

**State Energy Advisory Board
Teleconference Minutes
July 18, 2007 2 p.m. – 3 p.m. EST**

Attendees:

- Chris Benson, Director, Arkansas Energy Office, Arkansas (Chair)
- Dr. Patricia Sobrero, Professor, Agricultural and Extension Education Department, Virginia Polytechnic Institute and State University (VA Tech), Virginia (Vice-Chair)
- Elliott Jacobson, Director, Action Energy Inc, Massachusetts (Secretary)
- William “Dub” Taylor, Director, State Energy Conservation Office, Texas
- John Davies, Director, Division of Renewable Energy and Energy Efficiency, Kentucky Office of Energy Policy, Kentucky
- Duane Hauck, Director, Extension Service, North Dakota State University, North Dakota
- Jim Ploger, Energy Manager, Kansas Energy Office
- David Terry, Executive Director, Association of State Energy Research and Technology Transfer Institutions (ASERTTI), Virginia
- Steve Vincent, Avista Utilities, Oregon
- Susan Brown, Deputy Administrator, Wisconsin Division of Energy
- Daniel Zaweski, Manager, Energy Efficiency and Distributed Generation Programs, Long Island Power Authority, New York

- David Rathbun, TMS, Inc.

Agenda Items:

- **State-Stakeholder Roadmap/Matrix: Progress with Populating and Updating the Matrix.**
- **Status of Other Recently Approved STEAB Products.**
- **STEAB Strategic Direction Document: The Board’s Ongoing Focus and the Document’s Relationship with Discussions/Actions at Upcoming Meetings.**
- **Discussion of the DRAFT STEAB August Meeting Agenda.**
- **Open Forum.**

Introductions

Chris Benson began the meeting by announcing that Dub Taylor recently stepped down as the STEAB Chair due to the fact that he recently accepted a nomination to become the Chair of the National Association of State Energy Officials (NASEO) Board. He then paused to congratulate Dub on his new position, and thanked him for his leadership, dedication, and service as the STEAB Chair.

Elliott Jacobson also recognized Dub for his leadership and his ability to keep the Board organized. Sue Brown also acknowledged Dub’s leadership as Board Chair, and commented that his ability to keep the Board organized was apparent from the very start of her tenure with the STEAB.

Dub Taylor thanked the Board for their kind comments and acknowledged that he was very happy for the opportunity to serve the STEAB Chair. He concluded by stating that he will continue to be very dedicated to the Board’s activities, and that he fully intends to serve out the remainder of his current appointment.

State-Stakeholder Roadmap/Matrix: Progress with populating and updating the matrix

Chris Benson began this discussion by providing some background on the document. He explained that during the March 2007 STEAB meeting, Mr. David Rodgers, the Deputy Assistant Secretary for

Energy Efficiency (DAS-EE), introduced the Board to this topic when he invited them to assist him and his Office with developing a tool (“Roadmap”) that will help EERE identify certain stakeholders, and also cross-reference them to specific EERE programs, policies, and initiatives of which they share a common interest. He then stated that in the time since the March meeting, the Board did develop a template for the “Roadmap,” but that the on-going debate of “who is responsible for populating the matrix” continues to be an “unsettled issue.”

Elliott Jacobson explained that when the Roadmap was presented to Mark Bailey (Acting Program Manager of EERE’s Weatherization and Intergovernmental Program) during the STEAB Executive Committee’s June meeting(s) in Washington, D.C., Mr. Bailey mentioned that his Office would be available to serve as a resource for assisting the Board with populating the matrix. Pat Sobrero agreed, and stated that she also left that meeting with a similar impression. Jim Ploger stated that the Roadmap may be somewhat of an evolving project, and that future additions – and subtractions – could be made to the Roadmap as EERE programs and focuses evolve.

Chris Benson agreed with the Board’s impressions of the Roadmap, and stated that there are lots of possibilities in terms of what types of stakeholders could be added. He also suggested that the Board consider developing an accompanying “lead-in page” with an introduction that assists in giving the Roadmap some type of context – an explanation of its overall purpose.

John Davies stated that when he attended a NASEO function the week before, he briefly met with David Rodgers and commented that he appears much more “adjusted” and comfortable with his new position (DAS-EE). He then inquired if Mr. Rodgers was working in his current role at the time of the March STEAB meeting. Dub Taylor explained that Mr. Rodgers was wearing “several hats” at the time of the March meeting, and that it wasn’t until recently that he became the DAS-EE.¹ John Davies then stated that now that Mr. Rodgers appears more settled in his role, then perhaps the Board should attempt to follow up with him to see if the Roadmap is still a major focus or interest of his.

Duane Hauck stated that this undertaking seems to follow a similar line of that of the recently adopted STEAB Recommendation, “Enhanced Collaboration Between EERE and the States.” Pat Sobrero agreed, and stated that Board needs to identify and remain familiar with the clear context related with this task. Chris Benson also agreed, and re-emphasized his suggestion that the Board consider adding an additional explanation to accompany the document. And perhaps, even consider “merging” or “appending” the document with the fore mentioned recommendation since it follows a similar focus.

Chris Benson said that he will see about setting up an informal discussion with Mark Bailey in the coming weeks in attempts to gauge his feelings about the document. He suggested that the Board continue discussions on the Roadmap during the August meeting. But in the meantime, the Board should start thinking about which stakeholders and other state entities would best fill in the “stakeholder column” on the left, and also attempt to determine if these “state players” have any ties to any of the “issues” that appear in the vertical column on the right. He also added that for now, the Board should temporarily ignore the legend at the bottom of the Roadmap. And if the Board feels comfortable with assigning these “issues” with a corresponding stakeholder(s), then they should simply place an “X” in the corresponding column on the right.

Jim Ploger inquired as to whether or not the Board could examine a more comprehensive version of the document during the August meeting. Chris Benson suggested that David Rathbun (TMS, Inc.)

¹ In May 2007, EERE added two Deputy Assistant Secretary positions within its Office of Technology Development: The Deputy Assistant Secretary for Renewable Energy (Steven Chalk); and, the Deputy Assistant Secretary for Energy Efficiency (David Rodgers).

forward each member of the Board an Excel version of the Roadmap that can be modified, and that any edits made to the Roadmap be returned to David no later than July 27 so that he has ample time to create a “master” copy that can be re-examined and displayed during the August meeting.

Status of Other Recently Approved STEAB Products

David Rathbun explained that one of Dub Taylor’s last actions as Board Chair was to authorize the submission of the three recently adopted STEAB Recommendations: the “Enhanced Collaboration Between EERE and the States” document; the “Market Transformation” document; and, the “REPI Action” document. He explained that the “REPI Action” document was submitted to the Assistant Secretary’s Office on July 3, and that the other two STEAB Recommendations were submitted together in the same submission package on July 11.

David Terry stated that he had heard some discussions from other NASEO members that the “Enhanced Collaboration Between EERE and the States” document was well received at EERE, and inquired as to how this information would be possible if the document was only recently submitted. Dub Taylor explained that the Executive Committee initially shared this document with EERE (June) while it was still in its DRAFT form. Dub Taylor commented that he too was under the impression that this document was well received, as David Rodgers appeared to take a particular interest in it when it was first introduced to him back in June. He also noted that historically the STEAB has been relatively unsuccessful in terms of getting feedback and/or closure on much of the work that the Board has submitted over the years. He further stated that if EERE is indeed interested in these most recent submissions, then it would be nice to receive some formal communiqué from EERE on the matter. Chris Benson also touched on this matter, and suggested that the Board should perhaps start thinking about developing a strategy as to how the STEAB can better communicate with EERE in terms of soliciting feedback on the Board’s efforts.

STEAB Strategic Direction Document: The Board’s Ongoing Focus and the Document’s Relationship with Discussions/Actions at Upcoming Meetings

Chris Benson explained that with the recent funding priorities and the emergence of an elevated interest in energy efficiency at the DOE, then perhaps it would be advantageous for the Board to revisit or “re-consult” the STEAB Strategic Direction document in order to plot the Board’s focus going forward into FY 2008.

Pat Sobrero suggested that the Board set aside time during the August meeting in order to look at the document as a group so that the Board can keep its focus. She also discussed the three strategic focus areas that are highlighted in the document, as well as the performance indicators and benchmarks. In addition, she also suggested that it may be good to see if any changes may need to be made to the document so as to align the STEAB more closely with the current priorities of EERE.

David Rathbun agreed to add a segment to the August meeting agenda to discuss the STEAB Strategic Direction document, also stated that he will forward the most recent version of the document to the Board in the coming days so that the Board could have time to “refresh” themselves with the contents within in advance of the August meeting.

Discussion of the DRAFT STEAB August Meeting Agenda

In addition to adding a segment for the discussion of the STEAB Strategic Direction document, David Rathbun agreed to forward an updated copy of the August Meeting agenda to the Board so that each individual member could “weigh in” on what could be added – or removed – from the current

DRAFT agenda. All suggestions must be returned to David Rathbun no later than Thursday, August 2nd so that the agenda can be up-to-date in advance of the meeting.

Chris Benson made a note that his schedule will not permit him to attend the Thursday (August 16) segment of the meeting, and announced that Pat Sobrero, the STEAB’s Vice-Chair, will be leading the meeting after his departure.

Open Forum

Chris Benson stated said that when he returned from travel, he noticed some confusion from the Board in terms of e-mail attachments and noted that there was some discrepancy in regards to which “versions” of STEAB documents were being circulated. He suggested that all future communiqués include a small statement that explains which versions of documents are attached. David Rathbun agreed to do so. In addition, Chris Benson also touched briefly on the STEAB Web site, and recommended that future STEAB documents include a link or web address that shows the STEAB Web site in order to assist in making the Web site more “visible,” and perhaps, increase awareness of the same.

August Meeting:

Tuesday, August 14	Wednesday, August 15	Thursday, August 16
Tour of the Lawrence Berkeley National Laboratory	8:30 a.m. – 5:00 p.m. Board Meeting, Hotel Durant	8:30 a.m. – 11:00 a.m. Board Meeting, Hotel Durant

The August meeting will take place at the Hotel Durant, which is only a few blocks away from the University of California at Berkeley campus.

Hotel Durant:

<http://www.hoteldurant.com/>

2600 Durant Avenue
Berkeley, CA 94704
(510) 845-8981

Flights:

If you have not already done so, please contact Natalie Alexander to book your flight to and from the San Francisco Bay Area. Time is of the essence.

Natalie can be reached at 202-554-4623, or at nalexander@tms-hq.com

Next Conference Call(s):

The next conference call will take place on Wednesday, September 19 from 2:00 – 3:00 p.m. EDT. Conference calls take place on the third Wednesday of months that do not contain a full-Board meeting.