

**STATE ENERGY ADVISORY BOARD**  
**TELECONFERENCE MINUTES**  
 JANUARY 21, 2010, 1:00 PM – 1:51 PM EST

**TELECONFERENCE ATTENDEES**

**Designated Federal Officer (DFO):**

- Gary Burch, STEAB DFO, Senior Management Technical Advisor, Intergovernmental Projects, Golden Field Office, Denver, Colorado

<b>STEAB ATTENDANCE</b>		
<b>BOARD MEMBERS</b>	Present	Absent
<b>Jim Arwood</b> , Director, State Energy Office, State of Arizona		✓
<b>Susan S. Brown</b> , Deputy Administrator, Wisconsin Division of Energy	✓	
<b>John Butler</b> , Energy Commission Supervisor II, California Energy Commission	✓	
<b>Dan Carol</b> , Strategic Advisor/Organizational Consultant (OR)	✓	
<b>William Vaughn Clark</b> , Director, Office of Community Development, Oklahoma Department of Commerce	✓	
<b>John H. Davies</b> , Director, Division of Renewable Energy and Energy Efficiency, Kentucky Office of Energy Policy	✓	
<b>Roger Duncan</b> , General Manager, Austin Energy – City of Austin (TX)		✓
<b>Philip Giudice</b> , Commissioner, Massachusetts Department of Energy Resources	✓	
<b>Ryan Gooch</b> , Energy Policy Director, Tennessee Economic and Community Development		✓
<b>Paul Gutierrez</b> , Vice Provost for Outreach Services, Associate Dean and Director, Cooperative Extension Service, College of Agriculture and Home Economics, New Mexico State University	✓	
<b>Duane Hauck</b> , Director, Extension Services, North Dakota State University	✓	
<b>Cecelia Johnson-Powell</b> , Community Development Manager, Indiana Housing and Community Development Authority		✓
<b>Peter Johnston</b> , Project Manager, Clean Energy Technologies, Burns & McDonnell (AZ)	✓	
<b>Neil Moseman</b> , Director, Nebraska Department of Energy	✓	
<b>James Nolan</b> , Weatherization Director, Department of Public, Health and Human Services (MT)	✓	
<b>Tom Plant</b> , Director, Colorado Governor's Energy Office	✓	
<b>Larry Shirley</b> , State Energy Office Director, North Carolina Department of Administration	✓	
<b>Janet Streff</b> , Manager, State Energy Office, Minnesota Department of Commerce	✓	
<b>Nick Sunday</b> , Office Chief, Office of Community Services, Ohio Department of Development		✓
<b>David Terry</b> , Executive Director, ASERTTI (VA)		✓
<b>Steve Vincent</b> , Regional Business Manager, Avista Utilities (OR)	✓	

**Contractor Support:**

- Emily Lindenberg, SENTECH, Inc.

**Public:**

- No public representatives participated in this meeting.

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**Agenda Items:**

- |   |                                |
|---|--------------------------------|
| 1. Status of Annual Membership Package<br>and Introduction of New Board Members   | Gary Burch                     |
| 2. Update on Resolution 10-01   | Duane Hauck<br>Gary Burch      |
| 3. Update on Partnership between DOE and HUD<br>with regard to weatherizing public housing units<br>and other goals of the formal collaboration | Cecelia Johnson-Powell         |
| 4. OWIP Restructuring (HQ and GFO)  | Gary Burch                     |
| 5. Meeting Logistics for the upcoming<br>March 2010 meeting in Washington D.C.  | Gary Burch<br>Emily Lindenberg |
| 6. Public Comments  | Janet Streff                   |
| 7. Other Issues   | Janet Streff                   |

- Gary Burch (GB) began the meeting by introducing himself as the Designated Federal Officer (DFO) of the STEAB and announced to the Board that the Secretary of Energy had, as of January 13, 2010, signed the Membership Package. Before introducing the new members, he introduced the new Board Chair, Janet Streff (JS), and the new Vice Chair Paul Gutierrez (PG), and offered his congratulations to them both.
- GB next called roll of the new members and introduced them to the Board by letting members know which state the new members were from. He then reminded the new board members that they needed to accept their appointment by emailing him directly with their official acceptance. Only Tom Plant (TP) had done this so far, so the other six (6) new members needed to also officially accept.
- GB then introduced the next agenda item and turned the floor over to JS. JS asked Duane Hauck (DH) to remind the Board, and especially the new members about the background to the proposed Resolution 10-01 which was on the table for discussion. DH reminded the Board and new members that the concept for this grew out of the November meeting in Raleigh, NC, where the Board met at North Carolina State University, which is a Land Grant University. He continued by saying 10-01 speaks to the Land Grant University system through its cooperative extension service (CES), and the CES could become more actively engaged in helping to support consumer education with regard to energy efficiency and energy technology. His hope with the adoption of this Resolution is that there will be lasting change made with consumers by encouraging education and transformational learning.
- DH finalized his summation of the Resolution's purpose by reiterating that the Board suggests two options for DOE to consider; but that regardless, STEAB volunteers to be the national convener of a meeting between the US Department of Agriculture (USDA) and DOE to begin the dialogue needed to move forward with the call-to-action in the Resolution. He also noted that this version is slightly different from versions the Board has previously read. The only change is the addition of the "next steps" section where GB and DH added these action items. The proposed "next steps" will be for STEAB to initiate a dialogue with the Office of Energy Efficiency and Renewable Energy (EERE) and USDA to hopefully then convene a meeting where both USDA and DOE can come to a formal agreement.

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- GB noted the need for the Board to take an action on this Resolution today, unless there are formal objections, and then yielded the floor to JS to conduct a formal vote. JS solicited the Board for feedback and opened the floor to discussion. Seeing there was no discussion, JS asked for a motion to put this to a vote. John Davies (JD) motioned that the Board approve Resolution 10-01. Peter Johnston (PJ) seconded the motion. Paul Gutierrez asked if before the vote the Board should include a proposed due date on the “next steps”. GB said he didn’t believe it was necessary to put an actual date on which it should occur; and if this is adopted by the Board, it can be submitted directly to the Assistant Secretary when he and JS are in Washington, DC, for the upcoming NASEO meeting. Then, the Board can work on the “next steps” when it meets in March for the live meeting.
- Philip Giudice (PGD) then asked if the concept of the Resolution was something that the Board had previously discussed with Assistant Secretary Cathy Zoi. GB responded by saying, historically the Board comes up with Resolutions on their own, formally votes to adopt them, and it is at that point that the Resolutions are sent to the Assistant Secretary for review.
- JS, recognizing the formal motion and second to vote on the Resolution, asked the Board for all in favor and all opposed. Though PGD abstained from voting, the aye’s were unanimous and the Board officially adopted Resolution 10-01<sup>1</sup>.
- GB thanked the Board for their vote, and let the Board know that he would draft a transmittal letter for JS’s signature, and when both GB and JS are in DC next week for the NASEO meeting, they will deliver the letter and Resolution by hand to Assistant Secretary Zoi. GB will work on setting up that appointment with the Assistant Secretary’s staff.
- JS then closed that item to discussion and moved onto the next agenda topic. As Cecelia Johnson-Powell (CJP) was unable to make the call this week, this item has been tabled for the February Teleconference.
- JS turned discussion to the fourth agenda item, which is restructuring within the Office of Weatherization and Intergovernmental Programs (OWIP) and asked if GB would update the Board on this topic.
- GB began by telling the Board that there are a number of project officers in the field – some at Golden, Colorado, and some at the National Energy Technology Lab (NETL) in Pittsburg, Pennsylvania. In the Recovery Act process, OWIP oversees three big project areas – State Energy Programs (SEP), Weatherization Assistance Programs (WAP), and Energy Efficiency Conservation Block Grants (EECBG). In order to implement those projects successfully, OWIP needed to ramp-up field staffing. There have, however, been changes at DOE headquarters (HQ) that have created challenges about how and when all of these programs will be staffed, managed and implemented.
- He went on to say that HQ is transferring some vacant full-time positions from the field to HQ. GB did note that Branch Chiefs will remain at the Golden Field Office, but they will now report to OWIP management located at HQ. He also pointed out that since many of the details are still evolving, he is not yet fully clear on how all the adjustments will work, but he knows that existing staff positions which are filled will not be relocated. Only those positions that are not yet filled will move to DOE HQ. He hopes that on the February Teleconference call he will have a more comprehensive update to give the Board regarding these changes. GB then opened up the floor to questions.
- Susan Brown (SB) asked GB what he meant by these positions moving to HQ and wanted to know to which group within OWIP these positions would be absorbed. GB answered by saying there were three Program clusters in OWIP – WAP, SEP, and EECBG; and Golden is going to give back around 14

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<sup>1</sup> Resolution 10-01 can be found as Appendix A.

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unfilled positions to HQ. He is unsure how many NETL will be giving back. These positions will then become Project Officers at HQ within those three clusters. The Branch Chiefs at GFO and Branch Chiefs at NETL will now report to one of the three heads of the three clusters within OWIP at HQ.

- JD then asked GB why HQ was making these changes. GB noted that it was his understanding that there is a sense of urgency to move the \$11+ billion given to OWIP by the Recovery Act, and HQ believes that this money can move more effectively if the work and managers of these projects are centered at HQ.
- JD posed the question if this restructuring will help the states facilitate the moving of money out, or will this perhaps create more challenges for those states which are not spending their money fast enough. GB said there would probably be a little of both of those effects taking place with these changes. He noted that there has been pressure put on both Golden and NETL to move the money, or at least finish paperwork that makes that money available, and then pressure placed on the recipients to spend the money.
- Larry Shirley (LS) wanted to know how the allocation of work will be divided up between Golden, NETL and HQ. GB again noted that discussions are still happening with regard to this as changes are still being made. There will be more information forthcoming in February in time for the Board's February Teleconference, and perhaps the Board would like to meet with some of the folks involved with this process at the live meeting in March.
- JD made a comment that perhaps this restructuring may assist the NEPA process, but GB added that it is his understanding there will be no relaxing of the NEPA hurdles; however, there is a new NEPA team lead at Golden and they are staffing-up quickly, so hopefully there will be additional hands available to move the process along more quickly. JS asked how many people were on the team that were helping move the NEPA process along, and GB said he believed there were as many as 7 or 8 in Golden who were assisting with NEPA. GB asked the Board if they would like a NEPA representative to be on hand on the February call, and the entire Board agreed this would be helpful.
- JS asked for final questions or comments on this topic. Seeing as there were none, the meeting moved on to the next agenda topic that involves the logistics of the March Board meeting.
- Emily Lindenberg (EL), the contactor support for the Board, relayed the flight and hotel logistics to the Board members and reminded them that the meeting was taking place March 9 – 11, 2010, at the Marriott Metro Center in Washington, DC. It was reiterated that all members are expected to attend and stay throughout the entire meeting. If any of the members had questions or concerns, a fact sheet would be sent out after the call outlining all pertinent information.
- GB asked the Board what topics / programs they would like to have on the agenda for the March meeting. He asked the Board to please remember when making suggestions, that it is imperative STEAB stay engaged with the front office and focus on the goals the Assistant Secretary laid out last August. He opened the floor to suggestions and also asked that in the coming weeks, if members have topics or issues they would like to discuss, please email them to him for inclusion in the agenda.
- Dan Carol (DC) thanked the Board for welcoming him to STEAB and looks forward to working with the members and offered his support and expertise to help accomplish the Board's goals.
- Vaughn Clark (VC) told the Board that the Governor of his state received a call yesterday from EE1, and was told that by March the Assistant Secretary should have the results of all of these calls and hopes that perhaps we can add as an agenda item any of the recommendations Ms. Zoi will make based on these

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calls. He believes that the Board should have a presentation of the results so that they can better help the States accomplish what the Assistant Secretary has outlined for them.

- JD offered the suggestion of meeting with Claire Johnson in order to understand her vision for OWIP and to help the Board better understand what her current issues are with the States with respect to funding.
- LS believed that the Board should meet with the Assistant Secretary and the two Deputy Assistant Secretaries to understand what the biggest issues are so that the Board can really help with resolving or ameliorating these issues. He would like to see some Program Officers as well, to make sure that the Board's suggestions and recommendations are relevant across all programs.
- GB asked the Board which other Program Offices they would like to invite to the Meeting, whether it be Wind, Solar, Hydro, etc. PJ commented that perhaps after meeting with these different Program Officers, the Board try to integrate what they learn into the focus areas the Board previously identified in order to help the focus areas stay current.
- DH believes that this meeting may provide an opportunity for the STEAB to initiate the dialogue which was just discussed as the "next steps" portion of the newly adopted Resolution 10-01. JD added that perhaps the Board should invite someone from USDA. GB answered both JD and DH by saying he knew who to contact at HQ about beginning the DOE side of the dialogue, and DH chimed in to say that he could assist on the USDA side. GB reiterated that this Resolution will be conveyed to the Assistant Secretary during the NASEO meeting and will update the Board on the status of this Resolution on the February Call.
- JS asked if the Board felt that the "Retrofit Ramp-up" should be included as a topic on the March agenda. LS, DC and GB agreed that it should, and GB noted he would take the lead on inviting speakers to the March meeting and encouraged the Board to continue brainstorming additional ideas.
- JS moved onto the next item of the agenda and opened the meeting for public comment. Seeing as there were no public comments, JS closed this item of the agenda and moved onto the final topic of "Other Issues."
- JS began the final agenda topic asking about the orientation for new members and asked if they are to receive any briefing materials. GB noted that all new members received briefing books along with their appointment letter, and the briefing materials contained information on the Charter, the legislation, past Resolutions, past meeting and teleconference minutes, and things of that nature.
- DC had a question about public comments and asked if members of the public were invited to the call either to solicit their opinion or to receive briefings. GB answered by saying that traditionally the invited speakers on the calls have been DOE employees of HQ or Golden who are on the call to respond to questions or concerns of the Board. The Board has historically not asked members of the public to provide comments, but all meetings and teleconferences are open to members of the public, should they like to listen to the calls, or provide comments. However, they needed to inform the DFO before they would be recognized to offer official comments into the Record.
- JS thanked the Board members for their participation on the call and looks forward to seeing everyone in March for the live meeting. GB reminded everyone that the date for the next teleconference call is February 18<sup>th</sup> at 1 PM EST. JS asked if there were any other issues, and since there were none, JS officially closed the January call.

*STEAB Teleconference Minutes Scribed by Emily Lindenberg, SENTECH contractor support.*

# APPENDIX A

**United States Department of Energy  
State Energy Advisory Board (STEAB)  
*Resolution 10-01***

**Topic:** **U.S. Department of Energy, Cooperative Extension Service, and State Energy Offices Collaboration on energy efficiency and renewable energy education for America.**

**Background:** Record energy prices and a heavy reliance on foreign oil are resulting in increased interest in energy efficiency and the utilization of renewable energy. National and world efforts to set low-carbon emission standards are also driving demand for conservation, efficiency and renewable energy. The adoption of new technologies, energy-conserving practices, and renewable energy could be significantly enhanced through demonstration and educational efforts that provide knowledge and focus on behavior change. The U.S. Department of Energy (DOE) and U.S. Department of Agriculture (USDA) through land-grant universities are actively engaged in developing new energy technologies, researching energy-efficiency practices, evaluating renewable energy sources, and supporting the market transformation of these activities. Significant energy savings could be realized if end-users adopt these technologies and practices, and make behavior changes. By embracing these practices, jobs can be created, energy dependency can be reduced, and environments can be improved.

The Cooperative Extension Service (CES) is the major educational outreach agency of land-grant universities and is affiliated with the USDA National Institute for Food and Agriculture.

CES has a strong history of consumer trust. Research shows that establishing trust and integrity in communities is essential prior to observing and documenting changes in human behavior. This level of trust takes time to develop as an organization. Evaluated results show that CES faculty are valued and trusted sources of information.

CES also has a premier youth education program called 4-H and a network of over 3,000 County Extension Offices that reaches into virtually every community across the country and provides life-long learning for citizens. This educational work is facilitated through community partnerships (local governments, home weatherization programs, community action agencies, etc.) that provide a platform for transformational learning. This approach seeks actionable change in behavior, habits and practices.

Recently, CES launched a national, on-line educational environment called “eXtension” designed to provide continuous learning opportunities for consumers. Energy-efficiency and renewable energy education is being incorporated into this educational system that will have a significant impact on getting consumers to adopt clean-energy practices. Combining these activities with ongoing State Energy Office (SEO) initiatives (e.g., State Energy Program, Energy Efficiency and Conservation Block Grants, and Weatherization Assistance Program activities) will help leverage DOE’s efforts to maximize the acceptance and adoption of energy-efficiency and renewable energy practices across the nation.

**Issue:** Most Americans do not fully appreciate or understand the significant benefits that renewable energy and energy efficiency technologies offer. Community education leading to

transformational learning is needed to capture the hearts and minds of Americans on the benefits of clean energy and its applicability to their lives. The CES's history of consumer trust and strong community partnerships could provide cost effective and rapid adoption of energy efficiency and renewable energy practices across the United States. Not since the early 1980s has funding been provided for CES to integrate energy efficiency and renewable energy into land-grant universities' outreach and deployment channels.

SEOs provide leadership to maximize the benefits of energy efficiency and renewable energy through awareness, technology development, and partnerships. Every state supports an SEO, but funding limitations restrict the SEO's capacity to educate residents statewide on a local community level. Together, these organizations, CES and SEOs, could leverage enhanced resources from DOE and USDA to improve practices of Americans to use and generate clean energy to improve local economies on a national basis.

**Recommendation:** STEAB respectfully encourages the DOE to initiate an active dialogue with USDA to establish formal agreements among EERE, CES and the SEOs to enhance the education of American citizens regarding energy efficiency and renewable energy. The end result would be a broader-scale adoption of renewable energy and energy efficiency practices. STEAB could serve as the national convener for the dialogue necessary to establish these agreements and facilitate the exchange of information among DOE, the CES and SEOs that will be necessary for these collaborative efforts to succeed. STEAB would also collect and provide DOE with success stories from these efforts.

Several arrangements could be used to establish this unique partnership. STEAB recommends that the DOE consider the following options for establishing the formal agreements needed for this partnership and to identify the needed funding resources:

- 1) Establish a Memorandum of Agreement (MOA) between the Office of Energy Efficiency and Renewable Energy and the USDA National Institute of Food and Agriculture. The MOA would identify the national leadership and management needed to establish and deliver this effort within states across the country. The shared resources needed to accomplish this effort would also be identified through the MOA.
- 2) The Office of Energy Efficiency and Renewable Energy establish program guidance and resources directed through the SEOs that creates the collaboration between CES and the SEOs. This arrangement would look to individual SEOs to partner with their state CES to establish the educational partnership outlined in this document.

**Next Steps:**

Authorize STEAB to initiate a dialogue with USDA and EERE / DOE to:

- a. Explore interest in this proposed partnership; and if positive,
- b. Convene a meeting between USDA and EERE / DOE to develop formal agreements that would establish this proposed partnership.

*Unanimously Adopted by the STEAB on January 21, 2010*