



Setting the Standards for Home Energy Efficiency

Approved Minutes of RESNET Fall Board Meeting

Thursday, October 18, 2018 - Friday, October 19, 2018
Astor Crowne Plaza New Orleans French Quarter

Members Present	Members Absent	Staff Present
Dave Bell Emelie Cuppernell Philip Fairey Matt Gingrich Andrew Harris John Hensley Roy Honican Mark Johnson Cy Kilbourn Abe Kruger Paulette McGhie Chris McTaggart Curt Rich Nancy St. Hilaire Clayton Traylor (10/19 only)	Jim Amarin Jacob Atalla David Beam Bob Eipert David Goldstein	Steve Baden Emma Bennett Valerie Briggs Scott Doyle Laurel Elam Billy Giblin Cardice Howard Ryan Meres Kathy Spigarelli

Thursday October 18, 2018

Call to Order

Nancy St. Hilaire, RESNET Board President, called the meeting to order at 10:11 a.m. Central Time.

Roll Call

Philip Fairey, RESNET Board Secretary, called roll of the Board of Directors. A quorum was present.

Approve Agenda

Steve Baden, RESNET Executive Director, requested an amendment to the agenda that the presentation on the Software Consistency Committee be presented by him instead of the RESNET Energy Modeling Director because a contract has not been finalized. Steve Baden also requested that discussion on moving RESNET board meetings to be regularly scheduled to every two months be added to the end of the agenda.

Emelie Cuppernell made a motion to approve the agenda as amended. John Hensley seconded the motion. Motion approved by voice vote.

RESNET Anti-Trust Policy

Curt Rich reviewed the RESNET Anti-Trust Policy that was sent with meeting materials prior to the Board meeting.

RESNET Staff Announcement

Steve Baden announced that Kathy Spigarelli, RESNET Deputy Director, will be retiring at the end of 2018. Nancy St. Hilaire presented a plaque to Kathy Spigarelli in recognition of her service. Kathy Spigarelli said a few words on her decision to retire and her appreciation for the organization.

Steve Baden announced that effective January 1, 2019, Cardice Howard will fill the role of Acting Deputy Director. Cardice Howard expressed her excitement on the new role and stated that she looks forward to working with everyone.

Approve Draft October 2, 2018 Board Meeting Minutes

Philip Fairey made a motion to approve the draft minutes from October 2, 2018. Cy Kilbourn seconded the motion. Motion approved by voice vote.

RESNET 2018 Field Quality Assurance Monitoring Report

Scott Doyle & Billy Giblin, RESNET Quality Assurance staff reported on the 2018 Field QA plan. From QA Genie data, Billy and Scott are able to determine which providers need to be visited based on red flags.

The board discussed finding from the 2018 report and asked what disciplinary action are taken when raters are continuous offenders of the standards.

Abe Kruger asked what the precedent steps are for reprimanding. Scott and Billy explained the current corrective action procedures of RESNET QA staff. QAD and raters are required to report on their improvement following QA assessments.

Chris McTaggart asked that providers be charged for the time and travel of RESNET QA staff for re-visits to QA providers that remain in the violation of the standard or are taking advantage of ratings. Chris McTaggart stated that this would create a fair and competitive marketplace where RESNET does not pay for those who are consistently violating standards and required procedures.

Emelie Cuppernell stated that an issue could arise for punishing providers that are not acting maliciously against RESNET standards, efforts should be allocated to providing information.

Steve Baden stated that RESNET staff will consider the discussion and put something in writing for the RESNET Board to review.

Billy and Scott emphasize that the providers and raters seem appreciative of and receptive to the field visits.

New Look of RESNET Professional Web Site

Laurel Elam, RESNET staff, reported on the new look of the RESNET Professional Web Site. The

new version of the website will go live by December 2018.

Philip Fairey questioned if the standards website would be more user-friendly. Laurel Elam ensured that standards will be easier to find on the new website.

Emelie Cuppernell asked if MINHERS Continuous Maintenance could be formatted to be printed. Laurel stated that she will look into this. Philip Fairey suggested an archive of each update of the standard bi-annually following the Effective Date of MINHERS Standard amendments.

Consideration of Proposed 2019 RESNET Staff Activities

Steve Baden reported on the Proposed 2019 RESNET Staff Activities. RESNET staff has approved the activities and requests a motion from the board to approve.

Philip Fairey made a motion to approve the Proposed 2019 RESNET Staff Activities (Attachment A). Abe Kruger seconded the motion.

Chris McTaggart suggested that all will be approved except Priority E, "Growing the Demand for HERS Rating Services through Marketing and Advocacy the 2020 Plan—By 2020 50% of All new homes are HERS Rated" because Priority E is scheduled to be discussed later in the board meeting.

Philip Fairey accepted this friendly amendment to his motion. Abe Kruger accepted the amendment. The motion to approve the Proposed 2019 RESNET Staff Activities, except Priority E, was approved by voice vote.

Consideration of RESNET Board Executive Committee's Proposed 2019 Budget

Dave Bell, RESNET Board Treasurer, presented the RESNET Board Executive Committee's Proposed 2019 Budget (Attachment B).

Dave Bell noted that the budget was kept at a conservative estimate.

Mark Johnson asked in the case of a recession or new competition in 2019, if Quality Assurance Fees as the main source of revenue is sustainable. Dave Bell stated that a recession would impact this revenue source, but that is why the budget was left at a conservative estimate. Steve Baden also assured that RESNET's reserves and contingency will cover unexpected expenses or shortfalls.

Abe Kruger asked if additional costs for legal purposes would need to be allocated in the budget. Steven stated that the 2019 contingency will be the source of these fees. Abe asked if the 2019 budget will need to be amended in case of other pending legal circumstances, Steve responded that it would be easier to take it on a case-by-case basis.

Curt Rich asked if the single central engine for software would be considered because it was an item by the Leading Rater of America (LRA). Philip Fairey stated that the Energy Modelling Director would help address this issue.

Chris McTaggart asked Dave Bell, an LRA member, if this would be sufficient. Dave Bell stated that the main issue is consistency of the HERS Index, and if the results are positive from the Software Consistency group and Energy Modeling Director that the LRA would be appeased.

Cy Kilbourn asked Matt Cooper, President of the LRA, if he agreed with Dave Bell's statement on the matter. Matt Cooper stated that he was in agreement with Dave Bell on this matter. Curt Rich then withdrew his concern.

Cy Kilbourn asked what the increase in the "Professional Services" item is between 2016-2017. Steve Baden stated that we can look back historically to find this information. Emelie Cuppernell suggested that in future proposed budgets that expenses are more itemized.

Dave Bell made a motion to approve the RESNET Board Executive Committee's Proposed 2019 Budget, which is as follows:

2019 Projected Income

RESNET Conference	\$500,000
Rater Provider Accreditation Fees	\$175,000
Rater Provider Quality Assurance Fees	\$1,650,000
All Other Provider Accreditation Fees	\$125,000
Suppliers Advisory Board Memberships	\$160,000
Membership Fees	\$ 75,000
Testing Fees	\$240,000

Total Projected Income	\$2,925,000
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Proposed RESNET 2019 Budget

Payroll	\$1,090,000
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- Executive Director – Steve Baden
- Acting Deputy Director – Cardice Howard
- Quality Assurance Administration and Standards Director—Laurel Elam
- Communications Director – Valerie Briggs
- Programs Director – Ryan Meres
- Technical Director, Quality Assurance & Training – Scott Doyle
- Senior Accountant – Faye Berriman
- Quality Assurance Field Specialist—Billy Giblin
- Operations Manager – TBA

Professional Services	\$1,176,000
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- Energy Modeling Director
- Hosting, Maintenance and Support of Servers
- Registry Support and Maintenance
- Government Relations
- RESNET Web Site Updates and Maintenance
- Marketing and Advocacy

- Database Management
- ANSI Standard Management
- Audit
- Misc. Contractual Support
 - QA Genie
 - RESNET Test Support
 - General Administrative Support

Travel **\$ 110,000**

RESNET Conference **\$ 280,000**

Other **\$ 146,500**

- Credit Card Service Fees
- Office Expense
 - o Copying and Printing
 - o Postage
 - o Supplies
- Insurance
- Telecommunications Services
 - o Telephones
 - o Internet
- Legal Services including Trademarks
- Meetings
- Miscellaneous
 - o Dues
 - o Licenses
 - o Subscriptions
 - o Memberships
 - o Storage
- Software

Contingencies **\$ 122,500**

This amount will be reserved for the board to apply to unexpected opportunities or contingences. If these funds are not encumbered in 2019 they will be applied to the RESNET reserve.

Total Proposed Budget **\$2,925,000**

Roy Honican seconded the motion to approve this budget. Motion was approved by voice vote.

Board Recess

Board recessed at 12:01pm Central Time.

Board Meeting Reconvened

Nancy St Hilaire called the meeting back to order at 1:13 p.m. Central Time.

Consideration of RESNET's Role in Compliance with the Performance Option of the IECC

Report of RESNET Board Working Group on Code Performance

Chris McTaggart, Chairman of RESNET Board Working Group on Code Performance, presented the report of the RESNET Board Working Group on Code Performance. Chris reported that the Working Group suggested that RESNET create a new EEP for energy code compliance, but not make it required. If it is executed correctly, it will sell itself. Chris stated that this is a way for RESNET to expand its opportunities for raters, and that education and marketing of this item will be essential to its success.

Partnership with the International Code Council

Steve Baden and Mark Johnson, International Code Council & RESNET Board Member, discussed the RESNET Partnership with the International Code Council.

The creation of a virtual identification badge for certified HERS Raters that are certified to perform verification of energy code inspections will enhance the reputation of both RESNET and the IECC. RESNET will also have a joint certification on compliance with the IECC Performance path produced by HERES Rating Software Programs and training will be created jointly by both parties.

Steve Baden asked the Board if this was the correct direction for RESNET to take, all Board members agreed with the course of action.

Mr. Baden then stated that RESNET staff would develop a plan of action to address this issue and present it to the RESNET Board.

Review and Consideration of Changes to RESNET's 2020 Goals

Steve Baden presented issues with the current RESNET's 2020 Goals.

Mr. Baden stated that the goals were established at a board meeting in 2016. Currently, some goals are behind schedule. An alternative proposal will be created by staff and sent to board for its consideration.

Roy Honican stated that when these goals were created that they were with the notion that California would come online and were set to be aspirational. Roy stated that goals should be set to be difficult to reach, not be set to be easy.

Steve proposed that a working group from the board be created to help create a new proposal for amended goals for 2020 and beyond.

Abe Kruger volunteered to be part of the working group.

Roy Honican made a motion for RESNET staff to create a board working group to draft a proposal of amended goals for 2020 and future years. Philip Fairey seconded the motion. Motion was approved by voice vote.

Chris McTaggart asked if staff could analyze markets where RESNET has reasonable penetration to find out if the goals are in closer striking distance in certain markets. Ryan Meres stated that he can provide this report and stated that these numbers would help to get closer to the goal but will not make an astronomical difference.

Results of RESNET HERS Rater Variability Study

Ryan Meres, RESNET staff, reported on the RESNET HERS Rater Variability Study. Summary findings showed where red flags were most prominent. Ryan stated that comparing this with what Billy and Scott are finding from their field visits will identify some of the key causes in variability.

John Hensley suggested that individual reports be sent out to each provider to show what they need to work on to increase consistency. Emelie Cuppernell agreed with this and stated that it may help speed up achieving greater consistency.

Scott Doyle stated that there is not an efficient system in QA genie to run these reports and might take significant amount of staff time.

Chris McTaggart stated that RESNET should hold QAD providers and raters accountable for not knowing the problems with variability because they have access to these flags, especially because some raters may be gaming the system. John Hensley thinks that may be more of an education/awareness issue.

Abe Kruger suggested that a type of “report card” to show provider’s gradual improvement on HERS Rater Variability would provide a good feedback loop.

Ryan Meres stated that the presentation is a starting point for RESNET knowing what issues to address and act on it the future.

Scheduling of Regular Board Meetings

Steve Baden stated that Curt Rich requested that board meetings be put on a regular schedule. The RESNET Board President will always have authority to call emergency meetings, but a consistent schedule will be respectful of everyone’s time.

Steve Baden proposed that the board to meet formally every two months, and that two of these meetings be face-to-face; one in the Fall and one in the Spring. Steve Baden also suggested that the Spring meeting be moved from before the annual RESNET Conference in February to a later date in the Spring.

Curt Rich suggested that the day-and-a-half meetings be reconfigured to one full day to be more efficient. Steve accepted this as a friendly amendment to his proposal.

Abe Kruger stated that an update should be given to RESNET members if the meeting is moved from the conference venue. The Board President could present more at the general session at the conference. Steve Baden stated that a breakout session could take place where the Board and committees could provide updates to interested members.

Cy Kilbourn suggested that RESNET could live-stream the meeting free through YouTube or another platform for those interested in watching.

Matt Gingrich made a motion for the board to formally meet every two months, and for two of those meetings to be a one-day face-to-face to meeting; one taking place in the Fall and one in the Spring. Philip Fairey seconded the motion. Motion passed by voice vote.

Report of RESNET Board Software Consistency Committee

Steve Baden presented the Report of RESNET Board Software Consistency Committee. Steve Baden gave some background information on the issue that was originally brought up in 2015. A Software Consistency Committee was created and the need for an Energy Modelling Director became apparent.

After an RFP process, four providers submitted proposals and were reviewed by the Energy Modeling Director committee. Big Ladder Software was voted on by majority vote to be the Energy Modelling Director. The contract is still under negotiation and staff is creating a workplan in 30 days. Then Big Ladder Software will meet with the Software Consistency Committee. The contract will be for two years, and in the second year Big Ladder may create an RFP for a single engine software platform.

Discussion of Process that RESNET will Take on Proposed Amendments to the 2021 IECC

Steve Baden reported on the proposed process that RESNET will take on amendments to the 2021 IECC. Steve Baden reported on the 2021 IECC Committee Hearing Actions with deadlines and steps RESNET will take.

Curt Rich suggested having BOD meeting late March or early April before the hearings to discuss RESNET's amendment positions. Curt also suggested adding online voting to the proposed process.

RESNET Suppliers Advisory Board Report

Curt Rich, Chairman of RESNET Suppliers Advisory Board (SAB), gave a report on the SAB.

Abe Kruger asked how SAB could help raters and Board of Directors understand trends in the industry? Curt responded that a presentation or webinar could be made available.

Ryan Meres reported on some of the summary data that is provided to SAB member companies.

Meeting Recess

Board Recessed at 5:01pm Central Time.

Friday, October 19, 2018

Meeting Called Back to Order

Nancy St. Hilaire called the Board meeting back to order at 9:06 a.m. Central time.

Consideration of Proposed 2019 RESNET Staff Activities (revisited)

Steve Baden stated that after yesterday staff had a meeting and reviewed and clarified Priority E, “Growing the Demand for HERS Rating Services through Marketing and Advocacy the 2020 Plan— By 2020 50% of All new homes are HERS Rated.”

Roy Honican made a motion to approve the Priority E as part of the Proposed 2019 RESNET Staff Activities. Mark Johnson seconded the motion. Motion passed by voice vote.

Opportunities for RESNET in Addition to the HERS Index

Steve Baden presented on the opportunities for RESNET in addition to the HERS Index. Steve reviewed strengths of RESNET, and opportunities for growth such as HERS_{H2O} and energy code performance compliance method verification.

Clayton Traylor commented that RESNET should focus on indoor air quality but not reference it as “Healthy Homes.”

Emelie Cuppernell asked if some of the new proposed opportunities would be RESNET labels, because many raters already take advantage of similar programs created by other associations. Steve stated that RESNET would target partnerships instead of “reinvent the wheel.” Steve stated that more discussion on this would take place during the upcoming RESNET/Pearl Partnership presentation.

Paulette McGhie asked if this RESNET venture would look into a “green” program for builders. Steve stated that all ideas are appreciated and should be examined. Steve will send a paper around for BOD members to add their ideas on new opportunities so the discussion can take place in more depth.

Chris McTaggart suggested that others outside of the board, such as RESNET members, might want to also provide ideas. Steve Baden stated that he received previous direction from the Board to first present the ideas to the Board before developing a plan of action.

Andrew Harris asked if any of the programs have been tracked and summarized to analyze viability. Steve Baden stated that with the Boards permission staff could create this after Board approval.

Cy Kilbourn reiterated what Chris stated and that ideas should be presented in conjunction with proposed goals for the next year. Steve Baden said that new ideas from the Board will be given with 2020 proposed goals.

Abe Kruger suggested that a survey be provided for board members to share their ideas. Steve agreed.

Emelie Cuppernell stated that standards clarification should be a main priority in 2019. Steve agreed and stated that it has always been considered as a top priority. Emelie asked if RESNET has ever considered hiring a standards writer. Steve responded that any resources needed by standards committees should be requested and that RESNET will attempt to provide them.

Chris McTaggart stated that RESNET staff has done a fantastic job pursuing its goals and new opportunities, he also mentioned that RESNET should focus on its members and getting their ideas. Steve agreed.

Andrew Harris asked what collaboration is happening with HERS_{H2O}. Steve stated that the 2019 Conference will have session on water efficiency and how raters can get more involved in the standard process.

RESNET/Pearl National Home Certification Partnership

Steve Baden introduced Robin LeBaron, Co-Founder, President & COO of Pearl National Home Certification.

Robin LeBaron gave an overview of Pearl Certification and presented the RESNET/Pearl National Home Certification Partnership.

A webinar will be scheduled for the board of directors to have a more in-depth discussion on the partnership.

Leading Raters of America

Matthew Cooper, President of Leading Raters of America (LRA), gave an overview of the LRA and asked for any question from the Board.

Abe Kruger asked how third-party oversight of consistency would help the marketplace. Matt Cooper stated that diving into more detail and ensuring that active progress is made with organizations in the industry; confusion of different verification methods is not intentional and not supported by LRA.

Steve Baden stated that actionable items based on the LRA concerns are a priority to RESNET. Quality Assurance is one of the main concerns in LRA and Steve suggested RESNET QA staff and SDC900 starts a dialogue to hear complaints by the LRA and see how they can be addressed. After the LRA RFP process is completed on November 14, 2018, RESNET can actively pursue this dialogue.

Matthew Cooper ensured the Board that the relationship between RESNET and LRA members will still be intact after November 14th and that the members will also not leave the HERS Index.

Discussion of EPA ENERGY STAR Homes Verification Oversight Organization EPA Intent

Jon Passe, EPA, reported on the EPA Intent of EPA ENERGY STAR Homes Verification Oversight Organization.

Mr. Passe communicated to the Board that he expressed his concern to the members of the LRA that their actions were not timely and to concentrate on working within RESNET.

Abe Kruger asked if RESNET would have to change status as a nonprofit to an International Standards Organization (ISO) 17605 organization to fit EPA's VOO requirements. Jon states that at this juncture he cannot make a determination on this question. It was pointed out, however, that the

Request for Information was focused on accepting ISO 17605 organizations as well as non-profit organizations.

Process of Developing RESNET's Response

Steve Baden told the Board the process of RESNET's response: staff will send draft response to Board to review before the November 16th deadline. Board members are also encouraged to submit their own individual comments.

Washington Report

Carl Chidlow, RESNET Washington Representative, gave a report on what is happening in Washington D.C. and how it affects RESNET.

Curt Rich suggested that RESNET members get involved with the political process on a state and local level, Clayton Traylor suggested that re-enforcing members that would take part by highlighting those who participate by talking to them with a newsletter or something similar.

Abe Kruger stated that a reason members might not get involved is because it is intimidating to talk to elected officials. Carl suggested a webinar to member companies of RESNET on this process, Carl will discuss with Steve.

The following agenda items were tabled due to time constraints:

- **Human Relations Firm Contracted – Discussion of Need to Update Sexual Harassment Policy into Employee Handbook, Board Policy Manual and By-Laws and RESNET Staff and Board Training**
- **Report on HERS Software and Utility New Homes Programs Initiative**
- **Update on Moving RESNET's Incorporation – Proposal to Change to Incorporation in Arizona**

These items will be addressed in a subsequent Board meeting.

Announcement of Locations of 2020 & 2021 RESNET Building Performance Conferences

Steve Baden announced the location for the 2020 and 2021 Conference will be held in Scottsdale, AZ.

New Business

Nancy St. Hilaire opened the floor for any new business. There was no new business proposed.

Adjournment

Philip Fairey made a motion to adjourn. Meeting adjourned at 12:10 p.m. Central Time.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "P. Fairey". The signature is written in a cursive style with a large initial "P" and a distinct "F".

Philip Fairey, Secretary

Attachment A



Setting the Standards for
Home Energy Efficiency

2019 RESNET Priorities with Staff Proposed Activities September 30, 2018

Introduction

For Fiscal Year 2017 the RESNET Board adopted a bold budget that has expanded RESNET's ability to meet the growing opportunities for RESNET and the HERS industry. It initiated a flat \$7.50 fee per HERS Rating entered into the registry. We are not requesting any fee increases for 2019. In essence the 2019 budget request is a continuation from 2018.

The most significant change is the addition of an Energy Modeling Director that was authorized by the RESNET Board at its Spring 2018 meeting.

To enable the RESNET Board of Directors to perform its duties of strategic, fiduciary and governance oversight of the organization, RESNET staff annually presents the following for Board approval:

- Definition of the essential activities undertaken by RESNET
- The proposed priorities and staff activities to be undertaken
- The proposed budget submitted by the RESNET Board Executive Committee to support the proposed priorities and staff activities

RESNET staff is to report on the progress on achieving the approved activities quarterly and present to the Board a monthly internal financial by which the Board can track the progress by RESNET staff.

This briefing paper provides an overview of which the 2019 budget request is based upon.

Essential Activities of RESNET

The RESNET Board has identified the following as RESNET's essential activities:

1. **Standards Development** – RESNET is recognized for the standards it develops and HERS credibility is based on the technical basis of its consensus based standards. The rating industry, home builders, utilities, program sponsors, code officials and other RESNET stakeholders depend on RESNET's standards. All business models of the HERS industry are built on our standards.
2. **National Registry**– The registry is the hub of rating activity. A home must be entered into the registry in order to print the HERS score and reports. The new QA Genie will be fed from the registry. The data contained in the registry is invaluable for analysis, RESNET billings, reporting to policy makers and for the real estate industry to find rated homes. The

RESNET registry will be essential to RESNET's relationship with the Appraisal Institute. Residential real estate appraisers will be dependent on the registry in crediting a home's HERS Index Score in the appraisal.

3. **Quality Assurance** – The end users of HERS ratings (builders, program sponsors, suppliers, etc.) rely on the national consistency of ratings. The RESNET Board has adopted an ambitious policy on enhancing the national consistency of HERS Index scores.
4. **RESNET Web Site** – RESNET's web site is the face of RESNET. It is the touchstone for our industry. The rating industry relies on the site to find standards, interpretations, programs and policies. Consumers use the site to understand the HERS Index, find raters and RESNET Energy Smart Builders.
5. **Marketing and Advocacy** – Marketing is essential in educating consumers, builders, program sponsors, suppliers and stakeholders on the HERS Index and drive demand for RESNET professionals. RESNET has a representative in Washington that looks out for RESNET's interests to the White House, Congress and federal agencies.
6. **Annual RESNET Conference** – The RESNET Conference is vital to RESNET both in terms of its financial solvency, building cohesion in the industry and providing the cutting edge information affecting HERS ratings.
7. **RESNET Water Efficiency Rating (WER) Index and Program Delivery** – For the past three years the RESNET Board has identified the development of a WER Index as a priority.
8. **Administration and Management** – These activities are required to keep the organization operating.

RESNET Board Adpoted 2019 RESNET Priorities

Based on the Board determined essential activities of RESNET, in 2017 the RESNET Board adopted the following priorities for RESNET:

Priority A

Setting and Maintaining the RESNET Standards of Quality as the Gold Standard for Home Performance

Priority B

Maintaining the Credibility of HERS Ratings and HERSRaters—Sustaining and Enhancing the Quality of HERS Ratings

Priority C

Enhancing the Transparency of HERS Ratings: RESNET National Registry as a Tool for Quality Assurance and Research

Priority D

The RESNET Web Site - Our Face and Touchstone: Improving the User

Experience

Priority E

Growing the Demand for HERS Rating Services through Marketing and Advocacy the 2020 Plan—By 2020 50% of All new homes are HERS Rated

This priority has been shifted to the discussion of the RESNET goals at the Fall 2018 RESNET Board Meeting

Priority F

Building Cohesion in the HERS Industry through the RESNET Building Performance Conference

Priority G

Improving Home Performance through RESNET Water Efficiency Standard and HERS Program Delivery

Priority H

Maintaining RESNET Financial and Management Integrity and Sustainability

Priority I

Enter into Dialog with Top Volume Rating Providers to Enhance the Quality of HERS Ratings and Growth Strategies for the HERS Industry

Proposed 2019 RESNET Staff Activities to Support the 2019 Priorities

Below is the RESNET staff's proposed activities to be supported by the 2019 RESNET budget. The proposed activities are listed by priority with a due date. RESNET staff will report to the RESNET Board on the progress achieved in achieving the below activities quarterly.

Priority A

Setting and Maintaining the RESNET Standards of Quality as the Gold Standard for Home Performance

Proposed Activities

- Oversee the assigning of proposed amendments to the RESNET Standards Management Board (SMB) and appropriate Standard Development Committee (SDCs) and track their progress- **Timeline: Monthly**
- Communicate to the industry on all standard changes and effective dates - **Timeline: Monthly**
- Coordinate memos, webinars and other types of training that is needed to prepare the industry for Standard changes-- **Timeline: Monthly**
- Post all updates to website and forms when there are changes in the Standard— **Timeline: Monthly**
- Communicate Standard changes that affect training, testing and certification to all staff and committees involved-- **Timeline: Monthly**

- Submit Chapter 6 amendments to the RESNET standard amendment public comment process— **Timeline: March**
- Monitor RESNET standard development process to ensure compliance with ANSI process **Timeline: Monthly**
- Support RESNET SMB evaluation of new Standards and Standard amendment proposals for consistency with RESNET goals, objectives and policies for potential New Work Items (NWIs) - **Timeline: Monthly**
- Administer RESNET standard amendment public review and comment process **Timeline: Monthly**
- Support and guide the SDCs in the development of RESNET MINHERS Standards and ANSI/RESNET Standards **Timeline: Monthly**
- Initiate an Update of the RESNET MINHERS Technical Standards Chapter 5-- **Timeline: February**
- Host SMB meetings twice a year— **Timelines: February and October**
- RESNET/ICC Standard 1101
 - Coordinate SDC 1100 and Technical Subcommittee-- **Timeline: Quarterly**
 - Publish Final Standard-- **Timeline: April**
- Provide secretariat support for SMB and SDCs-- **Timeline: Monthly**
- Announce Standard updates (ANSI and MINHERS)-- **Timeline: Monthly**
- Update the Amendment timeline page on the RESNET website-- **Timeline: Monthly**

Priority B

Maintaining the Credibility of HERS Ratings and HERS Raters—Sustaining and Enhancing the Quality of HERS Ratings

Proposed Activities

- Develop Provider training for new Rating Providers - **Timeline: March**
- Develop Provider training for existing Rating Providers- **Timeline: August**
- Conduct Provider training for new Rating Providers-- **Timeline: Quarterly**
- Conduct Provider training for existing Rating Providers-- **Timeline: September**
- Perform 100% review of Rating Provider Quality Assurance (QA) Reports – **Timeline: July**
- Review and approve new Provider applications – **Timeline: Monthly**
- Review and approve Provider renewal applications- **Timeline: December**
- Deliver Board report on RESNET QA of Providers based on Quality Assurance File and In-Field reviews of Rating Providers- **Timeline: November**
- Set up and participate in meetings of the Software Consistency Committee— **Timeline: Quarterly**
- Begin development of common schema for rating software inputs – **Timeline: January**
- Release common schema – **Timeline: April**
- Create tests for hourly simulation— **Timeline: June**
- Chair meetings of the Software Consistency Committee— **Timeline: Quarterly**
- Implement online Training Provider Application – **Timeline: January**
- Maintain the content and integrity of RESNET National Certifying Tests— **Timeline: Monthly**
- Implement Remote QA Protocols – **Timeline: October**
- Deliver Instructor Roundtable
 - RESNET Conference – **Timeline: February**
 - Webinar - **Timeline: August**
- Deliver Quality Assurance Designee (QAD) Roundtable at RESNET Conference— **Timeline:**

February

- Deliver QAD Roundtable webinar – **Timeline: August**
- Complete field monitoring and mentoring of QAD's – **Timeline: December**
- Complete QA field visits of 25% of Rating Providers-- **Timeline: December**
 - Q1---4 site visits
 - Q2---8 site visits
 - Q3---8 site visits
 - Q4---5 site visits
- Remote monitoring and mentoring of QAD's and Providers - **Timeline: November**
- Complete online QA calls with 25% of Providers-- **Timeline: October**
- Deliver training all QAD's— **Timeline: December**
- Use QA Genie to determine training needs by region, provider and nationally-- **Timeline: January**
- Deliver live QAD training at RESNET conference— **Timeline: February**
- Based on information from QA reviews, deliver training to raters and QADs via webinars, at Regional Conference Sessions and at RESNET conference-- **Timeline: Quarterly**
- Review and Approve QAD and Rater Instructor Accreditation– **Timeline: Quarterly**
- Review and Approve Candidate Field Assessor Applications- **Timeline: Quarterly**
- Review and Approve QAD and Rater Instructor Renewals— **Timeline: December**
- Implement QA file and field Review checklist-- **Timeline: July**

Priority C

Enhancing the Transparency of HERS Ratings: RESNET National Registry as a Tool for Quality Assurance and Research

Proposed Activities

- Review data requests for RESNET National Registry and give recommendations to RESNET Data Application Review Committee-- **Timeline: Quarterly**
- Analyze and report on ways to improve data analysis capabilities-- **Timeline: October**
- Conduct state HERS Data Analysis for RESNET Suppliers Advisory Board— **Timeline: Quarterly**
- Determine feasibility of utility partnerships to share data— **Timeline: July**
- Outline utility partnership study methodology— **Timeline: September**
- Execute data sharing agreements with utilities— **Timeline: October**
- Conduct analysis comparing HERS projected energy use data with Actual Energy Use — **Timeline: December**
- Publish study findings (2020)
- Track Quality Assurance File and Field Reviews in the Registry- **Timeline: Monthly**
- Extract Data for Quality Assurance, Billings and Analysis- **Timeline: Quarterly**

Priority D

The RESNET Web Site - Our Face and Touchstone: Improving the User Experience

Proposed Activities

- Complete the updating of the consumer web site to be sharper and create a better user

experience. Improve organization and search functionality and provide more targeted content for specific audiences— **Timeline: October**

- Track activity and report analysis of traffic and audience engagement-- **Timeline: Monthly**

Priority E

Growing the Demand for HERS Rating Services through Marketing and Advocacy the 2020 Plan—By 2020 50% of All new homes are HERS Rated

Proposed Activities

- Implement HERS Index Marketing Campaign
 - Evaluate 2018 campaign efforts – **Timeline: January**
 - Revise marketing plan as result of evaluation – **Timeline: February**
 - Run ads for campaign - **Timeline: Monthly**
- Exhibit and Present at Industry Trade Shows and Conferences
 - International Builders Show-- **Timeline: February**
 - Appraisal Institute Conference -- **Timeline: July**
 - Water Smart Innovation Conference -- **Timeline: October**
 - International Code Council Conference -- **Timeline: October**
 - National Association of REALTORS Conference -- **Timeline: November**
- Emerging Leadership Council Activities
 - Emerging Leadership Council RESNET Conference scholarships selected and announced— **Timeline: January**
 - Host meetings – **Timeline: Quarterly**
 - Implement approved activities of Emerging Leadership Council -- **Timeline: Quarterly**
- RESTalk Podcasts
 - Schedule and promote topics -- **Timeline: Monthly**
 - Report on activity-- **Timeline: Monthly**
- Send out RESNET in the News to Board, Suppliers Advisory Board, Builders and Providers — **Timeline: Monthly**
- Conduct customer service calls with the largest Rating Providers-- **Timeline: Quarterly**
- Develop and implement marketing plan to increase activity through the Appraiser Portal-- **Timeline: July**
- Promote Suppliers Advisory Board and its membership benefits to recruit new members— **Timeline: Quarterly**
- Keep staff up to date on all communications coming from RESNET including development of all infographics and videos— **Timeline: Monthly**
- Develop study on effects of HERS Index Scores on Appraisals
 - Develop project scope-- **Timeline: March**
 - Identify project partners and contractors -- **Timeline: May**
 - Propose Plan of Action -- **Timeline: July**
- Appraiser Portal
 - Add/remove users at Appraisal Institute’s request-- **Timeline: Quarterly**
 - Promote Portal at conferences, events and local Appraisal Institute Chapters -- **Timeline: Quarterly**
 - Develop strategy for increasing the Portal’s use -- **Timeline: July**
- MLS/Real Estate
 - Work with Data Aggregators to Auto-pop HERS Data in MLS’s -- **Timeline: Quarterly**
 - Develop Education Materials for Realtors -- **Timeline: October**
 - Participate in other real estate industry events -- **Timeline: Quarterly**

- IECC/ERI Code Development and Adoption
 - Stakeholder Coordination -- **Timeline: Quarterly**
 - Represent RESNET during the IECC Committee Action Hearings--April
 - Develop Public Comments-- **Timeline: July**
 - Represent RESNET during IECC Public Comment Hearings-- **Timeline: October**
 - Provide ongoing State/local technical assistance on ERI-- **Timeline: Quarterly**
- Suppliers Advisory Board (SAB)
 - Staff support for SAB Meetings -- **Timeline: Quarterly**
 - Host SAB member webinars -- **Timeline: Quarterly**
 - HERS Affiliate pilot training -- **Timeline: February**
- IECC Performance Path
 - Promote ICC training and certificate program -- **Timeline: Quarterly**

Priority F

Building Cohesion in the HERS Industry through the RESNET Building Performance Conference

Proposed Activities

- Monitor conference expenses – **Timeline: Monthly**
- Finalize 2019 Conference revenue/expenses - **Timeline: March**
- Select 2020 Conference sessions - **Timeline: October**
- 2021 Conference site selection— **Timeline: May**
- On the ground coordination of 2019 Conference-- **Timeline: February**
- First notice /exhibitor prospectus sent out for 2020 Conference— **Timeline: July**
- Recruitment and Marketing for 2020 Conference— **Timeline: Monthly**
- Call for sessions for 2020 Conference— **Timeline: June**
- Create and send out Session survey for 2020 Conference— **Timeline: August**
- Begin promotion/Save the Date of 2020 Conference— **Timeline: April**
- Marketing of 2020 Conference— **Timeline: Monthly**

Priority G

Improving Home Performance through RESNET Water Efficiency Standard and HERS Program Delivery

Proposed Activities

HERS_{H2O}:

- Compile pilot study results and lessons learned-- **Timeline: February**
- Finalize Inspection Checklists based on pilot— **Timeline: April**
- Finalize Inspection Guidance Document based on pilot-- **Timeline: April**
- Develop Training for HERS Raters completion-- **Timeline: August**
- Completion date for software tools to incorporate HERS_{H2O} calculations and reports-- **Timeline: June**
- Expand Registry to accept HERS_{H2O} ratings-- **Timeline: July**
- Formal launch of HERS_{H2O} -- **Timeline: August**
- Develop recommendation for Quality Assurance of HERS_{H2O} ratings -- **Timeline: May**
- Develop other implementation recommendations for HERS_{H2O} Providers, minimum rated features-- **Timeline: June**
- Incorporate changes from Std. 1101 in HERS_{H2O} technical guidelines -- **Timeline: June**

- Recruit HERS raters and Providers to offer HERS_{H2O} ratings-- **Timeline: February**
- Recruit builders to have homes HERS_{H2O} rated-- **Timeline: Quarterly**
- Marketing plan for consumers -- **Timeline: August**
- Educate water districts— **Timeline: September**

Priority H

Maintaining RESNET Financial and Management Integrity and Sustainability

Proposed Activities

- Report on Financial Accounts Receivable-- **Timeline: Monthly**
- Release Internal Financial Reports (due on 18th of each month)— **Timeline: Monthly**
- Release RESNET staff activity progress reports— **Timeline: Quarterly**
- Finalize 2019 Conference Revenue/Expenses - **Timeline: March**
- Complete Financial Audit of 2018-- **Timeline: August**
- Prepare RFP for new financial audit company-- **Timeline: August**
- Prepare Federal & State Income Tax Returns & Reports – **Timeline: December**
- Prepare RESNET proposed 2020 Budget— **Timeline: August**
- Prepare RESNET proposed 2020 Work Plan— **Timeline: August**
- Update Employee Handbook-- **Timeline: April**
- Coordinate two face to face Board of Directors meetings Spring and Fall --TBD dates
- Support Executive Committee-- **Timeline: Monthly**
- Evaluate performance of RESNET employees-- **Timeline: July**
- Take minutes at all Board and Executive committee meetings— **Timeline: Monthly**
- Update Board documents in DirectorPoint— **Timeline: Monthly**
- Release to RESNET network twice weekly RESNET updates by direct e-mail -- **Timeline: Monthly**
- Congressional and policy coordination meetings and briefings with RESNET Washington Representative - **Timeline: Quarterly**

Priority I

Enter into Dialog with Top Volume Rating Providers to Enhance the Quality of HERS Ratings and Growth Strategies for the HERS Industry

Proposed Activities

- Dialogue calls with largest volume Rating Providers – **Timeline: Quarterly**
- Reception for top production Rating Providers at 2019 RESNET Building Performance Conference – **Timeline: February**
- Set up actionable action items from largest production Rating Providers to RESNET Board— **Timeline: November**

Attachment B



Setting the Standards for
Home Energy Efficiency

2019 Projected Income

RESNET Conference	\$500,000
Rater Provider Accreditation Fees	\$175,000
Rater Provider Quality Assurance Fees	\$1,650,000
All Other Provider Accreditation Fees	\$125,000
Suppliers Advisory Board Memberships	\$160,000
Membership Fees	\$ 75,000
Testing Fees	\$240,000

Total Projected Income **\$2,925,000**



Setting the Standards for
Home Energy Efficiency

Proposed RESNET 2019 Budget

Payroll **\$1,090,000**

- Executive Director – Steve Baden
- Acting Deputy Director – Cardice Howard
- Quality Assurance Administration and Standards Director—Laurel Elam
- Communications Director – Valerie Briggs
- Programs Director – Ryan Meres
- Technical Director, Quality Assurance & Training – Scott Doyle
- Senior Accountant – Faye Berriman
- Quality Assurance Field Specialist—Billy Giblin
- Operations Manager – TBA

Professional Services **\$1,176,000**

- Energy Modeling Director
- Hosting, Maintenance and Support of Servers
- Registry Support and Maintenance
- Government Relations
- RESNET Web Site Updates and Maintenance
- Marketing and Advocacy
- Database Management
- ANSI Standard Management
- Audit
- Misc. Contractual Support
 - QA Genie
 - RESNET Test Support
 - General Administrative Support

Travel	\$ 110,000
RESNET Conference	\$ 280,000
Other	\$ 146,500
- Credit Card Service Fees	
- Office Expense	
o Copying and Printing	
o Postage	
o Supplies	
- Insurance	
- Telecommunications Services	
o Telephones	
o Internet	
- Legal Services including Trademarks	
- Meetings	
- Miscellaneous	
o Dues	
o Licenses	
o Subscriptions	
o Memberships	
o Storage	
o	
- Software	

Contingencies **\$ 122,500**

This amount will be reserved for the board to apply to unexpected opportunities or contingences. If these funds are not encumbered in 2019 they will be applied to the RESNET reserve.

Total Proposed Budget **\$2,925,000**

Budget Comparisons

Income	2016	2017	2018	2019
RESNET Conference	\$550,000	\$550,000	\$550,000	\$500,000
Rater Provider Accred. Fees		\$175,000	\$175,000	175,000
Rater Provider QA fees		\$1,500,000	\$1,545,000	1,650,000
All Other Provider Fees		\$125,000	\$125,000	125,000
Accreditation Fees	\$520,000			
Suppliers Advisory Board	\$200,000	\$160,000	\$160,000	160,000
Membership Fees	\$120,000	\$85,000	\$85,000	75,000
Testing Fees	\$115,000	\$200,000	\$200,000	240,000
Grants and Contracts	\$60,000			
Interest Income	\$12,000			
Total Projected Income	\$1,577,000	\$2,795,000	\$2,840,000	\$ 2,925,000.00
Budget Submissions	2016	2017	2018	2019
Payroll	\$545,000	\$1,015,000	\$1,210,000	\$1,090,000
Professional Services	\$474,000	\$1,022,000	\$1,031,000	\$1,176,000
Travel	\$90,000	\$90,000	\$100,000	110,000
Supplies	\$5,000			
Conference	\$260,000	\$260,000	\$260,000	280,000
Other	\$126,000	\$113,000	\$114,000	146,500
Total Proposed Budgets	\$1,500,000	\$2,500,000	\$2,715,000	\$ 2,802,500.00