

MEETING OF CSC Task Force
January 27, 2022

A Meeting of the Climate Smart Communities Task Force was held on Thursday, January 27, 2022, at 9:00 am virtually via Google Meets, to discuss the following matters and any other matters that were properly brought before the Task Force.

The following members were present throughout the meeting:

Mariah Okrongly — Bedford 2030 Program Director & CSC Coordinator
Gabrielle James — Climate Smart Communities Intern
William Condon — Climate Smart Communities Intern

CALL TO ORDER

The meeting was called to order at 9:01 am by Mariah Okrongly, Program Director who acted as Chair of the meeting.

TASK FORCE BUSINESS

Gabrielle and William, beginning their positions as Climate Smart Communities Interns, needed an introduction to the program, access to the NYSERDA CSC portal through which materials for application for bronze or silver level certifications must be submitted, and to be provided access to the Google Drive in which Bedford 2030's planning for the application takes place.

Steps taken to introduce the interns to the process were as follows

1. Interns (Gabrielle and William) were granted login information for the NYSERDA CSC portal

2. Interns were granted access to the shared Bedford 2030 Google Sheet in which work to prepare for the application takes place

Mariah guided the interns through the spreadsheet which outlines each action, who is responsible for it, where progress on the action currently stands, and any other relevant information is stored

3. Interns were granted access to the shared Bedford 2030 Google Drive in which work to prepare for the application takes place

Mariah instructed the interns on how to organize their work on the CSC actions assigned to them, including how to title the documents properly, and how to structure folders.

4. Individual meetings were scheduled with each of the interns

Mariah and Gabrielle scheduled a meeting for 9:00 am on Tuesday, February 1, 2022.

Mariah and William scheduled a meeting for 9:30 am on Tuesday, February 1, 2022.

There being no other business, the meeting was adjourned 9:55 am

BEDFORD 2030 CSC TASK FORCE

Mariah Okrongly Program Director