

Executive Order 1 Reporting Workgroup
January 23, 2020, 10am-12pm
OPM, 450 Capitol Ave. Conference Room 5A

Minutes

Attendees: Pauline Zaldonis, David Barry, Rose Croog, Anna Czercowy, Darrell Grant,
Abby Lawson, Kevin Lawton,

1. Sustainability Performance Plan Updates and Comments:

- As of today, January 23, 2020, 21 agencies have submitted their reports, one agency asked for an extension. SPP forms are due January 24, 2020.
 - According to Pauline and Rose there were some format/space issues
- Information from the agency SPPs will be combined to incorporate into the statewide 2020 Progress Report, which is due February 1, 2020
- The group reviewed several SPP reports and the following conclusions/comments were made:
 - Funding has been an issue to achieve targets set in EO 1, slow approving process and lack of staff
 - Centralized projects could save money—state wide audit/evaluation of outdated equipment and replacement with new energy efficient ones
 - Saving cost/reduce waste projects should be more directive/mandatory

2. Report-Out for February SSO meeting:

Goal 1: Complete SPP reporting process: 1) aggregate and visualize results and 2) analyze results of agency SPPs to include in the 2020 Statewide Progress Report.

Action items: -Analyze agency SPPs: what types of projects did agencies report for FY219? What barriers? What trends stand out across agencies? -Summarize findings for statewide report

Help needed: N/A

Goal 2: Begin planning for the FY20 SPP based on lessons learned from 2019.

Action items: -Document lessons learned from 2019 reporting process. -Request feedback from participating agencies. -Develop plan and timeline for FY20 SPP process.

Help needed: Feedback on SPP form and reporting process.

Goal 3: Analyze agency SPPs to identify opportunities and barriers for agencies and the state as a whole; develop a plan for sharing the results with agencies and teams.

Action items: -Analyze plans and draft summaries. -Determine appropriate audience for SPP summaries and recommendations.

Help needed: N/A

3. Reporting workgroup goals and deliverables:

- 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
- Continue discussion and strategize future SPP report:
 - Possible online form option
 - Another option: agencies will be asked to submit their information in a simple format such as Excel and Pauline will copy and paste their material into the designed form
- Review of original role of the Reporting Workgroup

4. **Upcoming meetings**

- Friday, February 7, 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, February 27, 10am-12pm: Reporting workgroup Monthly Meeting, DMV, Fiscal Conference Room (Room 325), 60 State St, Wethersfield

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