

Executive Order 1 Reporting Workgroup  
September 26, 2019, 10am-12pm  
OPM, 450 Capitol Ave. Conference Room 5A

**Minutes**

**1. Introductions of all members**

**2. Data collection update**

Reviewed EnergyCAP Data Collection with 3 levels of compliance to track agency progress toward establishing the EO1 required baselines:

Level 1: Uploading Current Invoices--ongoing task

Level 2: Forming an Accurate Building Inventory

Level 3: Uploading Historical Invoices

**3. Discussion on the implication of EO 1**

- a. Initiatives should be widely understood by the public and provide values to agencies
- b. Change of culture- looking for correct & most efficient ways of doing business to support long-term reduction in the cost of government operation and environmental impacts

**4. Brainstorming on sustainability performance plan draft**

- a. Should include performance metrics as well as narrative where agencies would explain their unique characteristics such as size, service provided, location etc.
- b. Should include future, ongoing, and finished projects with an explanation of accomplishments, failures, and roadblocks
- c. Should we use prepopulated data, reports from EnergyCAP? EnergyCAP tracks energy cost and consumption by state agency. Reports can be generated for agency's needs and dashboards that can be embedded in websites. EnergyCAP is accessible to all state facility managers and business office personnel. DEEP continues to offer training to all agencies to get more comfortable with the system

**5. Next steps**

- a. Continue reviewing of example reports: Federal Implementation Plans for select agencies:
  - i. [Department of Agriculture](#)
  - ii. [Department of Education](#)
  - iii. [Department of Transportation](#)
- b. Create draft and share it with Steering Committee
- c. Consider scorecard structure

**6. Upcoming meetings**

- a. Friday, October 4, 10-11:30am: EO 1 Steering Committee Monthly Meeting DEEP  
- Gina McCarthy Auditorium (5th floor), 79 Elm Street

*All members of the project teams are welcome to attend the SSO meetings and one person from each project team should be prepared to report out at each SSO meeting.*

b. Thursday, October 24, 10am-12pm: Reporting Workgroup Monthly Meeting,  
OPM, 450 Capitol Ave. Conference Room 5A

*Regular monthly meeting of the EO 1 Reporting Workgroup, scheduled for the fourth Thursday of each month from 10am-12pm.*