

# SYSTEM TEAM - REPORTING



**Location:** DEEP, Auditorium 5<sup>th</sup> Floor



**Date:** August 1, 2019



**Time:** 10:00 a.m.

**MEMBERS PRESENT:** Tyler Kleykamp (OPM), Pauline Zaldonis (OPM), Theresa Peterson (DRS), Sharon Twerago (DMV), Monica Petrosan (DMV), Sarah Poulin (OEC), Kevin Lawton (DDS), Peter Zelez (DCJ)

**MEMBERS ABSENT:** David Barry (DCF)

## MEETING NOTES:

1. Members introduced themselves and noted their experiences with forms/template development, data management and Excel expertise.
2. Discussed the expectations of the team to include develop sustainability performance plan template that will address all 5 impact areas, identify meaningful questions for public reporting, and develop scorecard mechanism.
3. Suggestion to invite one member from every Impact Group to attend our meeting in order to understand what we are measuring, what data we will be asking of them and how to score the achievements.
4. No PDF files. Submit all documents in Excel.
5. Question: Is data available from all agencies in Energy Cap? Recommendation to have demonstration on Energy Cap to the team.
6. Commissioner Dykes stated she would provide links to the team so we can observe samples of federal scorecards and performance measures.
7. Question: How do we obtain information from private sector entities, or if it's needed?
8. Question: Identify where places of information exists, Energy Cap or CORE-CT? May need to push out to Impact Groups for data sources.
9. Virtual meetings are more convenient for members. Recurring meetings to occur on the 4<sup>th</sup> Thursday of every month beginning at 10:00 a.m.
10. Next meeting: Tyler to send virtual meeting request for Thursday, August 22, 2019 at 10:00 a.m.

Respectfully submitted,

Theresa A. Peterson