

**March 5, 2014**  
**E<sup>2</sup> Working Group Meeting Minutes**

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The first meeting of the E<sup>2</sup> Working Group was held via conference call on March 5, 2014. The following organizations participated in the call. Peggine Neville, Deputy Director, OEEE/DPS chaired the meeting and took a roll call of all organizations present.

<b>E<sup>2</sup> Working Group Members</b>	<b>Parties</b>
DPS	Colwell, Colwell & Petroccione
Con Edison	ICF International
National Grid	CSG
NFG	Couch White, LLP
Central Hudson	NEEP
NYSEG	NRDC
RGE	Pace
NYSERDA	SRA International
O&R	TRC Solutions
<b>Ex-Officio Participants</b>	DOS
NYSIO	
PSEG-LI	
NYPA	

**Review of E<sup>2</sup> Working Group Formation**

DPS Staff stated an email was sent on February 21, 2014 to IAG/EAG members with the following attachments:

- IAG/EAG Letter
- E<sup>2</sup> Working Group Agenda for teleconference
- E<sup>2</sup> Working Group Formation Process Document
- E<sup>2</sup> Working Group Charter
- E<sup>2</sup> Working Group Subcommittee Template and initial subcommittees

A notification of the March 5 Conference Call was placed on DMM stating meeting materials were posted on the EEPS webpage. ([dps.ny.gov](http://dps.ny.gov) – EEPS Home Page- under the tab titled E<sup>2</sup> Working Group)

Staff provided background regarding the IAG Subcommittee that was tasked with researching other jurisdictions who have similar groups and the recommendation made by the IAG Subcommittee at the February 5, IAG/EAG Meeting. That recommendation included the E<sup>2</sup> Working Group consisting of Program Administrators and DPS Staff; “Form and Fold” subcommittees that would include stakeholders and /or experts; and the use of Technical Conferences.

Staff stated they had deliberated on the recommendation of the IAG Subcommittee, as well as subsequent concerns raised by parties, and have determined the E<sup>2</sup> Working Group shall possess the following key characteristics:

- Functionality
- Transparency
- Prioritization
- Opportunity for Stakeholder input

Staff stated that the objective of the E<sup>2</sup> Working Group is to inform Staff with regard to oversight of the current EEPS programs and the development of technical roles and resources that may inform future program cycles. Staff stated that the E<sup>2</sup> Working Group will be operating in the context of broader Commission proceedings including the broader restructuring proceeding discussed in the December 26, 2013 Order, and that while Staff appreciates parties' interest in weighing in on post 2015 energy efficiency programs, the focus of the E<sup>2</sup> Working Group will be the current programs in the near term, as the broader proceeding unfolds.

Staff stated it agrees with the IAG recommendation that the members of the E<sup>2</sup> Working Group will be DPS Staff and the current EEPS Program Administrators. Staff has determined that due to their unique roles, NYISO, NYPA, and PSEG-LI will be designated as Ex-Officio Participants. Further, all Parties in Case 07-M-0548 will be able to sit in observation of the meetings. Each meeting will allot a portion of the agenda for Ex-officio participants and parties to make comments.

### **Review of E<sup>2</sup> Working Group Charter**

Staff reviewed the E<sup>2</sup> Working Group Charter, which can be found on the EEPS Webpage. The following are highlights from the Charter:

- Meeting schedule, agendas, materials and minutes will be posted to website.
- E<sup>2</sup> meetings will convene regularly:
  - Initially the E<sup>2</sup> meetings will be scheduled monthly;
  - E<sup>2</sup> meetings to convene in morning and subcommittees to convene in afternoon.
- Each PA and Ex-Officio member will assign a single point of contact.
- The Working Group will consist of form and fold subcommittees that will:
  - Have a clear purpose, deliverable, and timeline;
  - Be transparent;
  - Can include participants other than working group or ex-officio members;
  - Will have a designated chair;
  - Subcommittees will be announced via the web upon formation and interested parties will contact the subcommittee chair by email to be added to the subcommittee;
  - Can and should avail themselves of topical experts.
- Technical conferences can be scheduled which may engage parties that are not full subcommittee members.
- Polling will be used for informational purposes – dissenting opinions are important to consider in the decision making process and will be documented.
- Use of paid consultants
  - The E<sup>2</sup> Working Group will aide in the development of the scope of services to be provided
- Context of Working Group
  - The E<sup>2</sup> Working Group will operate in the context of the broader proceedings. Subcommittees may be formed to investigate aspects of the broader proceedings, however currently the primary mission is to focus on improving the current programs, tools and resources in preparation and support of future cycles.

### **Program Assessment**

Staff thanked all PAs for their response to the Program Assessment Task. Staff expects to send out a compiled Program Assessment by the end of the week. PAs will be allotted one week to make revisions, if necessary.

## **Subcommittees**

Staff reviewed the Subcommittee Template Form that will be used when a Subcommittee is formed. These forms will be posted to the EEPS webpage. It was decided at the meeting that participants' phone numbers will be shared with the subcommittee members but will be removed prior to posting on web.

Staff then reviewed the following Subcommittees that have been „grandfathered“ in from existing IAG/EAG subcommittees:

### Guidance Document Subcommittee

- The Objective of this Subcommittee is to Aide Staff in the development of Guidance Documents detailed in the December 2013 Order to include notification and reporting requirements for: 1) reporting; 2) measure classification lists; and 3) prescreening of prescriptive measures. The documents should allow for proper oversight of ratepayers' dollars without creating unnecessary administrative burden. The three remaining Guidance Documents are 1) Reporting; 2) Measure Classification Groups, and Prescreening of Prescriptive Measures. Drafts of Reporting and Measure Classification Guidance Documents were sent to subcommittee members on Friday, February 28, 2014
- Comments due on March 7, 2014.
- Calls have been scheduled for the Measure Classification Groups Guidance on 3/12/2014 and Reporting Guidance on 3/13/2014.
- Guidance on Prescriptive Measures is forthcoming.
- Contact Debbie Labelle at [Debra.Labelle@dps.ny.gov](mailto:Debra.Labelle@dps.ny.gov) if you would like to participate in the Guidance Document Subcommittee, please indicate which Guidance Document(s) you are interested in.

### Evaluation Assessment Subcommittee

- The Objective of this Subcommittee is to Aide Staff in the development of the Evaluation Assessment detailed in the December 2013 Order to include: 1) documentation of the status of all evaluation and statewide study activities, including budget, cost and schedule information; 2) a comprehensive evaluation plan indicating, for each current evaluation/study activity, a proposal for terminating or continuing the activity as determined by a value-based rational that connects the activity and its relevance/importance to future program cycles and 3) an integrated program and evaluation cycle plan/schedule showing the connection between study activities that are recommended to go forward and each study's availability and benefit to informing and improving the next or successive program and technical document development cycles. An Evaluation Assessment Subcommittee meeting is scheduled for March 14, 2014.
- Contact Joe Hitt at [Joseph.Hitt@dps.ny.gov](mailto:Joseph.Hitt@dps.ny.gov) if you would like to participate in the Evaluation Assessment Subcommittee.

### Statewide/Joint Evaluation Subcommittee

- The objective of this Subcommittee is review and finalize the RFPs for three Statewide/Joint Evaluation Studies: 1) Non-participant Spillover; 2) Residential Load Shape Study; and 3) Small Business Direct Install Program Impact Evaluation
- While this subcommittee has existed for some time and has other tasks it may be involved with, this is an example of prioritizing the work by stating the current objective to finalize the Statewide/Joint Evaluation RFPs.

- Contact Bill Saxonis at [William.Saxonis@dps.ny.gov](mailto:William.Saxonis@dps.ny.gov) if you would like to participate in the Statewide/Joint Evaluation Subcommittee.

#### Technical Manual Subcommittee

Staff stated that the Tech Manual Subcommittee will also be „grandfathered“ in as a subcommittee and a Subcommittee Form will be distributed and posted to the website.

- Contact Peter Sheehan at [Peter.Sheehan@dps.ny.gov](mailto:Peter.Sheehan@dps.ny.gov) if you would like to participate in the Tech Manual Subcommittee

#### **Next Meeting Date/Time**

Staff stated the next meeting of the E<sup>2</sup> Working Group would be April 8, 2014. **PLEASE NOTE SUBSEQUENT TO THE CALL THIS DATE WAS CHANGED TO APRIL 9, 2014.** Staff opened the discussion for comments/ question from E<sup>2</sup> Working Group Members.

- Con Edison asked about the formation of additional subcommittees to undertake the items outlined in December Order that need to be included in the Action Plan. Staff stated it intends to discuss this further at the April meeting.
- Con Edison raised their interest in pursuing near term changes to the current TRC requirements, referring to the Order language that left the window potentially open for this in the 2014-2015 program years. Staff stated this would be discussed at the April meeting.
- NYSEG/RG&E raised the issue of establishing a time frame for completing EEPS 2 projects. Staff agreed this needs to be determined and communicated to PAs with as much notice as possible.

#### **Input from Observers**

Staff opened the meeting to input from Ex-Officio Participants and Parties in observance of the call. No input was received.

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**Next E<sup>2</sup> Working Group Meeting is scheduled for April 9, 2014 at 10:00am**  
**19th Floor Board Room**  
**Call in number: 866.394.2346**  
**Conference Code: 1614319786**

**PLEASE NOTE DATE CHANGE (previously scheduled for April 8<sup>th</sup>)**