

# Staff Team Meeting

## Meeting Summary

Wednesday, December 4, 2024, 2 p.m. – 3:30 p.m.

Staff Team Members Present: Pamela Braff, Alyssa Jones Wood, Linsey Fields, and Dominic Jones

Staff Team Members Absent: Rebecca Harvey & Julia Downing

Agenda Item	Notes
1. CAW meeting debrief	Pamela and Alyssa recapped the CAW meeting from the night before for Staff Team members who weren't able to attend. Additionally, the Staff Team discussed the need to provide regular attendance checks to the CAW and clarify how to excuse absences in the interim between CAW facilitators.
2. Jurisdiction work programs	The Staff Team briefly discussed their intention to have jurisdiction work programs for 2025 ready for the February CAW meeting.
3. Energize Thurston contracts check-in	Rebecca shared that the Energize Thurston Installer Request for Proposal was published that morning and that she and the Energize Thurston project team are busy sending the solicitation to installers. The Staff Team also discussed logistics, mostly carpooling, for their visit to the Daikin Experience Center the next day.
4. ISC Closeout	The Staff Team touched base on the status of the various deliverables that ISC was contracted to complete. The Staff Team discussed the importance of developing standard operating procedure documents so the next administrative services consultant begins with ample clarity about expectations, roles, and timelines.