

**Jefferson County Sustainability Commission Regular Meeting  
August 14, 2019 • 4:00 p.m.  
Faye Griffin Room, Jefferson County Courts & Admin Building**

Jeff Wong, Chair, call meeting to order at 4:07 p.m.

**Sustainability Members:**

In Person: Rachel Emmer (RE), Jeff Wong (JW), Erich Harris (EH) , Kimberly Pardue Welch (KPW)

Via WebEx: Syndey Hamilton (SH)

**Other attendees:**

Commissioner Casey Tighe (CT), Jefferson County  
Deborah Churchill (DC), Chief of Staff, Jefferson County

**Public Comment**

No public comment

**Approval of Minutes – July 2019**

No quorum, move approval to August meeting

**Partners in Energy MOU update - JW**

- Briefing to BCC took place August 6.
- Formal approval at August 20 BCC hearing.

**Fair & Festival Recap**

- Better engagement than last year.
- Distributed all 100 kits.
- Discussed other fairs & festivals and opportunities to distribute kits
  - Conifer Chamber
  - Evergreen Rotary
  - Power of Partnership – Human Services
    - DC will provide JW contact information
  - CT suggested to give kits to Chambers to distribute at events
- Discussed designing/creating a sticker to go on kits
  - KPW will work on sticker and bring design ideas to next meeting

**Budget Update**

- EH provided an update on expenses to-date
- Members are asked to send receipts to DC (with cc:EH)

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- >\$50 expense needs to be approved by JW and DC prior to purchase

### Educational Exhibit

- JW would like to have an educational piece/tool for each event
- Group discussed possible ideas and agreed to create a sub-committee. +
- JW will lead sub-committee

### Internal Projects

- Info Graphic
  - SH shared info graphic with group
  - KPW will take info graphic and design a poster
- Sustainability Commission Summary
  - Frank provide a draft to group. JW will work with Frank to finalize.

### Energy Resource Conservation Policy Update

- RE distributed Climate Action Plan Proposal.
- Group discussed presenting to BCC.
- Possible November work session. DC schedule 60 minutes.
- RE lead for commission. MM/FR assist.

### Communication Plan

- KPW shared graphic on banner and estimated cost.
- All agreed to remove “Boards & Commissions” from graphic

### Sustainability Award

- Group decided to do one event for both events (employee & citizen)
- Discussed timeline, details, award specifics, etc.
- JW suggested presenting at holiday event
- JW will send draft out to group again for review/comments

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Waste Management/Benchmarking Update

- JW will reach out to SH and FR on status

Open Meeting Notices

- DC reminded group on sharing docs, information. Asked that all communication come through DC

Sexual harassment Training

- DC asked all members to watch video and take quiz before next meeting.

Next Meeting on September 11, 2019

Meeting Adjourned 6:00pm