

EO-1 Process Improvement
Project Team

September 26, 2019 1:30-2:30
450 Columbus Blvd., Hartford

- **Attendees**
 - Nicole Lugli, Dave Johnson, Dennis Thibodeau, Robert Cody, Eusebio Salinas, Jason Cohen, Barbara Petano, Nathan Karnes, Gerald Mallison, Kymberly Cianci, Tom Trutter (by phone)
- **Review of Long Term Goals & Deliverables**
 - Recurring theme from 9/26 SSO meeting: all impact teams recognize the challenge of cultural/behavioral resistance & getting people comfortable with change to move forward with EO-1 initiatives.
 - Our team has dual goals:
 1. Act as a resource to support impact teams: help identify goals & metrics; provide process improvement training to assist with implementation; develop SOPs as needed; & assist with change management
 2. Facilitate communication & outreach between existing LEAN coordinators at individual agencies & EO-1 project teams including consideration of a restart of past unimplemented projects that support current EO-1 goals for some quick wins (ex: fueling stations DOT/DEEP/DESP partnership already partially underway).
- **Update on support from Statewide Process Improvement Steering Committee members**
 - Importance of assisting with change management training & getting people comfortable with the new processes.
 - Jason distributed first training module to team members. Hosting site TBD: currently in test environment only so cannot be sent as a link. Basic overview to be shown at November SSO meeting?
 - Cheryl Malerba at DOT gave change management training: Nicole/Erin will look for PowerPoint to get out to impact teams.
 - Lean 101 training opportunity: 9/30/19 at DOT: Erin Choquette sent invitation to team members. Kymberly & Barbara will attend.
- **Updates from other impact team liaisons**
 - Sustainability in Leased Spaces (Barbara) –has reached out to Shane but not received a response.
 - Energy Efficiency (Dave/Bob) – many projects in queue waiting for funding: need for conversation with OPM to free up funds for capital improvements & ongoing maintenance.
 - Sustainable Materials Management (Kymberly) – developing a definition of waste and identifying pilot projects. Challenges implementing composting at DAS, 450 Columbus Blvd.
 - Sustainable Water Use (Nicole) – will follow up with Doug Hoskins. Discussion of how smaller agencies & those agencies housing people (DPH, DOC, DSS, etc.) can participate.
 - Clean & Efficient Transportation (Gerald) – missed the meeting but will forward meeting notes.
- **Next Steps**
 - Find PowerPoint of change management training from DOT & get it out to the teams (Nicole/Erin)
 - Locate universal inventory of LEAN projects/tools for broader distribution (Nicole)
 - Reach out to DOT and DESP on past interagency fueling station Lean event for an update on their recent meetings (Dave Johnson)
 - Dave Johnson to present update at upcoming SSO meeting on 10/4
 - Next process improvement meeting 10/31 2:00 at 450 Columbus Blvd., Hearing Room J (Jason)
 - Present LEAN Steering Module 1 at November SSO meeting (Jason/Dave/Nicole)