# Thurston Climate Mitigation Collaborative

**Staff Team Meeting Summary - September 29, 2023**

Agenda

1. Plan for reviewing applications and selecting CAW members
	1. Final rubric
		* The Staff Team discussed their mock ranking and changes to be made to the rubric.
	2. Email all applicants on 10/2
		* The Staff Team agreed that they should send an email to all CAW applicants on 10/2 providing information about the timeline for selection.
	3. Divide up the list
		* Every applicant will be scored by two Staff Team members, then the whole scoring compared as a group.
2. Schedule October EC meeting
* The Staff Team realized that since the Administrative Services consultant is not on board yet, the EC meeting must be delayed.
* The EC meetings will be the 4th Monday of the first month of each quarter: January, April, July, and October.
1. Administrative Services Scope of Work
* This is completed and is being routed through Lacey’s Legal Department and is also on the Lacey City Council Workshop and City Council meeting agendas later this month.
1. First CAW meeting with new members
* In the application the Staff Team stated the meetings would likely be on the 1st Tuesday of the month from 4-6 PM. That would not give enough time for people to schedule after selection a week before. The first CAW meeting with the new members will be scheduled for December and will focus on group forming and norming.
1. Comparing notes on Commerce Comp Plan Climate Element SOW
* The Staff Team discussed their jurisdiction’s approach so far to the requirements from the Department of Commerce related to the Climate Change Element. How would each jurisdiction approach the pathways for the respective sub-elements, how they might seek to bring the Elements to the CAW for feedback, and how they might coordinate for regional actions in the future that are established in each jurisdiction’s respective Comprehensive Plan.
1. Energy Navigator
* Pamela and Rebecca shared insight they’ve gotten from being involved in an effort with King and Peirce Counties to launch a state-wide navigator campaign and concierge service. The Staff Team discussed if this approach should be incorporated into the Work Plan for the Regional Initiatives this year.
1. Regional Initiatives
* The Staff Team discussed focusing more time earlier on in developing a detailed work plan, rather than a skeleton plan, since the EC meetings won’t happen until January and that avails the Staff Team of more available time.
1. Next meetings
* The Staff Team discussed the scheduling of future meetings including meeting frequency.

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.