

# Staff Team Meeting

## Meeting Summary

Wednesday, April 10, 2024, 2 – 3:30 P.M.

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

Staff Team Members Absent: Pamela Braff

Agenda Item	Notes
1. April EC meeting Packet	The Staff Team discussed the contents to include in the April EC meeting packet. The EC meeting will include Officer elections, the official selection of the 2025 Regional Initiative (based on the Annual Retreat), and the proposed updated EC Charter.
2. May CAW Meeting	The Staff Team discussed the contents to include in the May CAW meeting packet. The CAW meeting will include a discussion on the Home Energy Score Model Ordinance project and a review of the Annual Retreat for those CAW members who were not able to be in attendance.
3. 2024 regional initiatives check-in	The Staff Team discussed their progress with the 2024 regional initiatives. The Home Energy Score Model Ordinance memo is currently under review with the Staff Team for intended CAW review at their May meeting. The EEE Campaign is still in the research stages. Dominic was able to attend a conference in Washington D.C. last week where he got to meet Federal staff in charge of Home Energy Scores.
4. Gantt chart check-in	The Staff Team discussed the Gantt chart, which was updated following their last meeting. Timelines for certain tasks in the project plans have been adjusted in accordance with the timeline for the community engagement request for the proposal process.
5. Annual Retreat	The Staff Team discussed last-minute items related to the Annual Retreat, including reviewing current drafts of handouts and presentations.
6. Next meeting topics	The Staff Team discussed that the next Staff Team meeting will focus on the May CAW meeting, website updates, and revising the current CAW recruitment rubric tool.

### Staff Team Contact Information

City of Lacey: Linsey Fields can be reached at [LFields@ci.Lacey.wa.us](mailto:LFields@ci.Lacey.wa.us)

City of Olympia: Dr. Pamela Braff can be reached at [PBraff@ci.Olympia.wa.us](mailto:PBraff@ci.Olympia.wa.us)

Thurston County: Rebecca Harvey can be reached at [Rebecca.Harvey@co.thurston.wa.us](mailto:Rebecca.Harvey@co.thurston.wa.us)

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