

**CHARTER OF THE  
DISADVANTAGED COMMUNITIES ADVISORY GROUP**

**1. ARTICLE ONE: NAME**

**1.1 Name**

The name of this advisory group shall be the Disadvantaged Communities Advisory Group (Advisory Group ~~or DACAG~~).

**Commented [A1]:** Use of "DACAG" acronym after the first use, so there is less potential confusion with other "advisory groups" that exist (global change).

**2. ARTICLE TWO: PURPOSE**

**2.1 Purpose**

The purpose of the ~~Advisory Group~~ **DACAG** pursuant to Pub. Util. Code § 400(g), is to advise the California Public Utilities Commission (CPUC) and the California Energy Commission (~~CEC Energy Commission~~) (~~Commissions~~) regarding the development, implementation, and impacts of proposed programs related to the Clean Energy and Pollution Reduction Act of 2015 (also known as Senate Bill 350) in disadvantaged communities.<sup>1</sup> In consideration of ~~future-proposed~~ programs, the ~~DACAG Advisory Group~~ may at times, also need to consider existing programs.

**Commented [A2]:** The Energy Commission is now ok with reference to itself as "CEC" (global change).

The Guiding Principles of the ~~DACAG Advisory Group~~ are the following:

1. Increase *access* to clean energy technologies for disadvantaged communities.
2. Maintain or enhance the affordability of energy service in disadvantaged communities, by considering potential rate impacts of any proposed program.
3. Increase the benefits of clean energy programs in disadvantaged communities (e.g., by supporting growth in local employment and small

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<sup>1</sup> "Disadvantaged Communities" in SB 350 are defined by Health and Safety Code 39711 as the most burdened census tracts in California. Burden scoring is determined by 20 pollution/health and socio-economic factors.

business development, as well as other non-energy benefits including reducing pollutants and health risks).

In consideration of these principles, the ~~DACAG Advisory Group~~ shall review and advise the Commissions ~~so that on policies and~~ programs designed to benefit disadvantaged communities and effectively reach low-income households, small businesses, and hard-to-reach customers (including rural and tribal communities) within disadvantaged communities.

The ~~DACAG Advisory Group~~ will advise the ~~CPUC and the Energy~~ Commissions on clean energy programs, including programs related to renewable energy, energy efficiency, and transportation electrification.

The Commissions intend to consider the advice provided by the ~~DACAG Advisory Group~~ in the development and implementation of clean energy and pollution reduction policies and programs.

### 3. ARTICLE THREE: MEMBERSHIP

**3.1 Members.** The ~~DACAG Advisory Group~~ shall be composed of 11 members from or representing disadvantaged communities. The ~~CPUC and Energy~~ Commissions will jointly choose and separately approve the selection of ~~ten~~ 10 members. The Governor's tribal liaison will choose one tribal representative. Members should represent the diverse nature of disadvantaged communities of the state and reflect the rural and urban, cultural and ethnic, and geographic regions of the state.

~~**3.2 Non-voting Liaisons.** The non-voting liaisons will be as follows:~~

~~**3.2.1 Agency Staff Liaisons.** The CPUC and the Energy Commission will each assign a liaison from their respective agencies. These liaisons will inform the Advisory Group of relevant activities at their respective commissions, and may assist the Advisory Group in preparation of the Annual Report and activities. In addition, both the CPUC's Legal Division and the Energy Commission's Chief~~

~~Counsel's Office will assign an attorney to serve as a legal liaison from each agency to the Advisory Group.~~

**Commented [A3]:** Deleted because it didn't seem necessary to define.

**Commented [A4]:** Moved this section to the Duties section below.

**3.3.2 Selection of Members.** In response to solicitations by the Commissions, individuals interested in participating in the ~~DACAG Advisory Group~~ shall submit a

completed application and may provide letters of support from the ~~organizations or~~ constituencies they wish to represent. Names and affiliations of applicants will be posted on websites of the ~~commissions~~ Commissions. The ~~CPUC and CEC~~ Energy Commissions will jointly choose and separately approve the selection of ~~ten~~ 10 members. The Governor's ~~Tribal Liaison~~ will appoint the tribal representative.

**Commented [A5]:** Modified to make consistent with 3.1.

**Commented [A6]:** CPUC will check in with the GTL on expectations for the tribal representative.

**3.43.3 Qualifications of Members.** Members must have interest or expertise sufficient to effectively discuss environmental, health, and economic issues that arise in connection with advising the ~~CPUC and the Energy~~ Commissions about clean energy programs. Members should also be able to demonstrate a leadership role within the community they represent. ~~and must hold regular meetings (apart from the Advisory Group meetings) to keep constituents apprised of Advisory Group developments and solicit input to bring to Advisory Group discussions. While members may be employed by or may represent particular organizations, as members they shall represent disadvantaged communities rather than specific interests of their employer or organization.~~ In addition, consistent with the Disclosure and Conflict of Interest Policy, members shall be responsible for disclosing economic interests prior to joining the ~~DACAG Advisory Group~~ (see Section 4.2).

**Commented [A7]:** Suggested deletions b/c not sure if necessary, plus hard to enforce such a requirement.

**Commented [A8]:** Added for clarification.

**3.53.4 Term of Appointment.** ~~Of the 10 members appointed by the Commissions, five shall serve in two-year terms running from April 1 to March 31 of even years, and five shall serve two-year terms running from April 1 to March 31 of odd years. To facilitate this, the Commissions may, on a one-time basis, extend the length of five member-terms by one year. Each Advisory Group member will serve a term of two years.~~ If any member is unable to serve the full two years of his or her term, a replacement will be selected to fill the vacancy and complete the term ~~in-using~~ the process ~~noted-identified~~ in Section 3.3. A member may be reappointed, but no member shall serve for more than ~~two-three~~ consecutive full terms. A partial term of one year or shorter shall not be counted as a full term. After serving ~~two-three~~ consecutive full terms, a member is ineligible to serve another term until that individual has been off the committee for two years.

**Commented [A9]:** Added to create staggered terms and maintain some continuity for the DACAG.

**3.5 Removal.** ~~A member of the DACAG Advisory Group may be removed under one of the following circumstances:~~

- a) ~~Two-thirds of the DACAG Advisory Group members present and voting may vote to recommend to the Commissions the removal of a member upon demonstration of reasonable cause, provided, however, that reasonable cause shall not include any policy position taken by the member in his or her capacity~~

as a member of the ~~DACAG Advisory Group~~. ~~The Commissions may remove the member upon notice by the DACAG Advisory Group.~~

a)b) ~~The Commissions may remove a member upon demonstration of good reasonable cause, provided, however, that reasonable cause shall not include any policy position taken by the member in his or her capacity as a member of the DACAG Advisory Group.~~

**Commented [A10]:** Changes suggested to clarify the process.

**3.6 Resignation.** Any member who wants to resign ~~should shall~~ give ~~30 days'~~ written notice to the ~~DACAG Advisory Group Chair and agency liaisons~~. The member's appointment shall terminate upon the ~~receipt of the resignation by the DACAG Advisory Group Chair~~ ~~expiration of the thirty 30-day notification period.~~

**Commented [A11]:** Changes suggested to clarify the process.

**3.7 Vacancies.** ~~An individual may nominate him or herself to fill a vacancy. After the initial seating of the full 11-member Advisory Group, subsequent members will be jointly chosen and then appointed by either commission. The Governor's Tribal Liaison will appoint a new tribal representative, as needed. Expired term vacancies will be filled with full term appointments; un-expired term vacancies will be filled for the remainder of the term, except as provided in Section 3.5.~~

**Commented [A12]:** With the suggested changes to Section 3.3 and 3.5, this section became redundant.

**3.93.7 Indemnification.** Members of the ~~DACAG Advisory Group~~ are uncompensated servants of the state of California within the meaning of Gov. Code § 810.2. Accordingly, the state will indemnify ~~DACAG Advisory Group~~ members as it indemnifies its compensated employees and will provide them with representation for their acts done within the course and scope of the services they perform for the ~~DACAG Advisory Group~~, pursuant to Gov. Code §§ 815-825.6 and 995-996.6. ~~The Advisory Group budget may include the purchase of Errors and Omissions (E&O) and Directors and Officers (D&O) or similar insurance to indemnify Advisory Group members for acts done within the scope of services performed for the Advisory Group, to the extent that such activities are held not to be indemnified by the state under Gov. Code §§ 810.2, 825-825.6 or 995-996.6.~~

**Commented [A13]:** Neither CPUC nor CEC attorneys believe this language is needed any longer.

**3.93.8 Expenses and Per Diem.** Members of the ~~DACAG Advisory Group~~ who are not employees of the ~~C~~ommissions or who are not otherwise reimbursed by a governmental agency of the state of California or of any local government within the state of California shall be entitled to reimbursement from the ~~DACAG Advisory Group~~ Fund for reasonable expenses and per diem incurred in connection with their service on the ~~DACAG Advisory Group~~ or subcommittees of the ~~DACAG Advisory Group~~ authorized by the ~~e~~Commissions, in accordance with Pub. Util. Code § 400(g)(2), subject to budget availability and approval. ~~Members shall receive a full day~~

~~per diem rate or partial day per diem rate if the meeting lasts for less than two hours, subject to budget availability and approval. Per diem and expenses are authorized for quarterly meetings for DACAG Advisory Group members that attend either in-person or teleconference, publicly noticed meetings of the DACAG Advisory Group.~~

**Commented [A14]:** Changes made to better compensate and support member participation.

Reasonable expenses shall include transportation, lodging, meals and incidental expenses incurred in connection with service on the DACAG Advisory Group, in conformance with state rules and regulations for state management employees, as outlined in Standard Form 262 or its successor.

DACAG Advisory Group members shall receive no per diem for preparation work. Eligible members must seek reimbursement of expenses and per diem through the state's Travel Expense Claim (TEC) process. Each member seeking reimbursement must submit a completed TEC to the designated administrative unit for review. Such claims are subject to review or audit by one or both Cecommissions.

DACAG Advisory Group members shall not be eligible to receive intervenor compensation under Pub. Util. Code §§ 1801 et seq. for their work related to the DACAG Advisory Group.

#### 4. ARTICLE FOUR: DUTIES AND RESPONSIBILITIES

**4.1 Duties.** The DACAG Advisory Group shall have the following duties and responsibilities. While performing these duties and responsibilities, the DACAG Advisory Group shall act in an advisory capacity to the CPUC and the Energy Commissions. The eCommissions will have all policy and program decision-making authority. The DACAG Advisory Group will undertake the following actions and report to the eCommissions:

- a) Identify priority clean energy programs or related subject areas which impact disadvantaged communities.
- b) Meet in a public setting, no less frequently than once per quarter.
- c) Advise the Cecommissions as needed on key issues related to the design, ~~and~~ implementation, ~~and effectiveness~~ of Clean Energy and pollution reduction programs, with ~~respect to~~ focus on potential benefits and impacts in disadvantaged communities.
- d) ~~Provide advice regarding the design of evaluations to measure program effectiveness with respect to goals for disadvantaged~~

~~communities.~~ Apprise the Commissions of the activities of the DACAG Advisory Group, as needed.

**Commented [A15]:** Simplified by incorporating this concept into "c."

e) ~~Allow participation by new members after the commissions approve them and determine that they have no conflicts of interest.~~

**Commented [A16]:** Seems unnecessary to state as a "duty."

f) ~~d) File an annual report with the Commissions, summarizing the advice and activities of the DACAG Advisory Group in the prior year.~~

g) ~~Provide advice to the commissions on a more frequent basis, if determined appropriate by the Advisory Group.~~

**Commented [A17]:** Simplified by incorporating this concept into "a."

h) ~~e) The DACAG Advisory Group Chair may shall designate one or two members of the DACAG Advisory Group to monitor and provide obtain an updates from other relevant agency advisory bodies, such as the Environmental Justice Advisory Committee (advisory to the Air Resources Board) and another from the Low Income Oversight Board (advisory to the CPUC) and the Environmental Justice Advisory Committee (advisory to the Air Resources Board), for delivery at each meeting.~~

i) ~~f) The DACAG Advisory Group will specify those members or other designees authorized to represent the views of the DACAG Advisory Group in public on a case-by-case basis. Members must clearly designate whether they represent the views of the DACAG Advisory Group, the views of their community, or their own individual views. The DACAG Advisory Group members who appear publicly must state that they do not represent the views of the eCommissions unless requested to do so by the eCommissions.~~

**4.2 Conflict of Interest Policy.** Although ~~DACAG committee~~ members are not considered to be public officials under the Political Reform Act, to identify potential conflicts of interest and any appearance of impropriety committee members shall complete a Statement of Economic Interests (Form 700) prior to taking a seat on the ~~DACAG Advisory Group~~, annually, and upon the conclusion of the member's term. Each member shall disclose on his or her Form 700 each economic interest, as defined, in any entity seeking to provide any product or service related to the ~~DACAG Advisory Group~~'s function, or that has plans to come before the ~~DACAG Advisory Group~~ or either the CPUC or the ~~Energy Commission~~ CEC to seek funds from the monies under the control of either Commission, or in a parent or subsidiary of such an entity. Each

~~DACAG Advisory Group~~ member will maintain his or her own Form 700, and the ~~CPUC and the Energy~~ Commissions will also maintain a copy of the Form 700s for all members. The Form 700 for any member will be provided to any person upon request within a reasonable period.

In addition, ~~DACAG Advisory Group~~ members may from time to time encounter a situation that presents a potential conflict of interest for the ~~DACAG Advisory Group~~ member. In such situations, the ~~DACAG Advisory Group~~ or any member should consult with a legal liaison to the ~~DACAG Advisory Group~~ to obtain advice on how to proceed.

4.3.3.2.1 Agency Staff Liaisons. ~~The CPUC and the Energy Commissions will each assign a liaison from their respective agencies. These liaisons will inform the DACAG Advisory Group of relevant activities at their respective Commissions, and may assist the DACAG Advisory Group in preparation of the Annual Report and activities. In addition, both the CPUC's Legal Division and the Energy Commission CEC's Chief Counsel's Office will assign an attorney to serve as a legal liaison from each agency to the DACAG Advisory Group.~~

## 5. ARTICLE SIX: OFFICERS

5.1 ~~The Chair and Vice-Chair of the DACAG Advisory Group Chair shall be members of the DACAG Advisory Group. The DACAG Advisory Group members shall elect the DACAG Advisory Group officers to serve a term of one year, and they may be re-elected to one or more successive terms. An officer shall continue to hold office until a successor has been elected and assumes office.~~

5.2 Duties. ~~The Chair shall be responsible for the general supervision and direction of the affairs of the DACAG Advisory Group. The Chair shall preside at all meetings of the DACAG Advisory Group. In the absence of the Chair, the Vice-Chair shall perform the duties of that office. If the Chair and Vice-Chair are unavailable for a meeting where a quorum nevertheless exists, the DACAG Advisory Group may appoint a Chair Pro-Tem for that meeting. The officers shall perform such other duties as the DACAG Advisory Group may from time to time prescribe.~~

## 5.6. ARTICLE FIVE: MEETINGS AND RECORDS

5.16.1 General. ~~The DACAG Advisory Group shall act only in the course of a duly noticed meeting. With CPUC and Energy Commission concurrence of the~~

Commented [A18]: Moved from below for a more logical flow.

Commissions, the ~~DACAG Advisory Group~~ shall hold such meetings as it shall decide are necessary or appropriate in order to carry out its functions, but in no event less frequently than once per quarter. All meetings shall be open to the public and shall be held in accordance with the provisions of the Bagley-Keene Open Meetings Act (Gov. Code §§ 11120 et seq.). The place, time, and location of each meeting shall be scheduled at the preceding meeting. Notification of the date, place, and time of each meeting shall be given to each member and shall be published as required by the Bagley-Keene Open Meeting Act (~~Gov. Code §§ 11120 et seq.~~) and in the Commissions' Daily Calendars (or equivalent) at least ~~ten (10)~~ calendar days in advance of the meeting. The notice shall include the name, address, and telephone number of a person who can provide additional information prior to the meeting, as well as a brief general description of the business to be transacted and shall highlight important pending actions, including those to be sent to the Commissions. The agenda, once published, shall not be revised ~~ten (10)~~ days prior to the meeting. The ~~DACAG Advisory Group~~ may take action on an item of business not appearing on the published agenda, as long as the action is taken in accordance with Gov. Code § 11125.3.

**5.2 Open Meetings.** ~~All meetings shall be open to the public and shall be held in accordance with the provisions of the Bagley-Keene Open Meetings Act. A copy of the Act shall be given to all existing and new members of the Advisory Group. All meetings shall be conducted pursuant to Robert's Rules of Order, 10<sup>th</sup> Edition (Year 2000) and in accordance with Government Code Sections 1120.~~

**Commented [A19]:** Open Mtgs Act language was moved to above paragraph.

**Commented [A20]:** Group doesn't currently follow RRO and probably doesn't need to.

**5.36.2 Quorum.** A majority of the members of the ~~DACAG Advisory Group~~ shall constitute a quorum for the transaction of business (six of eleven). No action shall be taken at any meeting unless a quorum is present. Each voting member shall have one vote, and the ~~DACAG Advisory Group~~ may take action by vote of a majority of the members present and voting at a meeting at which a quorum is present. A majority of the members present at a meeting, whether or not a quorum is present, may adjourn the meeting to another time and place. Any adjourned meeting shall be subject to the same notice requirements as a regular meeting.

**5.46.3 Proxies.** Members may not be represented by proxy at any meeting of the ~~DACAG Advisory Group~~.

**5.56.4 Public Participation.** The ~~DACAG Advisory Group~~ shall provide an opportunity for members of the public to address the ~~DACAG Advisory Group~~ directly on each agenda item before or during ~~DACAG Advisory Group~~'s discussion



or consideration of the item.

**5.66.5 Records.** ~~The Secretary shall take w~~Written minutes ~~shall be taken~~ for each meeting. Written minutes will: (a) identify the date, time, and place of the meeting; (b) identify the ~~DACAG Advisory Group~~ members and ~~non-voting agency staff~~ liaisons in attendance; and (c) contain a summary of actions taken. Draft minutes will be provided to members prior to the next regular meeting in order to allow sufficient time for the members to review them for adoption at that meeting. Copies of the minutes will be provided upon request. If the Secretary is unavailable, the Chair may assign responsibility to another member.

**Commented [A21]:** Changes made for clarity and consistency.

**5.76.6 DACAG Advisory Group** records are public documents under the California Public Records Act, §§ 6250 et seq. of the California Government Code, subject to any exceptions set forth therein.

~~6.3. ARTICLE SIX: OFFICERS~~

~~6.13.1 The Chair and Vice Chair of the Advisory Group Chair shall be members of the Advisory Group. The Advisory Group members shall elect the Advisory Group officers to serve a term of one year, and they may be re-elected to one or more successive terms. An officer shall continue to hold office until a successor has been elected and assumes office.~~

~~6.23.1 Duties. The Chair shall be responsible for the general supervision and direction of the affairs of the Advisory Group. The Chair shall preside at all meetings of the Advisory Group. In the absence of the Chair, the Vice Chair shall perform the duties of that office. If the Chair and Vice Chair are unavailable for a meeting where a quorum nevertheless exists, the Advisory Group may appoint a Chair Pro Tem for that meeting. The officers shall perform such other duties as the Advisory Group may from time to time prescribe.~~

**Commented [A22]:** Moved after Section 4, Duties for better logical flow.

**7. ARTICLE SEVEN: EFFECTIVE DATE AND EXPIRATION DATE AMENDMENTS**

**7.1 Effective Date and Expiration Date Amendments.** This Charter and any amendments shall become effective on the date it is approved by both Commissions (or the date of the second ~~commission~~ Commission's approval).

**Commented [A23]:** Language added to address amendments; expiration was deleted as there is no expiration date.

~~8. ARTICLE EIGHT: LIMITATION ON POWER AND AUTHORITY~~

~~8.1 Limitation on Power and Authority. The members of the Advisory Group in the~~

~~performance of their duties and in the actions the Advisory Group takes shall at all times be subject to the direction, control and approval of the commissions.~~

**Commented [A24]:** This article seems unnecessary.

(End)