



Community-wide Energy and Climate Action Plan How Will My Focus Group Operate?

Each district's Focus Group will have the flexibility to determine its preferred method of operation. Possibilities range from entirely virtual meetings, to a hybrid approach that includes a mix of virtual and in-person meetings, to entirely in-person meetings.

Virtual Meetings

Focus Group work will be conducted independently and "virtually," meaning that relevant materials for review and comment will be electronically distributed via BCC among the Focus Group members with no in-person meetings.

- Fairfax County staff will post meeting materials on the Fairfax County CECAP Task Force webpage two weeks prior to Task Force meetings. County staff will distribute the webpage link and/or materials to the Focus Group members electronically via BCC email.
- One week after distribution of the materials, Focus Group members will send comments on those materials by email to their designated Liaison (chosen at the kick-off meeting).
- The Liaison will summarize the comments of Focus Group members and email the summary to Fairfax County staff no later than three days prior to each Task Force meeting.

In-Person Meetings

Focus Group work will be conducted collaboratively during in-person meetings.

- Focus Group members must determine a meeting time, date, and place. One Focus Group member must agree to take minutes of the meeting.
 - Fairfax County staff will provide limited meeting support by: (a) assisting with finding a suitable meeting location, either at a Supervisor's district office or at the Government Center; and (b) posting the meeting information on the CECAP website.
- Fairfax County staff will post meeting materials on the Fairfax County CECAP Task Force webpage two weeks prior to Task Force meetings. County staff will distribute the webpage link and/or materials to the Focus Group members electronically via email.
- One week after distribution of the materials, Focus Group members will send comments on those materials via email to their designated Liaison (chosen at the kick-off meeting) or, if the Focus Group chooses, will convey their comments during the in-person meeting.
- The Liaison will summarize the comments of Focus Group members and send the summary to Fairfax County staff no later than three days prior to each Task Force meeting.

Written summaries of comments will be posted to the public CECAP website, whether the Focus Group meetings virtually or in-person. Neither the written summaries nor meeting minutes will attribute comments or statements to specific individuals.

