September 22, 2022. Kirsten suggested timely topics for the October CAC meeting, such as a discussion on the Zero Percent Financing program, and reviewed past recommendations from Committee members.

Michael Closson, *Committee member*, requested a discussion on Peninsula Clean Energy's goal of creating a minimum of 20 megawatts of new local power by 2025. Jason Mendelson recommended an update on reach codes.

9. Committee Members' Reports (Discussion)

Joe Fullerton announced his resignation after the October CAC meeting. Diane Bailey provided information about the Green Home Tour on September 24, 2022.

ADJOURNMENT

Meeting was adjourned at 8:02 p.m.



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: October 7, 2022
COMMITTEE MEETING DATE: October 13, 2022
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Citizens Advisory Committee
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy Authority
SUBJECT: Resolution to Make Findings Allowing Continued Remote Meetings Under Brown Act

RECOMMENDATION:

Adopt a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

BACKGROUND:

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunset on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which Committee members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency. On January 5, 2022, Governor Newsom extended the sunset provision of AB361 and Government Code Section 11133(g) from January 31, 2022 to April 1, 2022 due to the surge in Omicron variant related COVID-19 cases and hospitalizations.

AB 361 requires that, if the state of emergency remains active for more than thirty (30) days, the agency must make findings by majority vote to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings are to the effect that the need for teleconferencing persists due to the nature of the ongoing public health emergency and the social distancing recommendations of local public health officials. **Effectively, this means that agencies, including PCEA, must agendize a Brown Act meeting and make findings regarding the circumstances of the emergency on a thirty (30) day basis. If at least thirty (30) days have transpired since its last meeting, the Boards must vote whether to continue to rely upon the law's provision for teleconference procedures in lieu of in-person meetings.**

AB 361 allows for meetings to be conducted virtually *as long* as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. AB 361 will now sunset on January 1, 2024.

On September 30, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361. Out of an abundance of caution given AB 361's narrative that describes each legislative body's responsibility to reauthorize remote meetings, staff and counsel brings this memo and corresponding resolution to the attention of the Citizens Advisory Committee.

On October 14, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On November 4, 2021 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On December 2, 2021 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On January 13, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On February 10, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On March 10, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On April 14, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On May 12, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On June 9, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On July 14, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On August 11, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On September 8, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

DISCUSSION:

Because of continuing concerns regarding COVID-19 transmission, especially when individuals are grouped together in close quarters, it is recommended that the Peninsula Clean Energy Citizens Advisory Committee avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present risk to the health and safety of attendees. A resolution to that effect and directing staff to agendize the renewal of such findings in the event that thirty (30) days has passed since the Committee's last meeting, is attached hereto.

RESOLUTION NO. _____

PENINSULA CLEAN ENERGY AUTHORITY, COUNTY OF SAN MATEO,

STATE OF CALIFORNIA

* * * * *

RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR MEETINGS OF THE PENINSULA CLEAN ENERGY CITIZENS ADVISORY COMMITTEE WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder, and as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, on January 5, 2022, Governor Newsom extended the sunset provision of AB361 and Government Code Section 11133(g) to January 1, 2024 due to surges and instability in COVID-19 cases; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that COVID-19 continues to be highly transmissible and that even fully vaccinated individuals can spread the virus to others; and,

WHEREAS, the Committee has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings;

WHEREAS, on September 30, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361. Out of an abundance of caution given AB 361’s narrative that describes each legislative body’s responsibility to reauthorize remote meetings, staff and counsel bring this resolution to the attention of the Citizens Advisory Committee, and;

WHEREAS, on October 14, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on November 4, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on December 2, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on January 13, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on February 10, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on March 10, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on April 14, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on May 12, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on June 9, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on July 14, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on August 11, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on September 8, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Committee deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The recitals set forth above are true and correct.
2. The Committee finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to return no later than thirty (30) days, or, alternatively, at the next scheduled meeting of the Committee, after the adoption of this resolution with an item for the Committee to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

* * * * *



Policy Number: 22 Board Adoption: XX, XX, XXXX

Diversity, Equity, Accessibility, and Inclusion (DEAI) Policy

1. Commitment to DEAI

Peninsula Clean Energy has a vision of a sustainable world with clean energy for everyone. We recognize there are longstanding systemic barriers that impede the advancement of fair and inclusive policies and limit the full participation of historically underserved and disadvantaged communities. This includes our stakeholders that face the most adverse impacts from economic, health, and environmental burdens. Peninsula Clean Energy recognizes that we have an obligation to maximize our efforts to eliminate disparities and ensure that our programs, policies, and practices are inclusive and accessible for everyone in the geographic markets we serve.

Peninsula Clean Energy commits to making diversity, equity, accessibility, and inclusion a priority during decision making. We firmly uphold anti-racism, anti-discrimination, diversity, equity, accessibility, and inclusion as core values. The Peninsula Clean Energy team, including all staff, Board of Directors, committees, and community groups, is committed to this DEAI Policy. This policy is a foundation for operating our business and Peninsula Clean Energy's goals as detailed in the [Strategic Plan 2020-2025](#).

The Peninsula Clean Energy DEAI Policy 22 will help guide our work in the DEAI space. This document outlines the definitions, application, details, responsibility, administration, and communication of the policy. As the DEAI Policy explains what the agency will do in terms of DEAI initiatives, the DEAI Action Plan will cover how the agency will integrate DEAI initiatives into our programs, policies, and practices and strive towards our mission to reduce greenhouse gas emissions by expanding access to sustainable and affordable energy solutions. Both the DEAI Policy and Action Plan are in compliance with Peninsula Clean Energy's operational policies.

2. Definitions

- a. **Diversity:** Diversity is the presence of differences in people within any community that may include, but is not limited to race, gender, religion, sexual orientation, ethnicity, nationality, neurodiversity, socioeconomic status, language, (dis)ability, age, or veteran status. An intersectional approach to diversity goes beyond merely counting different kinds of representation in a group, but also recognizes differences in power dynamics between different identities, and how to equitably include and empower individuals from different backgrounds to participate within groups, decision making processes, and social justice movements.
- b. **Equity:** Equity acknowledges historical factors that created oppressive societal structures and recognizes that we do not all start from the same place and must make adjustments to imbalances by providing power or resources to historically oppressed

groups and persons. Equity promotes justice, impartiality, and fairness within the procedures, processes, and distribution of resources by institutions or systems.

- c. **Accessibility:** Accessibility means persons with disabilities are provided with equal opportunity to acquire the same information, visit the same places, engage in the same interactions, and enjoy the same services as persons without disabilities. Accessibility means a commitment to removing a variety of barriers, including institutional, physical, informational, communication, attitudinal, and cultural.
- d. **Inclusion:** Inclusion outcomes are met when your institution, your programs, and you personally are genuinely inviting to all. It is based on the degree to which diverse individuals can participate as appropriate in the decision-making processes and development opportunities within an organization or group thus empowering them.

3. Application

This policy applies to all Peninsula Clean Energy Leadership and Staff, Board of Directors, and Citizens Advisory Committee (CAC) members, and is in compliance with the specifications of Peninsula Clean Energy's operational policies.

a. Roles and Responsibilities

- **Peninsula Clean Energy Leadership and Staff:** Both leadership and staff will be responsible for utilizing the DEAI Policy when implementing the activities and initiatives listed in the DEAI Action Plan.
- **Board of Directors:** The role of the Board of Directors is to provide oversight of policy compliance and ensure that Peninsula Clean Energy staff follow and integrate the DEAI policy within the agency's programs, policies, and practices.
- **Citizens Advisory Committee (CAC):** The role of CAC is to provide comments, advice, and recommendations to improve or enhance DEAI initiatives.

4. Details of Policy

a. DEAI Commitment

Peninsula Clean Energy has established this policy as a commitment to making diversity, equity, accessibility, and inclusion a priority within the organization. The organization commits to developing and supporting equity fluent leadership. This policy will also support the goals and objectives as stated in the DEAI Action Plan, which is a separate strategic document that outlines actions to implement reasonable and achievable DEAI initiatives throughout the organization.

b. Recruitment, Promotions, and Retention

Peninsula Clean Energy will aim to recruit, promote, and retain a qualified diverse workforce that is reflective of the communities we serve, especially workforce populations that are underserved and underrepresented.

Recruitment, promotions, and retention practices should be transparent and in compliance with Peninsula Clean Energy's human resources and operational policies.

c. Onboarding

Peninsula Clean Energy will expand the onboarding process to communicate the organization's commitment to DEAI and support all employees to feel welcome and have the needed information to thrive at the organization. Additionally, during the onboarding process, Peninsula Clean Energy will inform incoming employees of how they can be involved in the agency's DEAI efforts.

d. Compensation and Employee Performance Reviews

Peninsula Clean Energy supports fairness in employee compensation and performance reviews.

Peninsula Clean Energy will develop human resource practices to competitively compensate incoming and current employees through salary, benefits, and other amenities that appeal to a diverse workforce.

Additionally, Peninsula Clean Energy will enhance employee performance reviews and include DEAI metrics to measure employee accountability and development. These metrics will be tied to key performance indicators in the Strategic Plan and will be taken into consideration during compensation adjustments.

e. DEAI Learning and Development

Peninsula Clean Energy understands the importance of involving employees in discussions regarding DEAI and ensuring that all employees have access to develop their knowledge, skills, and abilities. All Peninsula Clean Energy leadership, employees, Board, and Citizen Advisory Committee members will participate in formal DEAI learning and development opportunities to expand their knowledge and awareness in the DEAI space.

f. Professional Development

All Peninsula Clean Energy staff will be provided equitable professional development opportunities, including DEAI specific learning, to maintain, improve and strengthen their knowledge, expertise, and competence to perform their job duties and execute on the Strategic Plan.

g. Leadership and Staff Accountability

Peninsula Clean Energy leadership and staff are expected to support the DEAI Policy and be held accountable for upholding DEAI values throughout the agency.

Through the DEAI Action Plan, Peninsula Clean Energy leadership and staff will establish a list of DEAI priorities and how best to measure results to improve the agency's programs, policies, and practices. By doing this, Peninsula Clean Energy will be able to collect data to drive and assess the DEAI impact on the organization internally and externally. Peninsula Clean Energy will ensure that the priorities align with the Strategic Plan and ensure leaders are involved in setting DEAI goals. Peninsula Clean Energy staff will provide a semi-annual progress update to the Board of Directors on DEAI initiatives, and an annual report during the annual Strategic Plan update.

h. Supplier Diversity

Peninsula Clean Energy will make best efforts to encourage the participation and utilization of a diversity of suppliers and vendors on contracts and procurements within the parameters of applicable state and federal law. Peninsula Clean Energy will track and report on its progress regarding small, local, and diverse business entities spend amounts in its annual Supplier Diversity reports to the California Public Utilities Commission (CPUC). Additionally, Peninsula Clean Energy will conduct reasonable research to ensure that the companies that Peninsula Clean Energy works with are also committed to advancing and promoting equity.

This is in compliance with Peninsula Clean Energy's operational policies and California Proposition 209.

In compliance with Proposition 209, Peninsula Clean Energy does not give preferential treatment based on race, sex, color, ethnicity, or national origin. Peninsula Clean Energy encourages minority-owned, women-owned, veteran-owned, small, and local businesses to respond to solicitations. Peninsula Clean Energy supports the CPUC's efforts to create supplier diversity and encourages contractors who may qualify to register with the CPUC Supplier Clearinghouse and the Department of General Services Small Business and Disabled Veteran Business Enterprises programs.

i. Accessibility

Peninsula Clean Energy is committed to providing equitable access and opportunity to individuals with disabilities in all programs, services, and activities. Peninsula Clean Energy recognizes that in order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable accommodations made to practices and procedures.

- **Training:** Peninsula Clean Energy leadership will be required to participate in DEAI learning and development that includes education on how to hire and create an inclusive culture for people with disabilities as well as

respond to accommodation requests made by internal and external stakeholders.

- **Accommodation Requests:** Peninsula Clean Energy will respond to internal and external accommodation requests by providing equitable access to staff and the public. For internal requests, Peninsula Clean Energy will ensure reasonable accommodations are made for employees with disabilities so that they are able to perform the essential duties of their jobs without physical or procedural barriers. For external requests, Peninsula Clean Energy will make a good faith effort to address accommodations by removing barriers to ensure stakeholders have access to public participation in Peninsula Clean Energy programs, services, and activities. Accommodation requests may include, access to public meetings, interpretation/translation language services, large print outreach/program materials, closed captioning/live transcriptions, and accessible public facilities.
- **Website:** Peninsula Clean Energy websites must follow and be compliant with Americans with Disability Act (ADA) and Web Content Accessibility Guidelines (WCAG). The websites should be accessible to people with disabilities and audited at least annually to ensure accessibility.

j. Communication & Outreach

Peninsula Clean Energy will utilize an equity lens when developing and distributing communication and outreach materials for programs and projects to improve informational awareness and increase inclusion and accessibility throughout the communities we serve.

Some examples of ensuring equity in Peninsula Clean Energy communications and outreach include, but are not limited to, providing outreach materials in languages needed to reach target populations, using imagery that mirrors the diversity of the communities we serve, using terminology that is gender neutral and respectful, and providing accommodations for people with disabilities and other accessibility needs.

k. Energy Programs

Peninsula Clean Energy will adopt policies, programs, and practices to achieve energy equity for low-income and disadvantaged households. These groups may include a disproportionate number of households on fixed incomes and people of color as they utilize a larger share of their income on energy bills, straining budgets and putting these households at a heightened risk of utility shutoffs during times of economic hardships.

Peninsula Clean Energy will seek input and gain feedback from a wide and diverse set of community members when developing policies, programs, and practices. Peninsula Clean Energy will also ensure that programs are designed and evaluated through an

equity lens to give underserved and underrepresented communities (all rate payers and program participants) equitable access to Peninsula Clean Energy programs.

These efforts will be in compliance with Peninsula Clean Energy's operational policies.

5. Party Responsible for Policy

Every part of the organization is responsible for implementing this policy as described in Section 3a, Roles and Responsibilities. In addition, Peninsula Clean Energy will establish a staff-led DEAI Council that will be responsible for operationally implementing this policy throughout the organization.

6. Policy Administration

a. Monitor and Measure

The DEAI Council will monitor and measure all DEAI commitments and initiatives through the DEAI Action Plan and will be responsible for identifying areas of progress and areas needing improvement.

The DEAI Council will also oversee the implementation of the DEAI initiatives and report progress to the Peninsula Clean Energy Board of Directors and leadership team on a semi-annual basis.

b. Implementation

All employees are expected to understand and share the responsibility of upholding the Peninsula Clean Energy DEAI Policy. If an employee or community stakeholder notes that a section of the policy is not being upheld, they should bring it to the attention of Peninsula Clean Energy's Human Resources Director or one of the members of the DEAI Council. After review by the Human Resources Director or a member of the DEAI Council, concerns will be brought to the attention of Peninsula Clean Energy executive leadership and appropriate action will be taken.

c. Policy Review

The Peninsula Clean Energy DEAI Council will be responsible for performing an annual review of the DEAI Policy and modifying and updating the document if there are any major changes needed. The DEAI Council will present proposed updates to executive leadership and the Board of Directors for their approval.

7. Communication of Policy

The Peninsula Clean Energy DEAI Policy will be posted and available on the Peninsula Clean Energy public website.