

**Executive Order #1**  
**Process Improvement Project Team**  
**August 26, 2019 Meeting**

**Meeting Discussion**

- Introductions of new group members- welcome Dave, Barbara & Nathan.
- **Reiteration of Team Goals & focus on LEAN principles**
  - Definition of Sustainability- what it means & how to accomplish it.
  - Importance of changing Culture- looking for correct & most efficient ways of doing things, and then figuring out how to properly message to state agencies & the public. This project team can facilitate change management training to assist with implementation of initiatives.
- **Update from Clean & Efficient Transportation Team (Gerald Mallison)**
  - Discussion of electric vehicles- need to build infrastructure of chargers, strategic station locations, overnight garaging, etc. before switching to electric vehicles, 5 &10 year plans in development.
  - Go for the low hanging fruit- use existing studies on CT, federal grant money, public vs. private charging stations, map tools/apps.
  - Range anxiety- our role to provide change management training to assist with transition for pilot agencies, use vehicle audits, work with agencies to offer “carrots” (allowing commuting mileage in EVs, telecommuting option to reduce total overall mileage, etc.).
- **Updates from other impact team liaisons**
  - Sustainability in Leased Spaces (Erin Choquette) – according to Shane Mallory the team met but we are not sure what their deliverables are.
  - Sustainable Materials Management (Kymberly Cianci) – meeting scheduled for Sept. 11<sup>th</sup>.
  - Sustainable Water Use, Energy Efficiency & Renewable Energy – not sure if these teams met.
- **Operation of Process Improvement project team**
  - What is our structure? Our role is defined by impact team goals. We will assist with LEAN implementation once other committees determine goals.
  - Need for inventory of LEAN tools to share amongst ourselves & train before we disseminate to broader audience of committees.
  - Summary of typical LEAN event

- LEAN 101 presentation – not ready for the September meeting. Jason Cohen will share with our group.

- **Deliverables**

- Erin Choquette
  - Will track down change management distribution for distribution to our subcommittee.
  - Ask Kristen for contacts/ meeting schedules for other impact teams.
- Dave Johnson
  - Will provide our update at the Sept. 6<sup>th</sup> Steering Committee monthly meeting.
  - Check with Nicole Lugli about a list of LEAN 101 training inventory.
  - Ask Nicole for update from the Sustainable Water Use team.
- Jason Cohen
  - Will set up next meeting for Sept 26<sup>th</sup> 1:30 at 450 Columbus Blvd., Hearing Room J, after liaisons have attended impact team meetings.
  - Send at draft of first two LEAN 101 trainings to Process Improvement team.