# Thurston Climate Mitigation Collaborative

**Staff Team Meeting Summary – July 20, 2023**

**AGENDA**

1. Presentation for Interlocal Agreement (ILA) update to the Executive Committee (EC)
* The Staff Team (ST) discussed the division of labor to prepare and present the ILA presentation at the upcoming EC meeting.
1. Jurisdiction Work Programs
* The ST decided to share their Jurisdiction Work programs amongst themselves to compare formatting and the level of detail included prior to posting them publicly. The ST also discussed if actions being taken by other staff or Departments was included in their respective Work Program drafts.
1. Community Advisory Workgroup (CAW) Recruitment, Terms, and Make-Up
* The August EC meeting will focus on the process and application content for CAW recruitment. The ST discussed the timeline, process, and logistics of developing those meeting materials related to the CAW recruitment. The ST is likely to suggest some changes related to the way that dedicated seats are treated with the intention to encourage wider participation by diverse community voices.
* The ST discussed setting aside funds for language interpretation and more explicitly making it known that community members with limited English proficiency are encouraged to participate in the CAW.
* The ST discussed more the most efficient ways to work with and consult the experts from partner agencies.
* The ST’s intention is to open recruitment for the CAW in September with appointments happening in October.
1. Regional Initiative Budget and Skeleton Plan used to create a budget
* Pamela gave newer members of the ST background information on the work TCAT did in the past regarding convening elected officials and business stakeholders to discuss the potential for a Home Energy Score Audit Ordinance.
* The ST decided to focus on developing the Regional Initiative budget and skeleton plan at their August 9th meeting so they could get the CAW materials assembled.
1. Next EC Meeting Packet/Agenda
* The ST discussed their internal deadlines for the August 28th EC meeting materials.
1. RFP for Administrative Tasks
* The City of Lacey will need to do a Request for Proposals for the Administrative Tasks outlined in the ILA. Linsey will provide other members of the ST with a draft of the RFP with the intention of gathering feedback and agreement from ST members prior to the solicitation being posted publicly.
1. Next meeting: Next Meeting: Wednesday, July 26, 2-3 pm
* The ST will focus on CAW recruitment at their next meeting.
1. Other upcoming meeting overarching goals
* Aug 2: Regional Initiatives
* Aug 9: Agenda and Packet preparation for the August 28th EC meeting
* Aug 16: Finalizing EC meeting packets
* Aug 21: Regional initiatives
* Aug 30: Discuss and refine/finalize CAW recruitment after getting EC feedback

Staff Team Contact Information

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If you need additional context for any item included above, please reach out to the Staff Team’s designated note taker.