

## **EO-1 Process Improvement**

### **Project Team**

**January 30, 2020 1:30-2:30**

**450 Columbus Blvd., Hartford**

**Meeting Room D**

- **Attendees**

- Jason Cohen, Barbara Petano, Nathan Karnes, Kymberly Cianci, Kelli Sullivan, Eusebio Salinas
- Via Teleconference: John Vittner, Alessandra Lyon

- **Recap of December & January Steering Committee Meetings**

- Positive feedback from attendees on December's "Leading through Change" presentation by Cheryl Malerba.
- People may be looking for more in depth training once ready to implement pilot projects.
- Idea for our group to attend "train the trainer" so we can present change management training & information to SSOs/impact teams; Cheryl is retiring- reach out to her before so we don't lose LEAN knowledge & training documentation; find out if there is a continuity plan.
- Sustainability Performance Plans (SPP) Recap – many team members did not review their agencies' plans & will reach out to SSOs for them; some agencies struggled to come up with realistic goals to enact changes in leased/DAS owned spaces; need for inter-agency communication & intra-agency cooperation.
- Discussion of creative ways to further goals of EO-1 – staff training (save to PDF vs. printing), transition agency vehicle fleets to electric vehicles, DOT incentive for personal purchase of electric vehicles at reduced rate, utilize teleconferencing, app to map routes for field travel, equip staff with laptops for remote work.

- **Updates from Impact Team Liaisons**

- **Sustainable Water Use** (Nathan) – team is developing a report to share; difficulties of implementing water saving techniques when agencies are tenants in leased/DAS buildings; agencies can put up signage & look for leaks.
- **Sustainable Materials Management** (Kymberly) – those who have implemented changes (composting, toner recycling, etc.) developing FAQs, step by step instructions, and best practice SOPs for distribution statewide to assist other agencies with implementing pilot projects.

- **Review Team Goals and Long-Term Deliverables**

- Develop marketing materials (toolkit, list of resources, available trainings, etc.) to make SSOs/impact teams aware of resources our team offers. (Kelli Sullivan offered assistance.)
- Need for better outreach to impact teams & agencies to make our services available. Idea to request assistance from public engagement team or ask the Steering Committee how they view our role & how we can be more proactive?
- Potential to review SPPs & offer SSOs agency specific resources based on goals they have identified.
- Need to update statutes to allow increased efficiencies (ex: DRS must send return envelopes even though businesses are required to file taxes online, allowing electronic notices vs. mailed, etc.).

- **Next Steps**

- Schedule February Process Improvement meeting. (Jason Cohen will check co-chairs' availability)
- Complete template for February report out to steering committee. (?)
- Looking for volunteer to take notes at next meeting. (Kymberly on leave through February)