

Staff Team Meeting

Meeting Summary

Monday, March 25, 2024, 1 – 5 P.M.

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

Staff Team Members Absent: Dominic Jones

Agenda Item	Notes
1. Annual Retreat Packet	The Staff Team discussed the content of the agenda for the Annual Retreat and the facilitation needs for the retreat. The City of Olympia has secured a facilitator for the retreat.
2. April Community Advisory Workgroup (CAW) Meeting	The Staff Team discussed the presentations they will be giving at the April CAW meeting.
3. April Executive Committee (EC) Meeting Packet	The Staff Team discussed the packet for the April EC meeting and what work needs to be done before the packet will be distributed.
4. Annual Report	The Staff Team discussed the format and content for the Annual Report so the Administrative Consultant (ISC) can begin drafting the report.
5. Adjusting the timeline of the “EEE Campaign” and “HES Policy” project plans to account for RFP timeline for Community Engagement	The Staff Team discussed the need to adjust the timeline of the regional initiatives due to the time needed to do a competitive solicitation for the community engagement aspects of the work. The Staff Team went through the project plans and adjusted the timing of some items, including moving work on some items earlier. This adjusted timeline will be used internally and updates on the initiatives will still occur at the quarterly EC meetings as scheduled.
6. Meeting Agendas	The Staff Team discussed formatting for CAW agendas.

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.