

Executive Order 1 Reporting Workgroup
February 27, 2020, 10am-12pm
DMV, 60 State Street, Wethersfield, Fiscal Conference Room (Rm 325)

Minutes

Attendees: Rose Croog, Darrell Grant, Abby Lawson, Pauline Zaldonis

1. Team updates

- a. Sustainability Performance Plan (SPP) update
 - i. 32 out of 36 agencies have submitted SPPs that are ready to be published on the GreenerGov CT website. The remaining agencies are all in touch with Pauline and Rose and should submit soon.
- b. Tableau dashboard development
 - i. Pauline is working on a Tableau visualization to highlight some content from the SPPs on the GreenerGov CT website. The group reviewed the visualization and provided feedback about content.
 - ii. Next steps: Pauline to finish up Tableau visualization and Rose to publish the SPPs as PDFs on the GreenerGov CT website.

2. SPP process review

- a. Discussion of survey to get Senior Sustainability Officer (SSO) feedback on reporting process
 - i. Decided to revisit the survey draft developed by Rose after the December meeting. In addition to seeking feedback about the SPP form and reporting process, discussed adding additional questions to get feedback from SSOs (e.g. what support will you need to make progress on the plans outlined in the SPP, what is the level of interest in using EnergyCAP to track progress, and what support is needed to improve EnergyCAP capacity?)
 - ii. Next steps: look at previous survey draft and update. Determine process and timeline for sharing survey with SSOs.

3. SPP next steps

- a. Discussion of what can be learned from looking at the agency SPPs holistically, what questions we have based on the results, what recommendations do we have based on what agencies reported.
- b. Brainstorm of questions that will guide our analysis of SPP data:
 - i. What are the biggest barriers to progress?
 - ii. What types of sustainability projects were most/least frequently reported?
 - iii. Where do we see areas of opportunity?
 - iv. How can efforts across agencies be consolidated and/or made more efficient?
 - v. How centralized vs. de-centralized are sustainability initiatives reported in the SPPs? How are agencies working together and independently?
- c. How to promote work being done by agencies on EO 1?
 - i. In addition to looking at SPP results to understand barriers/opportunities, reporting team can also work with the Public Engagement team to highlight successes in EO 1.
- d. Next steps: Pauline to share compiled results from SPPs with reporting group and to start analysis based on questions brainstormed. Group to continue exploring end-uses based on this analysis and audience for results of analysis.

4. Future agency scorecard

- a. Discussion of mockup of scorecard for future years.
- b. Features of scorecard:
 - i. Metrics tracked: water use reduction, renewables production, facility energy efficiency, waste management practices, vehicle fuel use, GHG emissions, high performance building standards, electric vehicles.
 - ii. Each metric rated in stoplight colors (green, yellow, red) to show progress from baseline year.
 - iii. Metrics based on similar scorecards from federal sustainability initiative and other state programs.
- c. Need to discuss further, but general feedback:
 - + Easy to see quickly how each agency is performing on each metric
 - Could use more context; what each color means for each metric not immediately apparent (consider adding more detail alongside colors for each metric, or putting the key on the same page as the metrics summary)
- d. Other questions to consider:
 - i. Are there other metrics we want to track?
 - ii. What additional data collection will need to happen to track these metrics, and how can that data be collected?

5. Reporting team goals review

- a. Review of the revised goals for the Reporting group, agreement that these goals reflect our current understanding of our role in the wider EO 1 initiative:

Develop reporting tools to collect data on agency participation in EO 1.

- *Develop the form for the annual agency Sustainability Performance Plans (SPPs).*
- *Continuously improve the development of the SPP reporting form to make this requirement as impactful as possible.*

Manage reporting process to collect data on agency participation in EO 1.

- *Facilitate the reporting process for the annual agency SPPs.*
- *Provide guidance to agencies on data collection and reporting processes.*
- *Continuously improve the SPP reporting process.*

Develop data end-uses to highlight agency participation in EO 1 and to measure progress towards meeting the EO 1 goals.

- *Develop and create agency scorecards.*
- *Conduct analysis on data collected through SPP reporting to understand trends in agency sustainability initiatives, barriers, and opportunities; and share this analysis with project teams and the Steering Committee.*
- *Develop additional end-uses based on data collected through SPPs to make this information useful and accessible.*

Support writing the annual 2020 progress report for the state.

- *Identify how to store, manage and share data to achieve these goals, utilizing existing or new data systems in centralized or agency-specific platforms*

6. Upcoming meetings

- a. Friday, March 6, 1-3pm: EO 1 Steering Committee Monthly Meeting, DEEP - Gina McCarthy Auditorium (5th floor), 79 Elm Street
- b. Thursday, March 26, 10am-12pm: Reporting workgroup Monthly Meeting