

- **Attendees**

- Nicole Lugli, Jason Cohen, Barbara Petano, Susan Shellard, Michael Barrera, Kymberly Cianci, Tom Trutter, Alessandra Lyon (1:30-2:00), Astread Ferron-Poole (by phone)

- **Review of Team Goals & Deliverables**

- Public Engagement team developed reporting guidelines:
  1. Standardized monthly steering committee report format includes 3 goals & deliverables;
  2. Changed project teams report schedule to every other month. We present in December;
  3. Project team meetings: agendas posted 2 days before meeting, minutes posted 5 days after.
- Discussion of intent of December steering committee presentation: educate the SSOs, give information to distribute to all staff, give project teams a tool kit, and help develop SOPs for pilot?
- Ideas for making the best use of steering committee's time: what is discussed vs. emailed, how we can assist the steering committee.
- December steering committee meeting presentation:
  1. Focus on change management training vs. LEAN 101;
  2. Example of DAS composting program implementation (ask Carol O'Shea to speak?);
  3. Share DEEP Green Team resource materials;
  4. To appropriately message, name presentation "managing change" or "changing your mindset";
  5. Email LEAN 101 training modules instead of presenting once ready for statewide distribution.

- **Update on support from Statewide Process Improvement Steering Committee members**

- Eusebio Salinas (DOT) sent steering committee idea to form an inventory of training materials and develop 2/3 day boot camp for LEAN coordinators to bring back to their various agencies.
- Discussion of using SOPs from past agency LEAN events to make results repeatable (power purchasing agreements, financing structures, etc.), and collaborative. Examples: DAS fleet conversion to Electric Vehicles, solar projects at DAS facilities, CT State Colleges & Universities' solar projects.
- Our purpose separate from statewide committee: how we contribute to the mission and advance goals of EO-1 without redundant efforts with statewide committee.
- How to get engagement from project teams: schedule meeting with all chairs/co-chairs to offer assistance and get feedback.

- **Updates from impact team liaisons**

- Sustainability in Leased Spaces (Barbara) – still has not received a response.
- Renewable Energy (Tom) – has not received a response but will review minutes.
- Sustainable Materials Management (Kymberly) –agency materials management survey will be presented at November meeting. Cultural change is biggest challenge anticipated with pilot projects and implementation.
- Energy Efficiency –
- Sustainable Water Use –
- Clean & Efficient Transportation –

- **Next Steps**

- Develop PowerPoint from various resources for December steering committee meeting (Nicole will do a 1<sup>st</sup> draft for Process Improvement team to review at November subcommittee meeting).
- Locate universal inventory of LEAN projects/tools for broader distribution (Nicole/Erin)
- Create list of past interagency LEAN projects (Nicole/Dave)
- Reach out to Eusebio Salinas from DOT on boot camp training
- Next process improvement meeting 11/14 2:00 at 450 Columbus Blvd., Meeting Room E (Jason)