

Executive Order 1 Reporting Workgroup

October 24, 2019, 10am-12pm

OPM, 450 Capitol Ave. Conference Room 5A

Minutes

Attendees: David Barry, Anna Czercowy, Darrell Grant, Rose Croog, Pauline Zaldonis

1. Introduction of all the members
2. Pauline reviewed meeting agenda and comments on the initial draft from the Steering Committee and the Reporting Workgroup members:
 - This draft has been updated to incorporate feedback from the steering committee, and it has also been streamlined and made beautiful by Rose! Some of the feedback/changes include:
 - Decision to prepopulate performance data from EnergyCAP
 - Need for more structured responses (drop-down menus, character-limited text boxes) to facilitate aggregation of agency reports
 - Should have less open-ended questions in the narrative section to provide clarity and elicit more specific responses
 - Less focus on performance data, more focus on narrative surrounding specific projects; not broken out into categories like building energy consumption, water use, waste management, etc.
 - New section to collect data on agency building occupancy (e.g. percent of building an agency occupies, who owns the building, etc.) group members
 - Executive Branch agencies mandatory reporting versus agencies and entities not mandated by the EO 1 Order but funded by the government
3. The Workgroup reviewed every section of the updated template draft:
 - Brief EO 1 Background--highlights EO 1 Order and its timeline
 - Introduction--includes agency's Mission Statement and a list of key staff participated in EO 1 Project Teams
 - Performance Data--contains data (statistics and graphics) that was captured by EnergyCap based on the agency's profile
 - Data Collection Progress--summary of agency's progress in meeting the data collection milestones for Level 1, 2, and 3
 - Data Collection Progress cont.—includes a list of building/space leased by agency from state owned space or non-state owned space
 - Sustainability Projects—should include projects in progress or completed in FY2019 relating to infrastructure improvement or have environmental impacts and/or saves

money. Barriers can be mentioned as to why agencies have not achieved their project's goals.

- Future Planning—includes three sections: GHG, Water Reduction, Waste Reduction, and some additional questions where the agencies can brief on their future initiatives to optimize energy and environmental performance, reduce waste and cut costs as outlined in EO 1. Any concept that changes the culture of doing business more efficiently can be included in this section.

4. Reporting Workgroup future goals and deliverables: the Workgroup did not have time to discuss these:

- Review of long-term group goals
- New team report-out form from Public Engagement team
- Scorecard design and data visualizations for agency performance was discussed very briefly

5. Upcoming meetings

Friday, November 8, 10-11:30am: EO 1 Steering Committee Monthly Meeting. DEEP - Gina McCarthy Auditorium (5th floor), 79 Elm Street

- Pauline and Rose will present the Sustainability Performance Plan template
- Agencies receive Sustainability Performance Plan reporting form in December; plans will be due to the Steering Committee by January 24, 2020

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.

- **Next EO 1 Reporting Workgroup meeting Thursday, November 21, 2019**