

Staff Team Meeting

Meeting Summary

Wednesday, December 18, 2024, 2 p.m. – 3:30 p.m.

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

Staff Team Members Absent: None

Agenda Item	Notes
1. TCMC Administrative Services RFQ	The Staff Team briefly touched base on the TCMC Administrative Services RFQ. They still haven't been able to select a firm. Linsey reached out to three of the four responsive firms for reference checks. The Staff Team will meet again to discuss the necessity to schedule interviews to finalize a selection.
2. 2025 TCMC Work Plan	The Staff Team began co-creating the 2025 TCMC work plan which will be presented to the Executive Committee in 2025. They assigned project leads for projects such as Energize Thurston, the Greenhouse Gas inventory, approving agenda packet materials, etc. The Staff Team also discussed realistic capacity and functional scheduling needs for certain items, such as the Annual Retreat. The Staff Team suggests holding the Annual Retreat in the Summer, instead of April, so they can retain focus on the implementation of the Energize Thurston program.
3. January CAW and EC Packets	The Staff Team discussed the upcoming CAW and EC meetings. The January CAW meeting will include a presentation by CAW Member Tom Crawford and discussion on the 2025 CAW Meeting schedule. The January EC meeting will include the TCMC 2025 workplan and jurisdiction workplans. The Staff Team assigned staff to prepare materials and present each agenda item in their respective meetings.
4. Energize Thurston	The Energize Thurston Team described that they have been meeting together and with South Puget Sound Habitat for Humanity staff to prepare for the upcoming launch. The Staff Team discussed the approval process progress on the Interlocal Agreement and each jurisdictions' respective Habitat for Humanity contract.