

SAN DIEGO COMMUNITY POWER

Staff Report – Item 6

To: San Diego Community Power Board of Directors

From: Cody Hooven, San Diego Community Power Interim Executive Officer

Subject: Approve Staff Recommendation for Standing Committee Formation

Date: December 9, 2019

Recommendation

Approve staff recommendation for standing committee formation.

Background

Section 5.10 of the SDCP JPA agreement specifies advisory committees of the Board, some of which are required (“shall establish”) and others that are discretionary (“may establish”). The agreement also states that to the extent possible, the commissions, boards, and committees should have equal representation from each Party. Over time and based on operational need, the Board may also identify additional committees of benefit to the organization. The mandatory committees specified in the JPA Agreement include a Finance and Risk Management Committee and a Community Advisory Committee. Those that are discretionary include an Executive Committee and a Technical Advisory Committee.

Based on research and best practices of other community choice programs, some considerations regarding Committee selection and implementation are below:

- Organizational Need/Staff Capacity – recommend starting with fewer committees early in the organization’s life cycle in order to see what’s truly needed as the organization matures into operations, and to avoid overburdening limited staff capacity during Agency formation.
- Board Capacity – as SDCP is a relatively small board, consider fewer committees with a broader scope until the Board grows or a greater need for a specific committee is identified
- Inclusion of Alternate Board Members – consider participation of alternate Board members on Committees, including in committee leadership roles (with the exception of an Executive Committee, if formed).

Discussion and Analysis

Based on these considerations and the requirements of the JPA agreement, the following Board committees are recommended in 2020 with others to follow once SDCP has hired staff and become operational:

- Q1 2020
 - Finance and Risk Management Committee (required) – consisting of a subset of Directors
 - Primary purpose – to review and recommend to the Board a funding plan, a fiscal year budget, financial policies and procedures, and other duties as needed such as advising the Chief Executive Officer on fiscal and risk management policies.
 - Recommended structure – The Board should elect two Directors to participate on this committee annually, and include the Chief Executive Officer or other executive-level staff at each meeting.
- Q2 2020
 - Community Advisory Committee (required) – comprised of non-Board members
 - Primary purpose - to advise the Board of Directors and provide for a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of the Authority.
 - Structure described in JPA agreement - Each Party may nominate a committee member(s) and the Board shall determine the final selection of committee members, who should represent a diverse cross-section of interests, skills sets and geographic regions.

Staff is aware that other Committees of the Board have been mentioned by Directors including a legislative and regulatory committee. At this time, staff suggests that these matters become part of the scope of the Finance and Risk Management Committee until such time that a separate committee is established or it becomes a function of a future Executive Committee. Please note that SDCP has recently retained Tosdal APC to handle the Agency's regulatory monitoring and engagement and is also a member of Cal-CCA which takes the lead on regulatory and legislative issues of import to CCAs statewide.

If this direction is supported by the Board, staff will present a scope of work and process for nominations (for non-Board members only) for each of the two required committees at an upcoming Board meeting.