Thurston Climate Mitigation Collaborative

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

**AGENDA**

1. Review action items from Dec 6 meeting

* The Staff Team checked in on the status of all the action items from their last meeting.

1. Finalize the January Executive Committee packet

* The Staff Team discussed the logistics of assembling the Executive Committee meeting packet and properly noticing the meeting. They determined who would present each item, what documents needed to be finalized and by when, and any additional updates needed to be provided.
* The Executive Committee Agenda is tight for time regardless of the extended meeting. Staff Team will limit jurisdiction updates to 3-5 minutes each.

1. Review of ISC responsibilities

* The TCMC administrative services consultant, ISC, recently executed their agreement with the City of Lacey to support the TCMC. The Staff Team reviewed their responsibilities as laid out in the Scope of Work of the agreement with Lacey.
* The Staff Team discussed the virtual and physical public noticing requirements. The Executive Committee

1. Finalize January CAW packet

* The Staff Team discussed the logistics of assembling and distributing the Community Advisory Workgroup meeting packet.

1. CAW Recruitment Process Review

* The Staff Team discussed the feedback from CAW applicants regarding the application review and appointment process. The Staff Team decided that in the future for CAW recruitment the application will clearly state that the applications will be reviewed anonymously and that the Staff Team will only review the information provided in the application.
* The Staff Team discussed the process for recruitment outside of the 3-year term, i.e., if a CAW member were to resign.

1. Project Management

* The Staff Team discussed the prospect of utilizing a project management product to help track the regional initiatives.
* The Staff Team also discussed setting up a file-sharing process for working documents.

1. Next Meetings

* The Staff Team quickly reviewed the topics to be discussed at their next meeting.

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.