

Executive Order 1 Reporting Workgroup
December 19, 2019, 10am-12pm
OPM, 450 Capitol Ave. Conference Room 5A

Minutes

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

1. Sustainability Performance Plan

- Pauline and Rose said that the presentation on the reporting form and process plan was well received by SSOs at the Dec. 6, 2019 EO 1 Steering Committee Monthly Meeting
- Agency SPP submissions:
 - On December 6, 2019 Dropbox links were shared with participating agencies via email. One link is to download customized SSP, another link to upload completed SPP. Some agencies have contacted Pauline or Rose because they had technical difficulties accessing the forms. Pauline and Rose e-mailed the forms to all the agencies.
 - Pauline will e-mail a remainder to all agencies to submit the completed forms when time gets closer to the deadline
- SPP forms are due on 1/24/20, and information from the agency SPPs will need to be aggregated to incorporate into the statewide 2020 Progress Report.
 - The group discussed what information should be highlighted from agency SPPs and what is the best way to aggregate the agency information

2. Agency scorecards/snapshots

- Reviewed and discussed data and footnotes/explanations that should be included in the first year's snapshot: original metrics populated from EnergyCAP and/or converted data that is easy to understand and compare
- Discussed the new design of agency scorecards/snapshots for future years. Rose will run this new design by the Office of Climate Change.
- Future scorecards/snapshots will include added or modified sections in order to illustrate agency progress compared to the baseline data

3. Reporting workgroup goals and deliverables

- Review plans that have been submitted and strategizing about how to aggregate agency info for the 2020 statewide report
- Check out the Accounting and Reporting Guidelines document on the GreenerGovCT website: <https://portal.ct.gov/GreenerGov/About-GreenerGovCT/Accounting-and-Reporting-Guidelines>. This document outlines the state's approach to some of the policies and procedures that are left open in EO 1. The EO 1 co-chairs are seeking feedback from agencies and the public by February 12, 2020. Take a look and see if you have any comments or questions you think the co-chairs should consider
- Kevin-- if you could send a comment about if/how we should include gasoline use and cost numbers for employee reimbursements, as it was discussed at the last meeting
- Create a survey and send to SSOs sometime in February of 2020 to get the feedback about their experience from completing the SSP form for the first time

4. Upcoming meetings

Friday, January 10, 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.

Thursday, January 23, 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.