

**Monroe County Climate Action Plan Advisory Committee Meeting Minutes**  
**Monroe County Fleet Center / Zoom**  
**October 6, 2022 (3:30 – 5:00 p.m.)**  
**Drafted: October 7, 2022**  
**Approved: November 3, 2022**

**Members:** John Botelho, Matthew O'Connor, Sue Hughes-Smith, Mike Yudelson, Mike Garland, Lola D'Ascentiis

**Absent:** Sean Delehanty, Richard Milne, Leah Wirley, Helen Frank

**Staff:** Clement Chung, Tina Stevens, Joe VanKerkhove, Yasmin Guevara, Pat Gooch, Meagan Saurini

**Guests:** John Steinmetz, Molly Gaudio

**Attending via Zoom:** Kate Walker, Pat Gooch, Loretta Morrell

**Welcome, Introduction and Announcements (Co-Chair O'Connor):**

Meeting called to order at 3:38 P.M. by Co-Chair O'Connor.

**Approval of Minutes (Co-Chair Yudelson):**

Minutes from the August 4, 2022 meeting unanimously approved. Motion by Michael Yudelson; seconded by Sue Hughes-Smith. The committee did not meet in September, 2022.

**Legislative Update (Legislators Yudelson and Hughes-Smith):**

1. Phase 1 CAP was approved by a vote of 28-1 at the September 13, 2022 Monroe County Legislature meeting, and was signed by County Executive Bello. Thanks to all of the CAP members who supported this effort through Legislative Committee hearings and the approval process.
2. Legislator Yudelson commended Legislator Hughes-Smith for her assistance in working with other members of the Legislature to ensure passage of the Phase 1 Legislation.

**Climate Action Plan Phase 2 (All):**

1. Funding for Phase 2 of the Climate Action Plan will be presented as an introductory referral to the Environment and Public Works and Ways and Means Committees of the Legislature at their meetings on October 11. These committees will consider the Legislation at their meetings on October 24 and 25, with the County Legislature due to vote on November 15. If approved, the contract with Bergmann will then be amended and work on Phase 2 can begin.
2. Kate Walker offered input on the proposed scope of work presented by Bergmann:
  - Detail needs to be added to the entire document, especially timelines and deliverables.
  - Deliverables need to be defined with target dates. It is recognized that some deliverables and dates may run parallel to each other.
  - A workplan / project management piece needs to be developed and included.
3. Clem Chung suggested a table be incorporated into the scope that includes bullet points with expected time frames to avoid appending the entire document.
4. Matt O'Connor suggested the document be all inclusive and the table step into the detail, and asked if CAP community outreach could take advantage of the outreach to underserved communities already done by Planning for the County's Comprehensive and Active Transportation Plans. Pat Gooch stated Planning has had many learnings, and that Bergmann targeted communities for ARPA and the Comprehensive Plan outreach.
5. Kate Walker suggested an internal working group sub-committee for outreach, to provide support and additional resources to Planning. She would like the CAP committee more connected to outreach, and feels the CAP can play a key role in outreach strategy.
6. Matt O'Connor mentioned the role that student ambassadors can play in outreach. Lola D'Ascentiis mentioned the Rochester Youth Climate Leaders group and the Sunrise Group (college students) and Kate mentioned the Climate Solutions Accelerator group, who all have youth members. Clem Chung stated this is an opportunity for the committee to embrace diversity and equity including youth members. The CAP should work with Bergmann to assure equity engagement and Bergmann should provide a plan including those attributes that can be shared community-wide.
7. Kate Walker stated Bergmann should be open and transparent about where and when community engagement will be held. A communications working group could help in disseminating that information.
8. John Botelho asked how information of value would be obtained from community outreach. Pat Gooch said the experience of Planning was that a great deal of information was obtained, including how and where questions were formulated and asked. Molly Gaudio state that outreach efforts need to be tailored and ideas need to be prioritized. Bergmann will assemble that information and identify relevancy and where the information can be best used. Matt O'Connor suggested identifying recurring themes. Molly stated that 75% of information is expected, and other ideas will chart different courses. Opinions can send the project in different directions.

9. Molly Gaudioso stated that there would be no duplication of questioning between the CAP and other plans. Kate Walker said this is an opportunity to revisit audiences for a new plan.
10. To have the Phase 2 CAP completed by 4Q 2023 will require an aggressive schedule. This will include outreach and engagement strategies, GHG inventories, and all other tasks outlined in the scope.
11. Kate Walker added that the scope needs to insure that the public has opportunities to provide feedback to the plan and engagement opportunities are completely understood.
12. Sue Hughes-Smith stated that the timeline should include engagement from community partners, including the Planning list Pat Gooch referred to. Other opportunities should be considered, and Clem Chung mentioned Goodwill, who is looking for sustainability opportunities. It was asked that CAP members compile a list of organizations to be considered for outreach and circulate to all committee members before the November, 2022 meeting.
13. Prior to the November meeting, Bergmann will provide to the CAP a table of deliverables and a rough schedule that includes a public engagement strategy and a list of stakeholders. It is hoped that many of the lessons learned with Phase 1 will be able to be incorporated into the Phase 2 process. Molly said the GHG inventory will be investigated first as a great deal of data is required.
14. Matt O'Connor stated that due to the large amount of information and data gathering required, CAP members will have additional tasks to be completed between meetings. It was thought that working committee groups could be held via zoom, which would not be in violation of Open Meetings Law. Mike Garland will confirm.
15. Pat Gooch shared some learnings from Planning processes: do not wait between tasks, begin one as soon as the prior is completed. Winter engagement will be minimal – planning should be for events in the Spring and nicer weather months and Monroe County needs to be proactive and provide for quick input. Some critical groups: Monroe County Council of Governments, Monroe County Supervisor's Association, the Environmental Management Council (Clem Chung is a member), Village Mayor's Association and the Monroe County Engagement Forum. Over 130 stakeholder meetings were held for the Comprehensive Plan and Pat has provided Clem with the list. Commercial partners will include the Chamber of Commerce and local utilities. Awareness is high in April due to Earth Month, and events would be well received then.
16. Joe VanKerkhove said there would be bi-monthly check in meetings with Bergmann and County staff. Beginning in December, Bergmann will be reporting weekly to Clem and Joe with progress with the GHG inventory.
17. A draft schedule for the entire project will be made available in the next two weeks.
18. Matt O'Connor suggested researching communities that look like Monroe County for benchmarking, including size and land usage. The City of Rochester is working on an update to their plan and will be critical for the County's Phase 2.
19. Vacant Committee Seats: two youth members, Helen Frank and Leah Wirley, have resigned from the CAP due to college commitments. It was determined from the authorizing legislation that members need to be under the age of 24 and serve at the pleasure of the appointing authority. Sue Hughes-Smith volunteered to work with Kate Walker to determine a process to find nominees to fill the youth seats.

**Public Forum:**

No comments or requests to speak were received.

Next meeting is Thursday, November 3, 2022, at 3:30 **in-person** at the Monroe County Fleet Center Building 1 Conference Room. Changes or updates to the meeting venue will be communicated to the committee via email.

Motion to adjourn by Michael Yudelson; second by Matt O'Connor. Meeting adjourned at 4:42 PM.