

Minutes

Go SOLAR Florida Team Leaders Update Meeting

November 25, 2014

Broward County Government Center West, PLCP Room 1303A

Attendees:

- Kay Sommers, Project Manager
- Cathy Randazzo, Zoning and Planning
- Matt Anderson, Marketing
- Icilda Humes, Administration
- Jason Liechty, Finance Action Plan (by phone)
- Michael Huneke, Plans and Permitting (by phone)

Partner Updates, Action Plan Review and Status

Kay reviewed each partner action plan (Miami-Dade, FSEC, Orange, Alachua and Broward County) during the meeting with the team leaders. This showed them details of each partner deliverable, partner responsible party and due dates. The purpose was to make it clear when a team leader needed to be responsible for deliverables and who to contact if deadlines are approaching without contact from partners.

- FSEC.** This partner is progressing well in terms of meeting deliverables. Deliverable 1 has been split with Alachua County who will complete steps 1.4 and 1.5. Work on deliverable 8 is behind schedule due to limited availability of Colleen Kettles but should be on track after Thanksgiving.
- Monroe County.** This partner has forwarded an email indicating that it will no longer pursue partnership in Go Solar Florida.
- Orange County.** This partner is actively working on execution of tasks.
- Alachua County.** This partner is actively working on execution of tasks. Some deliverables have been completed. Cathy Randazzo noted that the wording for this partner's zoning ordinance is not exactly that which is contained in the Go Solar Florida template so this matter will need to be discussed further.
- St. Lucie County.** This partner had forwarded an email indicating that it will no longer pursue partnership in Go Solar Florida.
- Miami-Dade County.** The action plan has been developed for this partner for the non-permitting deliverables. Michael Huneke is actively working with Boris Sursky and Michael Goolsby on the plans and permitting team to complete deliverables. The completion of the non-technical deliverables will be spearheaded by Patricia Gomez.
- Broward County.** The team has reviewed the tasks outlined in its action plan and are actively working towards completion.

- h. Documentation.** Kay demonstrated to the team how she is tracking completion of deliverables using an excel file called Deliverable Evaluation Tool. As partners submit deliverables, Kay will send to the appropriate team leader to approve.

Team Leader Status Reports

Financial Options – Jason Liechty

- The matrix, inclusive of pros and cons of various financing options, is being finalized. Jason will follow up on other pending tasks (reach out to his contacts for updates on legislative program and financial contacts with partners to determine status of sample financial resolution) with respect to the financial options team.

Administration/Budget – Icilda Humes

- The Guidelines for the Financial Management of Go Solar Florida have been forwarded to all partners.

Outreach/Marketing - Matt Anderson

- Matt had an opportunity to present on Go Solar Florida to a group of company leaders from Spain. Paola Isaac from Office of Small Business Development also participated. It was suggested that Paola be invited to prepare an article for the Go Solar Florida newsletter.

Advantage Marketing update – Kay Sommers

- A different attorney has reviewed the document and changes have been made. The revised version will be forwarded to the Office of Public Communications for consideration.

Florida Permitting Solution –Michael Huneke

- Only one targeted Broward County city namely Lauderhill Lakes, is left to sign on.

Legislative Action – Jason Liechty

- The intergovernmental affairs team continues to work on its lobbying efforts. Jason was asked to inform the team that if the Go Solar Florida partners are not responsive in this regard that the Project Manager should be alerted.

Website – Kay Sommers

Kay updated the team about a meeting held with Rob Nadeau on 11-24-14 to update the Go SOLAR Florida website to create the following pages:

- Financing
- Education
- Project Reports
- Sandbox
- Permitting System
- Electrical and Structural Plans

Action Items

- The Go Solar Florida team leaders should review the action plan to ensure that they are clear on their respective responsibilities and deliverables.
- The Marketing Team Leader will ensure that articles are prepared for the newsletter which will be issued in early December.
- The Financial Options Team Leader and the Marketing Team Leader will develop marketing materials on financial options.
- The team will work on populating the website outline for Go Solar Florida sandbox.
- The Project Manager and Zoning/Planning Team Leader will explore the way forward in rectifying the wording for Alachua County's ordinance.

Next Meeting will be held in December 22 at 2pm in Room PLCP 1303A.