**Minutes**

**Rooftop Solar Challenge II: Go SOLAR – Florida**

**Organizational Teleconference 954-357-5481**

**October 18, 2014 8:30 – 10:00 am**

1. Roll Call

a. Alachua County Holly Banner

b. Broward County Jeff Halsey, Kay Sommers, Alfred Reid, Maribel Feliciano, Nancy Gassman

c. Miami-Dade County Boris Sursky

d. Monroe County Michael Roberts

e. Orange County Renee Parker

f. St. Lucie County Monica Graziani

g. City of Venice Karen Butterworth

h. Florida Solar Energy Center Colleen Kettles, Stephen Barkaszi, Joe Walters

i. Florida Atlantic University None

1. Alfred Reid spoke about the market assessment questionnaire. Six are still outstanding from Miami-Dade County, Monroe County and Sarasota.
2. Review of Broward County’s ePermit Solution

Jeff Halsey reviewed Broward County’s ePermit solution. He reviewed the users’ manual and made three points:

* 1. Broward County started with 14 partner cities, only have 11 now due to outstanding issues such as zoning.
	2. Our system has been active since January 2013. The marketing we did focused on our Go SOLAR Fest. No major marketing effort was made on the use of the ePermit system.
	3. There has been no uptake of the Go SOLAR – Broward system. Vendors have told us that the issue is not the permit system, but rather is the up-front cost. We need to develop some financial options and business models to support use of Solar ePermit systems – major foci of Go SOLAR – Florida.
1. High level overview of Rooftop Solar Challenge II Grant and introduction to team members – Jeff reminded participants of the importance of tracking time while a formal time tracking mechanism is put into place. All time used now, if for nothing else, can be used as match.
2. Report out from each partner on their ePermit plans. Generally, partners are still developing their individual concepts.
3. Administrative Issues

a. On Broward County Commission Agenda 10/22/13, Item 30

b. Monthly teleconferences have been scheduled to secure places on calendars

c. Partner contracts – Broward County Attorney working on those now

d. Marketing – Will be unified across all participating jurisdictions

e. Participation in Go SOLAR Fest (June 6 & 7, 2014 in Broward County Convention Center). Please plan now to attend, encourage vendors for your areas.

f. Use of distribution groups. Jeff uses primarily one distribution group so if you are in it, you should be kept abreast of Go SOLAR – Florida activities.

g. Tracking pay – Please start doing it now.

h. Disks – If you received a blank disk, let Jeff know.

1. Go SOLAR Fest II – June 6 and 7, 2014 at the Broward County Convention Center

a. Kay Sommers (ksommers@broward.org, 954-519-1257)

1. Open for questions
	1. FSEC said it would be helpful to have a mission and vision statement to encapsulate what we are trying to do, and to create a clear and unified mission.
	2. Miami-Dade (Boris) suggested we work in our three geographic areas (North, Central and South Florida)
	3. Colleen Kettles from FSEC asked if we have a process to allow other cities to participate? Jeff responded that we are supposed to create a solution that is flexible and adaptable so everyone who wants to participate is welcome to join us. The only caveat is that there will not be any backtracking to revisit any decisions made before newcomers join us. And there will not be any funding for newcomers.
	4. Boris provided his email for the other programs to contact him as a resource. Sky@miamidade.gov.