

**UnApproved
Juneau Green Team Meeting
June 20, 2012
Downtown Library – Large Conference Room**

Present: Beth McKibben – CDD
 Nicole Tragis – Purchasing
 Greg Smith – Building Maintenance
 Steve Behnke, JCOS Member
 Kelly Mercer – Human Resources/Risk Management
 Autumn Lowrey – Engineering
 Jim Penor – Waste Management
 Charlie Ford – CDD (as needed)
 MIS Representative (as needed)
 Nancy Waterman – JCOS Member

Kate Troll, Jenny Leffing, Darrel Wetherall, Duff Mitchell – JCOS Members
Patrick McGonnegal – CBJ Webmaster
Rob Steedle, Deputy City Manager
Staff member from the Juneau Empire

1. Greetings/introductions/roll call.

All introduced themselves and provided their background and interests as they relate to these groups.

2. JCOS Goals – CBJ Website Improvement

Nancy indicated that the JCOS goals are to implement items from the CAP. She explained that a webpage and blog already exist for JCOS and that the CAP has specific recommendations regarding how to use internal and external sites. That being said, she further explained that it is not easy to find the CAP or JCOS board information on the Juneau.org site.

Kate suggested that their needs to be easier access – maybe a quick/easy tab to get to the information faster. Something more functional.

Patrick said we could use Hot Topics or News Items areas and he can easily put links on the Board page.

Jenny did indicate that the blog traffic is very slow. She asked about purchasing a domain name.

Patrick said that the site could be interactive and disseminate to user through the RSS feeds. He said he would need an outline of pages and how they should work/link. He said in terms of a button, the groups need to get together and present the idea to the Manager's office for permission.

Kate advocated for a green button on the home page.

Beth asked Rob if the group could proceed and if so, what staff resources are available?

Rob indicated that he was supportive of all we have talked about so far. He said the groups should proceed. He did confirm that staffing is hard to come by.

Kate said that she understood that it would be staff intensive to set-up (from the City side) but that the group will take an active role to maintain the information. She just emphasized the need for the group to have a prominent place on the home page.

Patrick indicated that he could meet anytime. The development time really depends on what the group wants. He said he can do lots of visually appealing pages using the current framework. The difference really is dynamic vs. static information.

Beth suggested that both groups send her information and she'll put together all ideas so that one person is presenting it (organizing it).

Steve reminded the group that the CAP has lots of suggestions for websites already in it. He just wanted all to know that we don't have to re-invent the wheel.

Duff suggested that Jenny be the lead for the JCOS group. He said the group would back her, send suggestions to her and she could interact with Pat and send items to Beth.

Nancy said the next work session for JCOS is mid-July and they would work on it at that meeting.

3. Staff time to lead progress on JCAP.

Rob asked what sort of support does JCOS feel they need from paid (CBJ) staff to achieve the goals?

Kate indicated that the CAP goals relate to the City changing things like energy savings in the residential sector. She felt the city needs an overall staff person to help measure this. She asked if someone within CBJ could be designated to implement activities in CAP

Steve said that some CBJ staff are already doing things in bits & pieces. He asked who is compiling to see the whole picture? Who is prioritizing the CAP goals and choosing the top actions?

Kate mentioned the emission reductions goals also need to be achieved. New purchase orders for trucks, fleet and match to type of vehicle. She asked who does energy audits for projects?

Duff suggested that the CBJ needs a new step in processes to find out how the CBJ is achieving energy efficiency that incorporates the green (CAP) concepts.

Nancy said that the CAP is well done and has easy recommendations. She did say that it is difficult to keep the information coordinated and moving forward. JCOS would like early input on CIP projects/processes. She said they would like to see all items listed as slated for improvement. She mentioned the goal of reducing emissions by 25% by 2032. She said we have a good document here (CAP) and it just needs staff to help to coordinate.

Duff acknowledged that he knew it all related to money and budget. He suggested that just a few things get monitored (low hanging fruit) and show the savings. He said this could create a strong win-win. If we can monitor, we can control and potentially save CBJ money. He suggested it show more than just staff costs but money added.

Beth asked if a contract was possible for a certain number of hours, tasks per year?

Nancy suggested we use the JDEC relationship as an avenue.

Kate suggested maybe an Engineering employee.

Jenny mentioned public outreach and education on the website and said she recognized it was a big piece and reiterated that the group would do what they could.

Rob indicated that he heard the group loud and clear.

Beth said that the group has not typically gotten a lot of support. She said the group needed organizational support and leadership shown from the City Manager's office. We need more than 5 members that show up every month (for the Green Team meetings).

Kate reiterated that the JCOS would like a way to plug in and help.

Duff mentioned energy efficiency dollars/grants are out there. He mentioned an electric bus grant. He asked how we get this? He again said that CBJ needs a coordinated staff person to go after things like that.

4. List and prioritize Green Team and JCOS opportunities to work together.

Nancy suggested that this item be tabled for now.

5. Green Team Goals – Logos/Webpages

Nancy mentioned the logo project should be added to the website project.

6. Annual Energy Challenge

Kelly went over the basic concept as presented by Diane Andresen several months ago.

Nancy suggested keeping the energy challenge at the forefront of our mind.

Autumn suggested it be combined with the disaster response week (Disaster Preparedness Event). We could hook into funding from the Red Cross, Coast Guard. We could involve school kids. She also mentioned AEL&P providing feedback regarding school's energy usage.

Nancy suggested it be broader (Great AK Energy Challenge) and Juneau could get state recognition. Nancy suggested that a sub-committee be formed for this item.

Kate said she preferred NOT to tie energy challenge to a disaster. She thought we should focus on positive like energy savings.

Steve and Darrel said they would carry this item forward with the Green Team.

7. Newsletter, Employee Participation & Media

Beth asked how much the group could use the media?

Rob said the group could certainly write letters. He did acknowledge that the Public Information Officer was gone.

Beth reiterated that the group has done some really cool green stuff and it is not being reported. She asked how the group could get the "OK" to release information...what is the mechanism?

Steve said it is great that CBJ has a Green Team but said it is very limited. He said he thinks there is a much bigger opportunity/larger function. He said the group could advocate more. We need to toot our horn more.

Kate said that the take-aways from today's meeting are that there is plenty of opportunity to work closer together. We just need the extra step-up from higher leaders.

Rob said that the group has positive energy and he would like it to continue.

Duff said he agreed and said he felt we were on the right track. He also complimented Beth and said she represents staff well.

AGENDA ITEMS FOR THE NEXT MEETING:

- Newsletter items/schedule
- Website/Logo suggestions for Beth

Adjournment: 2:43

Next Green Team meeting: **Wednesday, July18, 2012** @ 1:00 – **Room 224**

Respectfully submitted
Kelly Mercer