



WHPA Compliance Online Permitting Working Group Teleconference Summary Notes

Monday, June 26, 2017

Scheduled for 9:00am – 10:00m PDT (CANCELLED AT 9:11am)

Call to Order

The meeting was not officially called to order as it was cancelled in lieu of email input per unanimous agreement of those in attendance after a brief highlight of what the email instructions would entail.

The cancellation suggestion occurred because Co-Chair Allison Paul (CHF-CIRB) was unexpectedly unable to attend the call, and Co-Chair Louis Fuentes (Air Conditioning Guys) and Compliance Chair (Bob Barks) both felt more time to digest the reference documents was warranted.

Roll Call

Based on reporting tool verification, prior to cancellation, the meeting was attended by the following 19 participants (or proxies) with a quorum (8+) of eligible members.

Organization	First Name	Last Name	WHPA Category	Attendance
Voting Eligible				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	P
Air Conditioning Guys	Louis	Fuentes	Contractor	P (Co-Chair)
CALBO (California Building Officials)	Mark	Meyers	Codes & Standards Official (Association or Jurisdiction)	P
CalCERTS, Inc. (standing Proxy)	Russ	King	Certifying Body	P
CHEERS	Bob	Johnson	Certifying Body	P
DNV GL – Energy	Amber	Watkins	Energy Efficiency Program Consultant	P
Duct Testers	Dave	Hegarty	Other Stakeholder	P
Enalays	Eric	Taylor	Third Party Quality Assurance Providers	P
EnerGtech Experts	Brent	Locke	Other Stakeholder	P
The Energuy CA, LLC	Eric	Berault	Third Party Quality Assurance Providers	P
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	P
Indio Cooling & Heating Supply	Tim	Mann	Distributor	P
SCE (Southern California Edison)	Gary	Shushnar	California IOU	P
Not Voting Eligible				
Energy Cloud, Inc. (standing proxy once registered)	Nancy	Kennedy+	Other Stakeholder	P
Guests				
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P (Compliance Chair)
Charles F Segerstrom Consulting (Consultant to SDG&E)	Charles	Segerstrom	Energy Efficiency Program Consultant	P
PG&E (Pacific Gas and Electric Company)	Lindsey	Tillisch+	California IOU	P (NEW)
WHPA Staff				
CLEAResult	Paul	Kyllo	Other Stakeholder	P (Work Product)
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)

** 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.

Prior to the meeting, Lindsey Tillisch (PG&E) noted that her attendance at the meeting was by invitation of Jill Marver (PG&E) as Lindsey is “shadowing Jill”. OPWG meetings are closed, by invitation only, except for IOU representatives who have an open invitation for guest attendance as needed.

Agenda

WHPA Staff email distributed the following agenda to the Working Group prior to the meeting.

GENERAL REMINDERS

- Adherence to the WHPA **Code of Conduct** is required.
- Disclose any potential conflicts of interest as it relates to meeting content, particularly prior to any votes that may occur.
- Identify yourself prior to speaking, clarifying the organization on whose behalf you are speaking, or if you are making a personal comment.



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- Mute yourself when not speaking. (*6 will take you on and off mute.)

AGENDA ITEMS

- 1) **Roll Call** – WHPA Staff – 5 min
- 2) **Survey Results Overview** – WHPA Staff and/or Co-Chairs – 20 min
 - a) Contractor Survey (Draft Review)
 - b) Jurisdictional Survey (Status Update)
- 3) **Facilitated Best Practices Memo Development** – Co-Chairs – 30 min
 - a) Updates
 - b) Section 4
 - c) Section 5
 - d) Conclusions
- 4) **Meeting Next Steps Overview** – Co-Chairs - 5 min
 - a) Next Meeting: Monday, July 10th from 9:00am – 10:00am PDT
 - b) Next Agenda (Expected): Best Practices Memo Finalization
- 5) **Adjournment** by 10:00am PDT – Co-Chairs

As the meeting was only held briefly to confirm cancellation consensus and provide information on what to expect in the pending email instruction in lieu of the meeting, the above agenda was not overviewed.

Prior Meeting Notes

WHPA Staff emailed distributed the June 12, 2017 meeting minutes to the roster for approval prior to the meeting.

ACTION: WHPA Staff to post the final version of the June 12, 2017 meeting notes to the [WHPA Online Permitting Webpage](#) reflective of any edits received by July 5, 2017.

Survey Results Overview

WHPA Staff email distributed the Draft Contractor Survey Results Report dated June 25, 2017 to the roster as a reference document prior to the meeting.

WHPA Staff reported that the reference document was still in draft stages and was representative of formatting and the types of content needed for inclusion. Participants were informed that the pending email in lieu of the meeting would reflect the following request to ensure further development on the Draft Contractor Survey Results report:

- 1) Please review the full document keeping the following in mind.
 - a) This is a start for content review.
 - b) Among other edits deemed appropriate, WHPA Staff is working to provide graphic formatting consistency prior to finalization and are also verifying final distribution numbers for the highlighted X's in the document.
 - c) You are asked to clarify what summary data you deem appropriate to highlight as key findings based on information from the detailed findings' section. WHPA Staff will then draft this section prior to sending for review and approval.

Facilitated Best Practices Memo Development

The Draft Best Practices Memo dated June 22, 2017 was email distributed to the roster for reference prior to the meeting.

WHPA Staff clarified that updates were made to the reference document primarily to reflect content discussed during the prior meeting, as well as to add information on a new permitting system in Las Vegas as well as additional Building Department staff testimonials that Co-Chair Allison Paul (CHF-CIRB) had secured, but that the content in the Best Practices Memo Draft section 4, section 5, and the Conclusions had not yet been vetted during meeting discussion. Participants were informed that the pending email in lieu of the meeting would reflect the following request to ensure further development toward finalization of the Best Practices Memo:



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- 1) Please review the full document keeping the following in mind.
 - a) Updates were made to reflect Action Items from the 6-12-17 OPWG meeting and to incorporate information on the new permitting system in Las Vegas.
 - b) Memo sections 4, 5, and the Conclusions have not yet been fully vetted during meeting discussion.

MEETING NEXT STEPS OVERVIEW

ACTION: WHPA Staff to send email instructions to the WHPA Online Permitting Working Group roster for next steps in lieu of the full June 26th meeting.

WHPA Staff confirmed that the next Online Permitting Working Group meeting was planned for July 10th from 9:00am – 10:00am PDT with the agenda expected to include finalization of the Best Practices Memo, discussion of the Contractor Survey Results Report, and an overview of the draft Jurisdictional Survey Results Report.

ACTION: WHPA Staff to send a calendar notice for the 9:00am – 10:00am PDT, July 10th WHPA Online Permitting Working Group meeting.

CLOSING COMMENTS/ADJOURNMENT

WHPA Staff adjourned the meeting at 9:11am PDT following unanimous cancellation agreement from all in attendance.

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SUMMARY OF ACTION ITEMS AND KEY DECISIONS (from above)

ACTION ITEMS

1. **ACTION:** WHPA Staff to post the final version of the June 12, 2017 meeting notes to the [WHPA Online Permitting Webpage](#) reflective of any edits received by July 5, 2017. (IN PROCESS)
2. **ACTION:** WHPA Staff to send email instructions to the WHPA Online Permitting Working Group roster for next steps in lieu of the full June 26th meeting. (DONE)
3. **ACTION:** WHPA Staff to send a calendar notice for the 9:00am – 10:00am PDT, July 10th WHPA Online Permitting Working Group meeting. (DONE)