

SYSTEM TEAM - REPORTING

🏠 **Location:** Conference Call via GoToMeeting
📅 **Date:** August 22, 2019
🕒 **Time:** 10:00 a.m.

MEMBERS PRESENT: Tyler Kleykamp (OPM), Pauline Zaldonis (OPM), Sarah Poulin (OEC), Peter Zelez (DCJ), David Barry (DCF), Abigail Lawson (DMV), Anna Czercowy (DRS)

MEMBERS ABSENT: Theresa Peterson (DRS), Felix Planas (DMV), Kevin Lawton (DDS)

MEETING NOTES:

1. Abigail Lawson and Felix Planas will be taking over the DMV representation on the Reporting Team from Monica Petrosan and Sharon Twerago.
2. Group goals and deliverables were reviewed
 - A. Develop data end-uses. Identify ultimate purposes for agency data, including:
 - Sustainability Performance Plans
 - Agency “scorecards”
 - Open Data applications/analysis
 - Informing agency streamlining and process improvements
 - B. Identify data management plan. Identify how to store, manage and share data to achieve these goals, utilizing existing or new data systems in centralized or agency-specific platforms
 - C. Engineer sustainability reporting. Develop Sustainability Performance Plan template
 - D. Develop scorecards. Develop scorecard structure and data-linking method
3. Ryan Ensling, EnergyCAP Liaison gave an overview presentation on the EnergyCAP
 - A. There is a lot of information and data in the EnergyCAP. Ryan said that he can offer one on one training for each agency if needed. Some information still needs to be provided by agencies. Only energy and water usage is in the EnergyCap. Fuel usage and Waste still need to be determined how to track it and what data should be collected.
4. Until the next meeting team members do some brainstorming, research, look at information that is available, and email each other with ideas. Samples of federal scorecards and performance measures are available on links that were included in the August 22nd agenda. Also the GreenerGovCT portal was mentioned (Lead by Example Initiative).
5. Next meeting Thursday, September 26, 10am-12pm: Reporting Workgroup Monthly Meeting
Friday, September 6, 1-3pm: EO 1 Steering Committee Monthly Meeting. DEEP - Gina McCarthy Auditorium (5th floor), 79 Elm Street

Respectfully submitted,

Anna Czercowy