

Executive Order 1 Reporting Workgroup  
November 21, 2019, 10am-12pm  
OPM, 450 Capitol Ave. Conference Room 5A

**Minutes**

Attendees: Pauline Zaldonis, Rose Croog, Anna Czercowy, Abby Lawson, Kevin Lawton

**1. Agency Sustainability Performance Plan update**

- The template for the SPP was presented at the 11/8 SSO meeting. Copy of the presentation is available on GreenerGov website. Pauline and Rose are pulling the data and creating SPP forms (Performance Page in the SPP Report) for each participating agency. There are forty agencies. The forms need to be ready by the 12/6 SSO meeting. Plans will be due by 1/24/20.
  - i. Kevin Lawton from DSS will ask his agency IT department about SharePoint option for the SPP forms to have a central location instead of Pauline and Rose send forty e-mail notifications to the participating agencies
- Discussion about how to ensure a smooth reporting process for the Sustainability Performance Plans
  - i. Creation of FAQ –Pauline sent SPP draft for the group to review it and come up with questions that should be included in FAQ. Questions that you might anticipate SSOs having or anybody completing this report. Questions should be sent to Pauline no later than 11/26
  - ii. Possible creation of review panel or reference group in case agencies have questions on how and what to include in the SPP report

**2. Reporting workgroup goals and deliverables**

- Discussion of long-term group goals and group's work style so far
  - i. Future role of the Reporting Workgroup after this project is done
  - ii. Report-outs was completed for the 12/6 SSO meeting. The goals included:
    - Create the Sustainability Performance Plan forms for each agency
    - Facilitate a smooth reporting process for the SPPs
    - Develop a plan for the agency scorecard/snapshot for FY19 and for future years
    - Review agency SPPs once submitted and assist with the QA and compiling results to support reporting at the state level
    - Advise on the best way to share agency and state progress on EO 1
    - Advise on data management for EO 1

**3. Agency scorecards/snapshots**

- Agency scorecards/snapshots are the next deliverable for the Reporting team; the plan is to have them ready by February 2020 to publish them along with the SPPs.

- Reviewed and discussed scorecard mockup designed by Rose
  - i. What metrics and indicators should be captured for the initial scorecard/snapshot and for the future scorecards after baseline data is completed
  - ii. Possible new design for the scorecard
  - iii. Review [Federal example of Agency Scorecard](#)

**4. Upcoming meetings**

Friday, December 6, 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.*

Date of next EO 1 Reporting Workgroup meeting is December 19, 10am-12pm, OPM, 450 Capitol Ave. Conference Room 5A