

Staff Team Meeting

Meeting Summary

Wednesday, October 9, 2024, 2 p.m. – 3:30 p.m.

Staff Team Members Present: Pamela Braff, Alyssa Jones Wood, Rebecca Harvey, Linsey Fields, Dominic Jones, and Julia Downing.

Staff Team Members Absent:

Agenda Item	Notes
1. October EC Packet	<p>The Staff Team discussed the agenda and packet needs for the upcoming October 28 EC meeting. The meeting will include:</p> <ul style="list-style-type: none">• Partner Update from Thurston Conservation District;• Partner Update from Thurston Economic Development Council;• A brief update on the Energize Thurston regional initiative; and• A brief update on the Home Energy Score Model Ordinance regional initiative. <p>The Staff Team discussed internal review timelines for getting these agenda items finalized and distributed with the agenda.</p>
2. November CAW Packet	<p>The Staff Team discussed the agenda for the November 5 CAW meeting. Due to the meeting falling on election day, the Staff Team decided to cancel the meeting to avoid creating barriers for CAW and Staff members to vote, work as poll workers, canvas, etc. The Staff Team then discussed the items that would be included in the December CAW meeting:</p> <ul style="list-style-type: none">• Finalizing and adopting the revised CAW Charter; and• CAW Workforce Discussion as requested by Tom Crawford at the last meeting. <p>The CAW Facilitator will work with Tom to collect his agenda materials for December in line with regular agenda deadlines. The Staff Team will introduce the 2025 CAW schedule/workplan in January for discussion.</p>
3. Administrative Support Solicitation	<p>The TCMC will be opening a competitive solicitation process for 2025 Administrative Support. The TCMC will not be continuing the contract with the Institute for Sustainable Communities. The Staff Team discussed responsibilities and timelines for the procurement process. As outlined in the TCMC Interlocal Agreement, the City of Lacey will lead the procurement and hold this contract once the firm is selected.</p> <p>Due to the short turn-around and upcoming holidays before the end of 2024, the Staff Team is prepared to fill in for Administrative Support tasks if needed in January 2025 so as to not unnecessarily rush this selection and contracting process.</p>
4. Energize Thurston	<p>The Staff Team discussed the Request for Proposal process for Energize Thurston Installers, potential program support, and necessary contracts with Habitat for Humanity for the Energize Thurston program. The Staff Team discussed feedback from the</p>

	<p>CAW and coordination with Habitat for Humanity regarding cost-share amounts. Currently Habitat for Humanity requires a cost share for all their program participants, but the Staff Team and CAW feel strongly that low-income (80% or lower household area median income) should not be expected to provide a cost share to participate in Energize Thurston. The Staff Team discussed utilizing the Habitat for Humanity routine subsidy calculations (up to \$2,500) for moderate-income participants (81-120% household area median income) to reduce administrative burden on Habitat for Humanity and allow the HEAR funding to benefit more households.</p> <p>The Staff Team discussed checking in about staff capacity to contribute to this program and what gaps may exist. This included the Staff Team discussing the various jurisdiction-level and regional outreach events that would be associated with the program launch and duration.</p> <p>The Staff Team also discussed application pathways for self-funded Energize Thurston participants to ensure oversight over installers is possible.</p> <p>The estimated launch of Energize Thurston is February 2025.</p>
<p>5. 2023 Annual Report Draft</p>	<p>Alyssa shared that the final edits to the 2023 Annual Report have been submitted to the consultant. Once she receives the final revision, she will draft a blast email to subscribers for the Staff Team to review/approve and upload to the TCMC website.</p>