



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, January 9, 2017
Scheduled for 9:00am – 10:00am PST**

Call to Order

Committee Co-Chair Allison Paul (CHF) called the meeting to order at 9:03 a.m. PST. The meeting was recorded.

Roll Call

WHPA Staff (Wendy Worrell) conducted roll call based on the current WHPA Online Permitting Working Group roster. As no voting panel has been assigned in favor of consensus voting, members are organized by voting eligibility status. The meeting was attended by 15 participants (or proxies) as clarified in the following table. There was a quorum (7+) of eligible voting members.

Organization	First Name	Last Name	WHPA Category	Attendance
Voting Eligible				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	P
CALBO (California Building Officials)	Mark	Meyers	Codes & Standards Official (Association or Jurisdiction)	P (Co-Chair)
CalCERTS, Inc.	Charlie	Bachand	Certifying Body	P
CalCERTS, Inc. (standing Proxy)	Susan	Davison	Certifying Body	A
CHEERS	Bob	Johnson	Certifying Body	P
CHF-CIRB (California Homebuilding Foundation, Construction Industry Research Board)	Allison	Paul	Research Organization	P (Co-Chair)
Conserva Alliance	Alex	Trochez	Other Stakeholder	P
DNV GL – Energy	Amber	Watkins	Energy Efficiency Program Consultant	A (Maternity Leave)
Duct Testers	Dave	Hegarty	Other Stakeholder	A
Enalasis	Eric	Taylor	Third Party Quality Assurance Providers	P
Enalasis (standing Proxy)	Michael	Thompson	Third Party Quality Assurance Providers	A
EnerGtech Experts	Brent	Locke	Other Stakeholder	P
The Energy CA, LLC	Eric	Beriault	Third Party Quality Assurance Providers	A
Energy Cloud Inc.	John	Carrieri	Other Stakeholder	A
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	A
Indio Cooling & Heating Supply	Tim	Mann	Distributor	A
PG&E (Pacific Gas and Electric Company)	Jill	Marver	California IOU	A
SCE (Southern California Edison)	Gary	Shushnar	California IOU	P
Not Voting Eligible				
CEC (California Energy Commission)	Thomas	Trimberger+	Government (Other than CPUC)	A
iPermit ERaters**	Ian	Jacoby+	Third Party Quality Assurance Providers	A
USERA	Don	Charles+	Third Party Quality Assurance Providers	P
Guests				
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P (Compliance Chair)
CBIA (California Building Industry Association)**	Bob	Raymer+	Codes & Standard Official (Association or Jurisdiction)	P (Guest of Allison Paul)
CSE (Center for Sustainable Energy)	Marcus	Gilmore+	Energy Efficiency Program Consultant	P (Guest of Susan Davison)
Selby Energy Inc	Brian	Selby	Educator, Trainer	A
WHPA Staff				
CLEARresult	Paul	Kyllo	Other Stakeholder	A
Empowered Solutions	Shea	Dibble	Energy Efficiency Program Consultant	A
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)
Opinion Dynamics	Ellen	Steiner	Other Stakeholder	P (Speaker)

** Organization is Not a Member of the WHPA; + Individual is NOT Registered with the WHPA; (P) = Member Organization is Pending Approval from the WHPA Executive Committee.

AGENDA

The following agenda was distributed to the Working Group by WHPA Staff prior to the meeting.

AGENDA ITEMS

- 1) Roll Call** – WHPA Staff (Wendy Worrell) – 5 min
- 2) Prior Notes (December 19, 2016) Approval** – Co-Chairs – 2 min



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, January 9, 2017
Scheduled for 9:00am – 10:00am PST**

- 3) **Survey Process Update** – Ellen Steiner - 10 min
 - a) Jurisdictional Pilot Status
 - b) Contractor Survey Distribution Plan for CSLB C-20 List
 - c) Suggested Surveying and Analysis Timeline

- 4) **Working Group Goals Recap and Task Assignments** – Co-Chairs – 40 min
 - a) [Online Permitting Roadmap](#) Key Points
 - b) PLAN Phase Goals
 - i) Confirm Minimum Legal Requirements for Mechanical Permits and Document in an Interim Memo Posted to the WHPA Website by March 31, 2017.
 - (1) Goal Lead Assignment – TBD
 - (2) Resources
 - ii) Identify Legislative and Regulatory Policy Issues Related to Online Permitting and Document in an Interim Memo posted to the WHPA website by March 31, 2017.
 - (1) Goal Lead Assignment – Regulatory: Allison Paul?
 - (2) Resources
 - iii) Research Best Practices in Online Permitting and Document in a Memo posted to the WHPA website by March 31, 2017.
 - (1) Goal Lead Assignment – TBD
 - (2) Resources

- 5) **Meeting Next Steps Overview** – Co-Chairs - 3 min
 - a) Next Meeting: **Monday, January 23rd, 2016** from **9:00am – 10:00am PST**
 - b) Next Agenda (Expected to include):
 - i) CF1R, CF2R, CF3R Comparison – Alex Trochez
 - ii) [California Solar Permitting Guidebook](#) Overview Presentation – Brent Locke
 - iii) Other - TBD

- 6) **Adjournment** by 10:00am PST – Co-Chairs

PRIOR MEETING NOTES

The December 19, 2016 summary meeting notes were email distributed to the roster prior to the meeting.

Co-Chair Allison Paul (CHF) motioned to approve the December 19, 2016 meeting notes. Eric Taylor (Enalasis) seconded the motion. The motion carried with consensus aye votes, zero nay votes, and one abstention from Mark Meyers (CALBO) who had not been able to fully review the notes prior to the meeting.

ACTION: WHPA Staff to post the final version of the December 19, 2016 meeting notes to the [WHPA Online Permitting Webpage](#).

SURVEY PROCESS UPDATE

Co-Chair Allison Paul (CHF) reported that survey content as approved in 2016 is online with distribution pending.

JURISDICTIONAL PILOT UPDATE

WHPA Staff (Ellen Steiner) reported that she will be conducting a quick cognitive pilot with a small contact sample provided by Allison Paul (CHF-CIRB) to ensure the survey makes sense and to determine the length of time for respondents to complete it. Pilot completion is expected by January 13th.

ACTION: WHPA Staff (Ellen Steiner) to use Allison Paul's name and association with CHF-CIRB for the Jurisdictional Pilot.

CONTRACTOR SURVEY DISTRIBUTION PLAN for CSLB C-20 List

WHPA Staff (Ellen Steiner) reported that due to logistical needs for phone surveying, she did cost analysis with 2 sources. Ellen clarified that aside from her WHPA Staff role, she also works with Opinion Dynamics and has extensive surveying experience. She



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, January 9, 2017
Scheduled for 9:00am – 10:00am PST**

reported that she previously conducted a contractor behavior survey with an older version of the C-20 list, which resulted in email surveying after phone contact for email capture. The list was estimated to be over 2,000 contacts, from which prior surveying yielded about 500 responses. For the current contractor survey, the approach would be to contact those on the existing list, but work to confirm updated contact information later if low response rates warrant it.

WHPA Staff (Ellen Steiner) suggested that using the existing, older C-20 list (pending approval for her to access it) would be the more cost effective approach based on currently available resources.

DECISION: It was mutually agreed to use Ellen Steiner’s (WHPA Staff, Opinion Dynamics) captured list of C-20 contractor emails from her prior Contractor Behavior Study for email distribution of the contractor survey link upon list receipt and contractor pilot testing.

SUGGESTED SURVEYING and ANALYSIS TIMELINE

Co-Chair Allison Paul (CHF) asked for timeline suggestions for both the jurisdictional and contractor surveys.

WHPA Staff (Ellen Steiner) confirmed that jurisdictional surveying will start before contractor surveying.

DECISION: It was mutually agreed that the jurisdictional surveying turnaround will be 7 to 10 days with start on Jan 18th (unless the pilot necessitates return to the Online Permitting Working Group first), 2 reminder emails on Jan 23rd and Jan 26th, and closeout on January 27th (unless a low response rate requires a closeout date extension).

It was reported that the contractor surveying timeline is dependent on WHPA Staff (Ellen Steiner) receipt of the Contractor Behavior Survey distribution list, but that the survey is expected to be in the field by the end of January, 2017.

ACTION: Co-Chair Allison Paul (CHF) and WHPA Staff (Ellen Steiner, Wendy Worrell) to further discuss the contractor surveying timeline. An update will be presented at the January 23rd WHPA Online Permitting Working Group meeting.

WORKING GROUP GOALS RECAP and TASK ASSIGNMENTS

As this was a new year, Co-Chair Allison Paul (CHF) reminded the Working Group of its overall mission.

ONLINE PERMITTING ROADMAP KEY POINTS

Co-Chair Allison Paul (CHF) pointed out the key areas of the Online Permitting for Residential HVAC Alterations – An Industry Stakeholder Roadmap dated January 13, 2016, which is the document resulting in the formation of this WHPA Compliance Online Permitting Working Group. While the timeline has been adjusted, the work needs are the same. For example, the legal requirements need to be further evaluated since “we jumped to the surveying aspects” in 2016. Some action steps from Q3 and Q4 2016 are still needing completion in Q1, 2017.

PLAN PHASE GOALS

Co-Chair Allison Paul (CHF) reminded of the following Working Group goals and due dates.

- i) Confirm Minimum Legal Requirements for Mechanical Permits and Document in an Interim Memo Posted to the WHPA Website by March 31, 2017.
- ii) Identify Legislative and Regulatory Policy Issues Related to Online Permitting and Document in an Interim Memo posted to the WHPA website by March 31, 2017.
- iii) Research Best Practices in Online Permitting and Document in a Memo posted to the WHPA website by March 31, 2017.

Co-Chair Allison Paul (CHF) offered to lead the legislative and regulatory policy issues group but reported that she needs those with legislative knowledge to also be involved as she is more regulatory focused. Bob Raymer (CBIA) and Todd Washam (ACCA) volunteered to help with the legislative issues.

ACTION: Allison Paul (CHF) to lead the Legislative and Regulatory Policy Issues Related to Online Permitting memo subgroup with support from Bob Raymer (CBIA) and Todd Washam (ACCA).



CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, January 9, 2017
Scheduled for 9:00am – 10:00am PST

Co-Chair Allison Paul (CHF) called for someone to lead the Minimum Legal Requirements for Mechanical Permits memo subgroup.

WHPA Staff reported that the reference document, “Building Department Chain of Legal Authority”, sent prior to the meeting, that Bob Barks (CALBO), Chair of the Compliance Committee, had created in March, 2015 could be used as a starting point.

Bob Barks (CALBO) noted that some changes may have been made since development of the reference document. He offered to assist with the minimum legal requirements but not lead the focus due to time restrictions. Mark Meyers (CALBO) also indicated his availability to help review emailed information, but not lead the focus.

Marcus Gilmore (CSE) reported that he emailed one of his colleagues who has done a lot of work related to HVAC Permitting in California about joining the Online Permitting Working Group and potentially leading the Minimum Legal Requirements for Mechanical Permits memo group.

ACTION: WHPA Staff to help recruit a Minimum Legal Requirements for Mechanical Permits memo group lead to join the Online Permitting Working Group. This includes follow-up with Marcus Gilmore (CSE) about his referenced colleague experienced in HVAC Permitting in California work.

Co-Chair Allison Paul (CHF) called for someone to lead the Best Practices in Online Permitting memo subgroup and volunteered to lead that focus if needed. She reminded that this entails review of existing documents and drawing parallels for use in HVAC Compliance Online Permitting.

WHPA Staff reported that Brent Locke (EnerGtech Experts), Eric Taylor (Enalasy), Eric Beriault (The EnerGuy) and Susan Davison (CalCERTS) had all offered to assist with review and presentation of the [California Solar Permitting Guidebook](#). They all confirmed they were reviewing it prior to the meeting, but no focus lead was yet identified.

WHPA Staff (Wendy Worrell) clarified that the California Solar Permitting Guidebook is only one of the Best Practices in Online Permitting resources identified for review.

Brent Locke (EnerGtech Experts) volunteered to lead the California Solar Permitting Guidebook best practices review.

ACTION: Allison Paul (CHF) to lead the overall Best Practices in Online Permitting memo focus with support from Brent Locke (EnerGtech Experts) as the California Solar Permitting Guidebook review lead and Eric Taylor (Enalasy), Eric Beriault (The EnerGuy), Susan Davison (CalCERTS), and Marcus Gilmore (CSE) as California Solar Permitting Guidebook subgroup members.

In reply to Don Charles’ (USERA) inquiry on when a best practices update would be provided on the Imperial Valley Green It Forward Online Permitting Pilot results, WHPA Staff reported that a presentation was drafted in December but did not have as much statistical detail as was needed for general best practices review so the presentation was postponed until further data could be provided in 2017. Eric Taylor (Enalasy) reported that a revised presentation is in process but that he could not yet estimate when the update would be complete.

MEETING NEXT STEPS OVERVIEW

The next Online Permitting Working Group meeting is planned for January 23, 2017 from 9:00am – 10:00am PST. Once it has been finalized, the agenda will be distributed prior to the meeting. The agenda is expected to include:

- i) CF1R, CF2R, CF3R Comparison – Alex Trochez (confirmed)
- ii) [California Solar Permitting Guidebook](#) Overview Presentation – Brent Locke (confirmed)
- iii) Survey Status Updates
 - (1) Jurisdiction Survey
 - (2) Contractor Survey
- iv) Other - TBD

CLOSING COMMENTS/ADJOURNMENT

Co-Chair Mark Meyers (CALBO) left the meeting a few minutes early noting the need to get to a work-related meeting.



CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, January 9, 2017
Scheduled for 9:00am – 10:00am PST

Don Charles (USERA) reported that there is already an existing document clarifying the differences between the CF1R, CF2R, and CF3R forms so a new presentation would not need to be developed.

WHPA Staff (Wendy Worrell) clarified that Alex Trochez's (Conserva Alliance) planned presentation was an older action item resulting from a request for the comparison after an initial presentation on permit requirements and a desire to understand the difference in the forms for translation into online permitting needs.

ACTION: Don Charles (USERA) to provide WHPA Staff (wendy@performancealliance.org) with an existing CF forms comparison resource.

Co-Chair Allison Paul (CHF) motioned to adjourn the meeting. Eric Taylor (Enalasis) seconded the motion. There was unanimous agreement to adjourn the meeting with no discussion. Co-Chair Allison Paul (CHF) adjourned the meeting at 9:40am PST.

* * * * *

SUMMARY OF ACTION ITEMS AND KEY DECISIONS (from above)

DECISIONS

- 1) **DECISION:** It was mutually agreed to use Ellen Steiner's (WHPA Staff, Opinion Dynamics) captured list of C-20 contractor emails from her prior Contractor Behavior Study for email distribution of the contractor survey link upon list receipt.
- 2) **DECISION:** It was mutually agreed that the jurisdictional surveying turnaround will be 7 to 10 days with start on Jan 18th (unless the pilot necessitates return to the Online Permitting Working Group first), 2 reminder emails on Jan 23rd and Jan 26th, and closeout on January 27th (unless a low response rate requires a closeout date extension).

ACTION ITEMS

- 1) **ACTION:** WHPA Staff to post the final version of the December 19, 2016 meeting notes to the [WHPA Online Permitting Webpage](#).
- 2) **ACTION:** WHPA Staff (Ellen Steiner) to use Allison Paul's name and association with CHF-CIRB for the Jurisdictional Pilot.
- 3) **ACTION:** Co-Chair Allison Paul (CHF) and WHPA Staff (Ellen Steiner, Wendy Worrell) to further discuss the contractor surveying timeline. An update will be presented at the January 23rd WHPA Online Permitting Working Group meeting.
- 4) **ACTION:** Allison Paul (CHF) to lead the Legislative and Regulatory Policy Issues subgroup with support from Bob Raymer (CBIA) and Todd Washam (ACCA).
- 5) **ACTION:** WHPA Staff to help recruit a Minimum Legal Requirements for Mechanical Permits memo group lead to join the Online Permitting Working Group. This includes follow-up with Marcus Gilmore (CSE) about his referenced colleague experienced in HVAC Permitting in California work. CALBO (Bob Barks and Mark Meyers to help support the Legal Requirements' effort as can.)
- 6) **ACTION:** Allison Paul (CHF) to lead the overall Best Practices in Online Permitting memo focus with support from Brent Locke (EnerGtech Experts) as the California Solar Permitting Guidebook review lead and Eric Taylor (Enalasis), Eric Beriault (The EnerGuy), Susan Davison (CalCERTS), and Marcus Gilmore (CSE) as California Solar Permitting Guidebook subgroup members.
- 7) **ACTION:** Don Charles (USERA) to provide WHPA Staff (wendy@performancealliance.org) with an existing CF forms comparison resource. (DONE)