

Background:

Pursuant to Section 5.9.1(c) of the LACCE JPA: “The Board shall establish a Community Advisory Committee comprised of members of the public representing key stakeholder communities. The primary purpose of the Community Advisory Committee shall be to provide a venue for ongoing citizen support and engagement in the operations of the Authority.”

Of the nine operational CCAs in California, three have similar Community Advisory Committees (Sonoma Clean Power, East Bay Community Energy, and Peninsula Clean Energy). In the case of those CCAs, the Committees were involved in the formation and launch of the CCA. LACCE, following a different process, has waited until the full initial complement of the Board was seated before taking action to appoint the committee. This was done so that each member city’s preferences and geographies could be taken into account when deciding the composition and function of the committee. This proposal was produced after staff conducted best practices research of existing CCA Advisory Committees, held interviews with the staff of those CCAs, and gathered community input from interactive public workshops.

Purpose:

The purpose of the Community Advisory Committee is to:

- Act as a liaison to the community and represent ratepayer concerns
- Provide feedback on LACCE policies, operational objectives, and programs
- To the extent possible, provide expert knowledge of relevant subject matter to support Board and staff
- Assist with outreach to the community
- Assist with legislative advocacy in conjunction with staff and Board
- Provide a forum for community discussions on a wide variety of strategies to reduce carbon emissions and maximize LACCE programs

Guiding Principles:

At our community workshops, staff asked participants what guiding principles they thought the Community Advisory Committee should exemplify. Among those emphasized were:

- Transparency
- Diversity
- Community focus

Committee Size, Terms, and Commitment:

A Community Advisory Committee must be adequately representative, yet remain small enough to be efficient. Additionally, an odd numbered committee is advantageous for voting purposes. A committee of 9-11 people would best meet these requirements and is in line with existing CCAs.

Terms should be long enough for committee members to accumulate knowledge of complex subjects, and staggered to ensure there will always be experienced committee members to

support new ones. However, terms should not be so long so as to make it difficult for new members to come in and share different perspectives.

This proposal suggests staggered three-year terms, with initial committee members randomly assigned to terms of 1, 2, or 3 years, and subsequent members serving three years terms. Members may serve a total of three terms.

The Community Advisory Committee is subject to the Brown Act. All meetings will be open to the public, and the committee will work with staff to ensure meeting agendas are posted 72 hours in advance. The committee will meet on a regular basis, either monthly, bi-monthly, or quarterly as determined by the Committee itself. Additionally, the Committee will have the opportunity to decide whether a member may select an alternate to represent him or her.

Committee Member Criteria:

It is important that the Committee represents a balance of subject matter expertise and community representation. Strong preference will be given to those who live or work in LACCE territory, and to those with proven community leadership and/or capacity to build strong community networks. Additionally, the Committee should have at least one member specifically representing disadvantaged communities.

Members with expertise in any one or more of the following areas will be highly desirable:

- Environmental justice
- Ratepayer advocacy
- Labor relations
- Neighborhood/Community relations
- Youth/Student liaison
- Distributed Energy Resources (DER)
- Energy Efficiency
- Demand Response
- Renewable Energy
- California Grid Operation (CAISO)
- Power generation
- Energy markets
- Utility finance
- Communications
- Economic Development
- Legislative Advocacy

Information requested in the application will include:

- How the applicant meets the desired criteria
- Why the applicant desires to serve
- Ability to meet the necessary commitment
- Potential conflicts of interest

- How the applicant is connected to the community LACCE serves
- Any additional languages applicant can speak or other abilities they might have to support non-English speaking communities

Selection Method:

The application process for Committee members shall be open and public. However, as described above, criteria should be highly specific to ensure the applications received meet the requirements. Recruitment efforts should be robust, and include announcements at Board meetings, across LACCE social media channels and website, via LACCE stakeholder email blasts, and personal recruiting methods by Board or Staff.

The application process should be opened as soon as possible, as it is the intention of the staff to recommend that the Board appoint the Committee at the March 2018 meeting of the LACCE Board.

LACCE staff will collect and conduct an initial screening of applications. Screening will involve efforts to ensure the diversity of cities and areas represented. The Board may choose to establish an ad hoc subcommittee to conduct the selection process. In that event, the recommended finalists will then be presented to the full Board for appointment. Committee members will serve at the pleasure of the Board for the duration of their term.

Committee Function:

While the Committee is advisory in nature, it will have responsibilities that include:

- Reviewing and providing input on the LACCE Strategic Plan, Implementation Plans, Communication Plan, and other matters as the Board may request.
- Public outreach and community engagement regarding LACCE programs and goals
- Working closely with staff to stay abreast of issues and set Committee agendas
- Special projects identified by the Committee itself that may include studying DER project development, new programs, or community partnership opportunities

Every effort will be made to ensure the Committee will be able to review and provide input on key LACCE documents and plans in a timely manner. It is possible however, that there may not be sufficient time to do so in certain circumstances. If urgency is a factor, the Chair of the Board, at his or her discretion, may elect to place an item on the Board's agenda that would ordinarily receive Committee input, in the absence of such input.

Resources and Abilities:

The Committee will be able to:

- Select its own Chair and Vice Chair
- Submit reports to the LACCE Board for consideration
- Request financial resources from the LACCE Board to support specific studies and/or projects
- Form working groups and subcommittees to address specific issues as may be necessary

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- Monitor the LACCE program to ensure it is meeting the needs of the communities it serves

Additionally, the Committee shall receive onboarding training and educational presentations from LACCE staff and consultants to become more familiar with the subject matter. The committee will have access to the staff reports and materials the Board receives, and be included in communications regarding legislative, regulatory, or other major updates.

Additional Considerations:

These are additional items for consideration:

- Financial resources
 - Staff time required to support the committee
 - Funding for supplies and meeting space
- Community Liaisons
 - Inclusion of a youth or student liaison
 - Inclusion of liaisons from other stakeholder groups

Proposed Timeline:

Date	Milestone
January 10 th	Community Workshop to receive input on proposal
January 17 th	Board to consider proposal, establish CAC subcommittee, and direct staff to open the application period
January 22 nd – February 9 th	Application period open (3 weeks)
February 12 th – February 23 rd	Board subcommittee to meet and select finalists. Interviews may be conducted.
Early March	Committee appointed at March Board meeting