

Staff Team Meeting

Meeting Summary

Wednesday, March 6, 2024, 2 – 3:30 P.M.

Staff Team Members Present: Alyssa Jones Wood, Dominic Jones, Pamela Braff, & Rebecca Harvey.

Staff Team Members Absent: Linsey Fields

Agenda Item	Notes
1. Contract for E3 Advisory Support	The Staff Team discussed when to reach out to an Advisory Support consultant. They decided to reach out to the consultant in May after talking with the City of Tacoma about their experience.
2. Contract for Regional Initiative Community Engagement	The Staff Team discussed the timeline for doing a competitive solicitation for the community engagement consultant. Various staff members will talk with their contacts to get recommendations for a list of consultants to send the solicitation to.
3. Annual Retreat regional initiative development	The Staff Team decided to reach out to their EC representatives within the next few weeks and then reconvene in a longer meeting to develop the 2025 regional initiative Annual retreat materials.
4. Annual retreat agenda, packet, and facilitation	The Staff Team discussed a draft agenda for the Annual Retreat including timing, content, and facilitation.
5. April CAW meeting packet	The Staff Team discussed consolidating Comprehensive Plan engagements with the CAW into more general engagements which each jurisdiction could benefit from. The Staff Team assigned tasks to develop the meeting packet materials.
6. CAW Agenda Request	This item was tabled until Linsey is present since the request is centered on a Lacey specific topic.
7. Annual report check-in	The Staff Team members reported they have begun reaching out to staff in their jurisdictions to fill out the initial annual report data request.
8. Gantt chart check-in	The Staff Team briefly checked in with the 2024 Gantt chart and everything is still on track.
9. HEAR application check-in	The Staff Team discussed putting in separate, but identical asks to the Commerce HEAR application before it closes.

Staff Team Contact Information

City of Lacey: Linsey Fields can be reached at LFields@ci.Lacey.wa.us

City of Olympia: Dr. Pamela Braff can be reached at PBraff@ci.Olympia.wa.us

Thurston County: Rebecca Harvey can be reached at Rebecca.Harvey@co.thurston.wa.us

City of Tumwater (note taker): Alyssa Jones Wood can be reached at AJoneswood@ci.Tumwater.wa.us

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