

U.S. Department of Energy  
Office of Energy Assurance



# Energy Assurance: State Stakeholder Meeting II



Summary Report  
August 12, 2003  
Asheville, NC

# EXECUTIVE SUMMARY

The Department of Energy's Office of Energy Assurance (OEA) leads the federal effort to ensure a secure and reliable flow of energy to America's homes, businesses, industries, and critical infrastructures. OEA's program addresses assurance responsibilities established in the President's National Strategy for the Physical Protection of Critical Infrastructures and Key Assets (2003) and the National Strategy to Secure Cyberspace (2003). One of the OEA's most prominent responsibilities is supporting states in understanding and addressing their energy assurance needs.

OEA conducted the State Stakeholder Meeting II on August 12, 2003 in Asheville, NC. The objective for this meeting was to build upon the results of an initial state stakeholders meeting and determine specific activities to address states' near-term energy assurance priorities. A diverse mix of state stakeholder organizations took part in the meeting, including representatives from national associations as well as individual states (text box).

Starting with the output of the first meeting - a long list of state energy assurance needs, the participants organized these needs into a framework based on common themes. This framework was useful in allowing the participants to assess their many assurance needs from a broader perspective. For instance, understanding state energy assurance needs and establishing

coordination during energy emergencies were prominent categories which encompassed a large number of specific stakeholder needs. Educational programs, model protocols for states, and improved communications were frequently cited needs that cut across several categories like energy emergency programs and understanding assurance needs.



The stakeholders then used this needs matrix to determine near-term priorities that DOE should help to address. Once the group had voted on individual needs that they viewed as priorities, it became clear that a handful of issues were extremely important to the states in the near-term. Guidelines and protocols for emergency preparedness, model protocols for cost recovery, and model state energy assurance plans were among the top priorities.

The final goal of the meeting was to "drill down" into the priorities and establish discrete activities to address these needs. The stakeholders articulated specific initiatives to address priorities, along with suggestions for the organizations that should be involved, estimates of required resources, and potential project metrics. In the time available, the group scoped out three activities that will help to address their top needs:

- Developing the core elements of a model state energy assurance plan
- Implement and expand the Energy Emergency Information Coordinators system
- Examine models for cost recovery protocols

OEA will use the results of this meeting to guide and progress its support of state assurance needs in the immediate future. The Office has already funded projects with NARUC and NASEO to develop a communications protocol and a model state energy assurance plan, respectively. Additionally, OEA is supporting a tabletop training exercise on energy assurance at a National Conference of State Legislatures meeting in November 2003.

## **Participating Organizations**

Appalachian State University  
Energy Center  
Indiana Energy & Recycling Office  
Iowa Department of Natural Resources  
Kentucky Division of Energy  
Maine State Planning Office  
Maryland Energy Administration  
Michigan Public Service Commission  
National Association of Regulatory  
Utility Commissioners  
National Association of  
State Energy Officials  
National Energy Technology Laboratory  
New Hampshire Office of State  
Planning and Energy Programs  
New York State Energy Research and  
Development Authority  
North Carolina Department of  
Administration  
North Carolina Emergency Management  
North Dakota Division of  
Community Services  
Northeast-Midwest Institute  
Ohio Department of Development,  
Energy Efficiency  
State of Maryland  
Strategic Guidance Associates  
U.S. Department of Energy  
Washington DC Energy Office  
Wisconsin Division of Energy

# Introduction

The Department of Energy's Office of Energy Assurance (OEA) leads the federal effort to ensure a secure and reliable flow of energy to America's homes, businesses, industries, and critical infrastructures. OEA accomplishes this mission by working in collaboration with the Department of Homeland Security and in partnership with industry stakeholders and state and local governments.

OEA, which was reconstituted following the formation of the Department of Homeland Security in March 2003, conducts its program in direct support of the President's National Strategy for Homeland Security (2002) and the President's National Energy Policy (2001). The Office addresses energy assurance responsibilities established in the President's National Strategy for the Physical Protection of Critical Infrastructures and Key Assets (2003) and the National Strategy to Secure Cyberspace (2003). One of OEA's most prominent responsibilities is supporting states in understanding and addressing their energy assurance needs.

OEA conducted the State Stakeholder Meeting II on August 12, 2003 in Asheville, NC. This meeting served as a follow-up to the first meeting with state stakeholders in June 2003. The State Stakeholder Meeting II was intended to build upon the results of the first meeting (see text box) and determine near-term energy assurance priority needs for states, along with specific plans for addressing them. A complete list of meeting participants (Appendix A) and the meeting agenda (Appendix B) are included in this report.

## State Stakeholder Meeting I

### - Summary of State Stakeholder Perspectives on Energy Assurance

OEA conducted State Stakeholder Meeting I on June 9-10, 2003 in Washington, DC. A primary objective for the meeting was to understand state stakeholder's perspectives on energy assurance needs.

The state stakeholders expressed that some existing energy assurance programs and resources are in place and working well, but significant coordination and communications gaps exist between federal, state and local, and private industry stakeholders. State stakeholders do not understand federal versus state energy emergency roles, and the critical importance of energy assurance is not communicated effectively to state legislators. The lack of a sustained, consistent energy assurance program at the federal level has contributed to these issues.

Looking forward, state needs and expectations focus on coordination, communications, policy analysis and support, outreach and training, and technology development. In each of these areas, state stakeholders rely upon OEA to use its leadership role and resources to support, coordinate, and assist states in their energy assurance programs.

Given numerous and diverse state needs and a complex array of stakeholders, the group supported the development of a national agenda for energy assurance. The national agenda must have a clear scope and not cover old ground, but instead incorporate an assessment of current and past energy assurance efforts.

# Results

The State Stakeholder Meeting II served to:

- identify common themes that link state energy assurance needs,
- determine which needs must be addressed in the near-term,
- and establish implementation details for addressing near-term priorities.

In deciding on common themes that link state assurance needs, the stakeholders analyzed dozens of different needs identified in the first stakeholder meeting and determined the common links among them. This required an initial discussion of the potential linkages, followed by stakeholders actually categorizing the needs into bins (see Exhibit 1).

While it was recognized that there are several ways to organize state needs according to common themes, the stakeholders were successful in classifying the various needs into six core categories:

- Establishing energy assurance as a high priority
- Understanding energy assurance needs
- Paying for energy assurance
- Coordination during energy emergencies
- Insufficient planning for energy assurance
- Uncertainty in energy assurance authorities and responsibilities

**Exhibit 1: State Stakeholders Determining Common Themes**



Establishing a framework of this type helped to transform the long list of output of the first meeting into a more coherent and understandable context (see Exhibit 2). This framework allowed the stakeholders to assess their energy assurance needs from a high-level perspective and then move ahead with decisions on priorities.

**Exhibit 2: A Framework for State Energy Assurance Needs**

ENERGY ASSURANCE IS NOT A HIGH PRIORITY	LACK OF UNDERSTANDING OF ENERGY ASSURANCE NEEDS	HOW TO PAY FOR ENERGY ASSURANCE	LACK OF COORDINATION IN ENERGY EMERGENCIES
<ul style="list-style-type: none"> <li>• Energy often does not make it on the list of top state priorities</li> <li>• Energy emergency function at the federal level has risen and faded</li> <li>• Energy is not prominent enough in homeland security</li> <li>• Need to educate Congressional decision makers ◆◆◆◆◆</li> <li>• Engage legislators via groups like NCSL ◆◆</li> <li>• Education of state policymakers ◆◆◆◆</li> <li>• Timely state-level energy data and analysis ◆</li> <li>• Guidance on how to measure energy assurance ◆</li> </ul>	<ul style="list-style-type: none"> <li>• Need to know the impacts on industry that result from fuel switching ◆</li> <li>• Create a summary inventory that surveys energy assurance activities ◆</li> <li>• Interdependencies need to be better understood ◆◆◆◆◆</li> <li>• Training to reflect more complex energy infrastructure ◆◆◆◆◆</li> <li>• Assist states in creating a climate that supports energy security investments ◆</li> </ul>	<ul style="list-style-type: none"> <li>• Support technical assistance to state policy makers</li> <li>• Support states in addressing the cost of energy security</li> <li>• Technical and financial assistance for planning ◆◆◆◆</li> <li>• Assist states in developing a model protocol on cost recovery ◆◆◆◆◆               <ul style="list-style-type: none"> <li>– Sample PUC/legislation on cost recovery</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines for emergency preparedness ◆◆◆◆◆◆◆◆◆◆               <ul style="list-style-type: none"> <li>– Options</li> <li>– Communications Protocols</li> <li>– Explanation of authorities</li> <li>– Prepare a model energy assurance plan</li> </ul> </li> <li>• Need better regional coordination ◆</li> <li>• Conduct summer and winter fuels meetings ◆</li> <li>• One official point of contact ◆</li> <li>• Assistance in developing communications protocol ◆◆◆◆◆◆◆◆◆◆               <ul style="list-style-type: none"> <li>– Detailed policy analysis on FOIA, cost recovery, emergency response</li> </ul> </li> <li>• Assist states in developing a model protocol on information exchange ◆◆</li> <li>• Connecting energy people to existing communication mechanisms ◆</li> <li>• Direct energy information to states during energy emergencies ◆◆◆◆</li> <li>• Assist in establishing communications among state policymakers</li> <li>• No effective system to coordinate environmental and energy officials</li> <li>• Guidelines for defining energy emergencies</li> <li>• Regular communication between federal and state policymakers</li> <li>• Standardize telecommunication devices for emergency workers</li> <li>• Support states in addressing information exchange</li> </ul>



## Exhibit 2: A Framework for State Energy Assurance Needs (cont.)

INSUFFICIENT PLANNING	UNCERTAINTY AND CONFLICTS REGARDING AUTHORITIES/ LACK OF UNDERSTANDING OF WHO IS RESPONSIBLE FOR WHAT	OTHER	REMOVE FROM LIST
<ul style="list-style-type: none"> <li>• Regional coordination mechanisms for planning</li> <li>• Develop/update comprehensive energy assurance plans in states ◆</li> <li>• More formal approach for handling energy emergencies</li> <li>• Help states adopt model state protocols ◆</li> <li>• Lack of control of gas allocation ◆</li> <li>• Provide leadership for states in developing supportive policies</li> <li>• Institutional model for ongoing training</li> <li>• Support states in addressing policy related to energy security ◆◆</li> <li>• Support the development of educational and analytical materials ◆</li> <li>• Support development of sample state legislation and model rules ◆◆◆◆</li> <li>• Support multi-state emergency response training</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate authorities</li> <li>• State vs. federal authorities are not clear ◆◆</li> <li>• Unclear what the federal and state authorities are</li> <li>• Delineate authorities among agencies at different levels ◆◆</li> <li>• Need to identify links between natural gas and electricity</li> <li>• Paper companies, other power sources (hydro, biomass, renewable generators) need to be considered ◆◆</li> <li>• Federal–state–energy supplier links must be clarified</li> <li>• Resolve policy issues regarding distributed generation ◆◆◆◆</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid unintended consequences</li> <li>• Is assurance about protection of optimal economics or primarily health and safety issues?</li> <li>• Is “assurance” possible or redundant? Deal with crisis on case by case basis, not generically—don't fix what isn't broken</li> <li>• More states in SHOPP</li> <li>• Support new technology for a more robust infrastructure</li> <li>• Is “assurance” a form of unnecessary government intervention?</li> <li>• Avoid dualistic (either/or) thinking</li> <li>• Longer-term demand reduction ◆</li> <li>• Level the playing field for energy sources ◆</li> </ul>	<ul style="list-style-type: none"> <li>• Address market failures that affect energy security assurance (too vague—revise)</li> </ul>

Once this framework was completed, the stakeholders indicated which needs they viewed as top state priorities for DOE's support. Stakeholders could "vote" for particular items with a “◆” sticker (Exhibit 2). Needs with the greatest number of votes then indicated the top energy assurance priorities in the perspective of the state stakeholders.

The final goal of the meeting was to "drill down" into the priorities areas and establish discrete activities to address these needs (Exhibit 3). The stakeholders articulated specific activities to address priorities, along with suggestions for the organizations that should be involved, estimates of required resources, and potential project metrics. In the time available, the group scoped out three activities that will help to address their top needs:

- Developing the core elements of a model state energy assurance plan
- Implement and expand the Energy Emergency Information Coordinators system
- Examine models for cost recovery protocols

Specific initiatives, like developing the core elements to include in a model state energy assurance plan, were defined in terms of participants and resources. For example, the stakeholders determined that NASEO, NARUC, and NCSL should be involved in determining the core elements of a model assurance plan, and that this activity would require resources of up to \$50k. Project metrics for this task could include the level of buy-in to the model plan at the state level and the number of plans actually patterned off of the model. Similar information was gathered for implementing and expanding the Energy Emergency Information Coordinators (EEIC) system and examining and disseminating model cost recovery protocols for states.

Other needs -including training, interdependencies, and educating policymakers - will require further discussion to identify specific activities. It was also decided that "Resolve DG policy issues" was a need that fell outside of OEA's focus, and that this issue would be communicated to the appropriate groups within DOE.

### Exhibit 3. Immediate Priorities - What Activities should DOE Support Right Now?

	SPECIFIC ACTIVITIES	LEAD ORGANIZATION	SUPPORTING ORGANIZATIONS	RESOURCES (A = < 50K, B 50-100K, C = 100-250K, D = >250K)	METRICS
<b>Update State Energy Assurance Plans Develop a Model State Energy Assurance Plan</b>	<ul style="list-style-type: none"> <li>Develop the core elements of a model plan</li> <li>Define and differentiate EA plans</li> <li>Define authorities</li> </ul>	<ul style="list-style-type: none"> <li>NASEO</li> </ul>	<ul style="list-style-type: none"> <li>NCSL</li> <li>NARUC</li> <li>NASEO</li> </ul>	<ul style="list-style-type: none"> <li>A—this would be the cost to define the scope and develop a template of the core elements</li> </ul>	<ul style="list-style-type: none"> <li>Level of buy-in</li> <li>Number of delivered plans</li> </ul>
<b>Help Develop Communications Protocol</b>	<ul style="list-style-type: none"> <li>Implement and expand EEIC</li> <li>Include state legislators</li> <li>Establish/identify players</li> <li>Identify responsibilities</li> <li>Include additional stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>NARUC and NASEO</li> </ul>	<ul style="list-style-type: none"> <li>NGA, NCSL, CIO's (state), state Homeland</li> <li>Security groups</li> </ul>	<ul style="list-style-type: none"> <li>C—to establish and expand the EEIC</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of states participating</li> <li>Number of contacts</li> <li>Quantity of information flow up and down</li> </ul>
<b>Assist States in Developing Model Protocol for Cost Recovery</b>	<ul style="list-style-type: none"> <li>Examine models and protocols (public utility commissions)</li> <li>Distribute summary to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>NARUC</li> </ul>	<ul style="list-style-type: none"> <li>NCSL, NGA</li> </ul>	<ul style="list-style-type: none"> <li>B</li> </ul>	<ul style="list-style-type: none"> <li>Number of completed model protocols</li> <li>Extent of exposure to states</li> <li>Degree to which they are applicable</li> </ul>
<b>Provide Training to Reflect More Complex Energy Infrastructure, Including Regional Exercises</b>	<ul style="list-style-type: none"> <li>Interdependencies</li> <li>Training modules</li> <li>Table top exercises</li> <li>Regional exercises</li> <li>Simulation/modeling</li> <li>Curriculum development</li> <li>Identify elements of training at state level—what training is needed?</li> </ul>	<ul style="list-style-type: none"> <li>OEA/DOE should take the lead on training</li> </ul>			
<b>Better Understand Interdependencies</b>					
<b>Help Educate All Policy-Makers</b>					
<b>Resolve DG Policy Issues</b>	Beyond OEA focus communicate to appropriate groups within DOE				

## Next Steps

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OEA will use the results of this meeting to guide and progress its support of state assurance needs in the immediate future. The Office is planning to fund projects with NARUC and NASEO to develop a communications protocol and a model state energy assurance plan, respectively. Additionally, OEA will support a tabletop training exercise on energy assurance at an NCSL meeting in November 2003, and will pursue other energy assurance programs with stakeholder groups like the National Governors Association and the Northeast-Midwest Institute.

OEA will also continue its dialogue with state stakeholders to determine additional assurance needs and to monitor progress. In October 2003 OEA is hosting the Winter Fuels meeting in Washington, DC. OEA will disseminate information about its current activities with states via its website ([www.ea.doe.gov](http://www.ea.doe.gov)) and other industry forums.

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# Appendices

**Appendix A: Attendee List**  
**Energy Assurance State Stakeholder Follow-Up Meeting**  
**Tuesday, August 12, 2003**  
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## Appendix B: Energy Assurance State Stakeholder Meeting Agenda

U.S. Department of Energy  
Office of Energy Assurance

### Energy Assurance: State Stakeholder Meeting II

August 12, 2003  
Renaissance Asheville Hotel  
Asheville, NC

#### Preliminary Agenda

#### Tuesday, August 12 – Salon B

Time	Activity	Leader/Format
10:00 – 10:30	<b>Welcome and Introduction</b> <ul style="list-style-type: none"> <li>• Welcome: Alice Lippert, DOE Office of Energy Assurance</li> <li>• Purpose: Denise Swink, Acting Director, DOE Office of Energy Assurance</li> </ul>	Alice Lippert, DOE Denise Swink, DOE
10:30 – 10:45	<i>Break</i>	
10:45 – 11:30	<b>Results of Initial State Stakeholder Meeting (June 03) &amp; Recent Progress</b>	Jack Eisenhower & Jamie Lyons, Energetics
11:30 – 1:45	<b>Linking State Needs: Integrating and Prioritizing Energy Assurance Activities</b> <ul style="list-style-type: none"> <li>• Organizing and Linking Needs</li> <li>• Additional Needs and Gaps</li> <li>• Continuing Issues</li> <li>• Toward a Model State Energy Assurance Plan</li> </ul> <p style="text-align: center;"><i>Working lunch will be served at noon</i></p>	Jack Eisenhower & Jamie Lyons, Energetics
1:45 – 2:00	<i>Break</i>	
2:00 – 2:45	<b>Activities to address immediate needs</b> <ul style="list-style-type: none"> <li>• Near-Term Priorities</li> <li>• Lead Organizations</li> <li>• Contributing Organizations</li> <li>• Next Steps</li> </ul>	Jack Eisenhower & Jamie Lyons, Energetics
2:45 – 3:00	<b>Closing Comments</b>	Participants
3:00	<b>Adjourn</b>	

