

Meeting Summary

Following is a summary of issues discussed at the DGS Stat on March 15, 2011. Analysis is provided by StateStat and the Governor's Delivery Unit (GDU).

Follow Up Items

- **Energy Databases.** Letters concerning setting up energy baseline meetings were sent to 10 State agencies. DGS updated that they are awaiting responses.

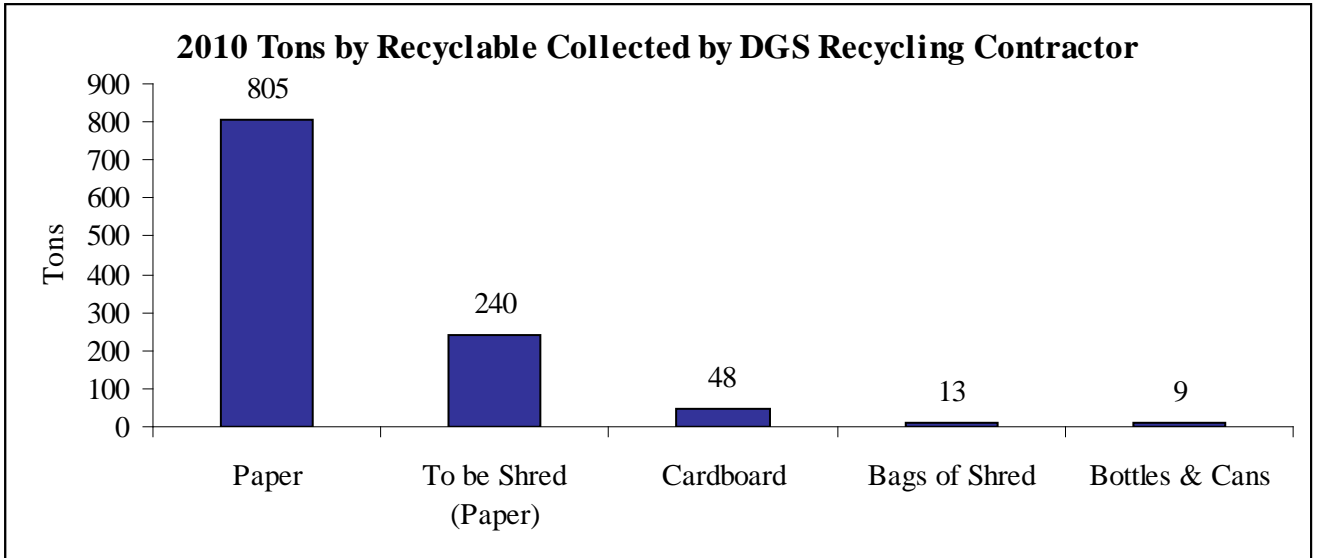
1	PUBLIC SAFETY & CORRECTION
2	MD AVIATION ADMINISTRATION
3	MD TRANSIT ADMINISTRATION
4	HEALTH & MENTAL HYGIENE DEPART.
5	MD STADIUM AUTHORITY
6	MILITARY DEPARTMENT
7	MARYLAND STATE POLICE
8	MOTOR VEHICLE ADMINISTRATION
9	EDUCATION, STATE DEPARTMENT
10	ENVIRONMENT, MARYLAND DEPARTMENT

- DGS reported that three agencies have replied, MAA, Department of Education, and Department of Environment. They plan to meet with these agencies soon to assign goals and establish a follow-up mechanism if the goals are not reached. They will be sending out a follow-up letter to the other seven agencies by next week in order to set up meetings.
 - DGS reports that they are still working with non-compliant agencies in order to
- **Energy Plans.** DGS reported on the current state of Agency Energy Plans. The Energy Plans were submitted by State agencies to MEA about 2 years ago. MEA is planning to send a request to update such energy plans. In our upcoming meetings with the 10 State agencies, providing an updated energy plan is on the agenda.
 - DGS plans to schedule Energy Plan updates when they meet with agencies on energy databases.
 - **Utility Inclusive Leases.** The 2-3% variability derives from the fact that 30 to 50 of the leases are always in negotiation during any given year. In all instances where possible, the State is converting to "net of utilities" lease structures in order to save the State the sales tax associated with utilities. To the extent that our tenancy is large enough to financially warrant the installation of a meter, we ask the landlord to do so. The State's ability to force this issue is somewhat dependent on the electrical infrastructure of each building. DGS will continue to negotiate leases net of utilities and



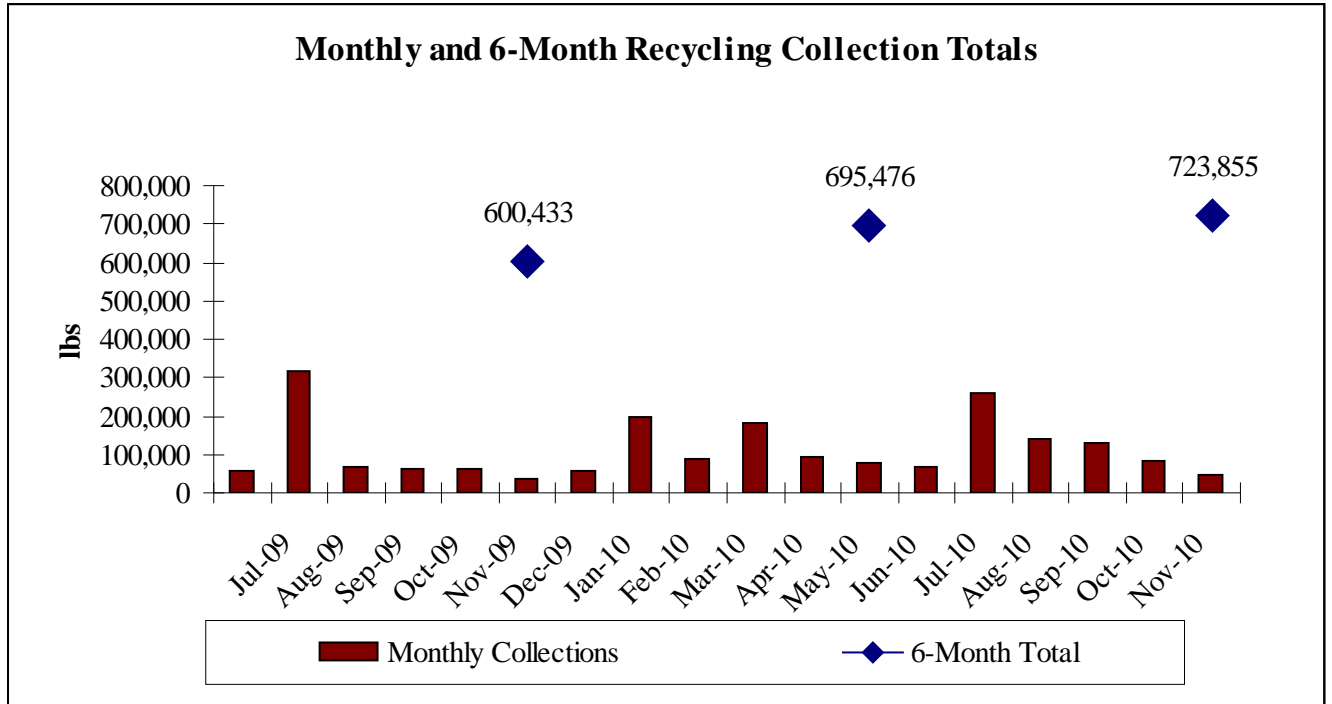
will report back to StateStat on a semi annual basis on the progress of this action. In addition, DGS continues to work with landlords to implement other energy saving devices in existing buildings.

- **Energy Reductions.** In light of the 49% of DGS properties that have a utility inclusive lease, DGS was tasked with outlining energy saving strategies for these properties. In instances where the utilities are incorporated into the lease, DGS submitted several ways in which utility savings can be achieved:
 1. Landlords are requested to install motion detectors where possible to minimize the amount of time lights are on when no one is in the area covered by the motion detector;
 2. Landlords are requested to install digital programmable thermostats to allow the State tenant to control and limit the time the HVAC is on, especially as regards after-hours usage;
 3. Base years for utility pass-through expenses are updated for all renewals to ensure we are paying the smallest amount possible in pass-through expenses (including requesting landlords to reset the base year automatically after the first 5 years of a 10 year lease);
 4. Landlords are requested to replace outdated mechanical equipment with modern more efficient systems; and
 5. In conjunction with the BGE lighting retrofit program, landlords are request to replace ballasts and tubes with more efficient ones.
 - DGS plans to develop a spreadsheet to track what strategies landlords adopt. This is reported whenever there is a renewal of lease.
- **Sub-meter tracking.** On March 9th, members of StateStat met with Spatial Systems Associates and ESRI to discuss a program that would allow for sub-meter tracking of energy use.
 - DGS could be interested but will need more information.
- **Multivista.** The next project DGS is working on is the Cheltenham's 72 - Bed Youth Facility. Procurement of construction will be FY2013. This project is a totally new facility and DGS believes Multivista's services would be very helpful during the construction. DGS will consider using Multivista services on the next capital project that will be procured.
 - Multivista is already on the State Government contract which makes it easier to bring them into a project. DGS is analyzing Multivista's services as well as those of competitors.
- **Recycling.** Michael Haifley, Margaret Fisher, and Valerie Androutopoulos, a representative from Vangel Paper Inc, met with Philip Stafford and John Sheff on 3/14/11 to discuss issues concerning recycling pickup. The purpose was to discuss improving tracking and efficiency of recycling pickups.
 - a. **Weight:** The Maryland Recycling Act is based on weight. In terms of weight, paper plays the greatest role in pickups from DGS facilities. In general, a pickup needs to be 792 lbs to mitigate the carbon emissions used to make the pickup.



- b. **Shredded Paper:** Paper collected and shredded offsite is not collected by contractor.
- c. **Categorization:** Buildings can be broken up into three main groups. They are:
 - i. Buildings that produce enough recyclables for monthly pickups.
 - ii. Buildings that do not require monthly pickups but have enough space to store 798 lbs of recyclables onsite, and
 - iii. Buildings that do not have the space to store 792 lbs of recyclable onsite.¹

¹ If the bulk of recyclables produced are cans, glass, and cardboard, it is unlikely a building will have enough space to store these items to get to the carbon neutral 792 lbs.



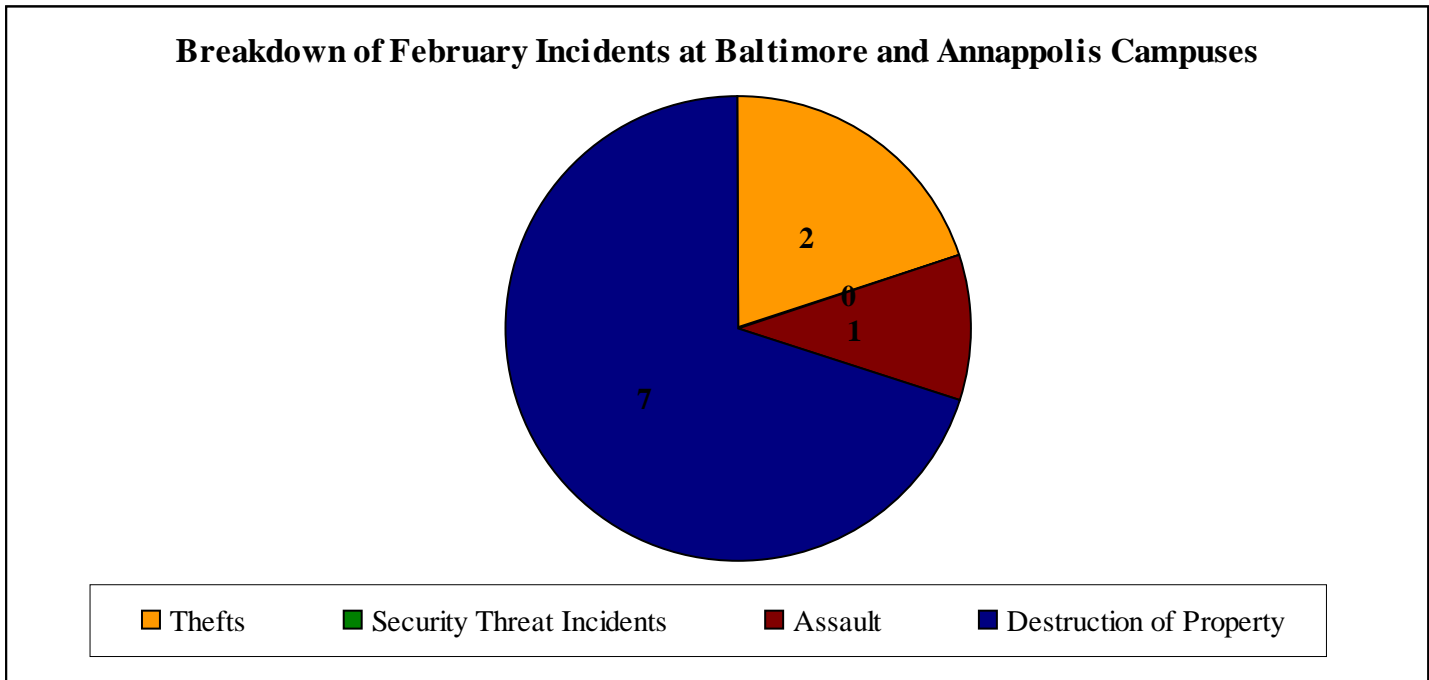
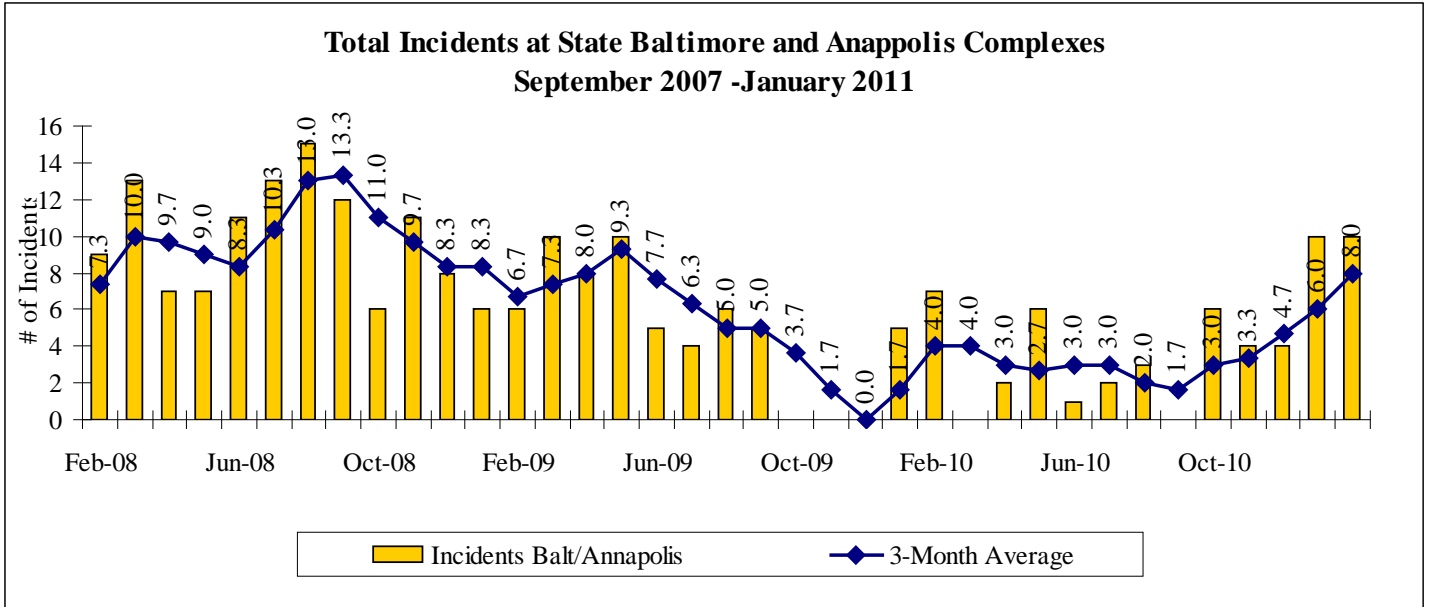
- d. **Recycling Potential:** Knowing the number of desk personnel will give best estimate of paper recycling potential.
- e. **Collection Inconsistencies:** The type of cleaning services can cause collection inconsistencies. Work release programs can cause high turnover of cleaning staff resulting in lack of standardized collection practices.
- DGS reports that rise in recycling is assumed to be due to outreach and not a rise in consumption of paper.
 - DGS discussed tracking down the following information.
 - A categorization of DGS buildings on their based on the following:
 - Buildings where regular pickups are appropriate
 - Buildings where pickups by appointment are appropriate
 - Buildings that require regular pickups but do not produce enough weight to justify pickups from the centrally located Vangel contractor
 - Report on ability of local governments to take over collection at category III buildings.
 - Report on progress in developing number of desk personnel at each location in order to develop recycling potential for each building
 - Report on what is being done with paper being taken off site to be shredded.

- **Public Safety Dashboard.** DGS submitted a clarification and utilization of The Public Safety Dashboard. DGS MCP, who are working on investigations and need to identify suspects, will reach out to our CID Detective Sergeant who will then assist the officer. The Det. Sergeant will enter The Public Safety Dashboard site, enter the proper NCIC/National Crime Investigation Center Log On and enter a SID # to research past activity on a person of interest. This is utilized for investigatory purposes only. DGS MCP does not base any arrest on the information acquired. We then utilize METERS/Maryland Electronic Telecommunications Enforcement Resource System to verify information before a Warrant or an Arrest is made. Now that we have a vehicle equipped with E-Tickets, we can obtain the resource of Dashboard in the vehicle also with the proper log-on ID. We have other allied resources that are utilized to obtain Intelligence Information. They reported having no problems utilizing this system and it is a great resource and investigative tool.
 - DGS reports that they should have everyone trained on the Dashboard by June 1st.
- **2100 Guilford.** DGS reported that they are making some progress on developing a plan to relocate the Public Safety operations at 2100 Guilford in whole and intact. DGS is working through the sensitivities of this relocation and hopes to have the concept of the plan completed for review at the April State Stat meeting. The alternative to the full consolidated move is a decentralized move. One of those locations is the District Court location on Harford Road and North Ave in Baltimore. The Director of Social Services is concerned about the co-location of the uses. It is recommended that Secretary Maynard intervene and discuss the co-location with Social Services Director.
 - DGS plans to follow up with the States Attorney concerning details of the move. They are also revisiting the possibility of moving to 700 E. Monument as one unit.
- **Courthouse Responsibilities:** DGS was asked about the role they played in managing Courthouses located in Baltimore City. They stated that they do not manage any of the Downtown Courthouses. They will supply a list of the courthouses they do manage before the next Stat.

Security

(Suggested Discussion Length: 10 Minutes)

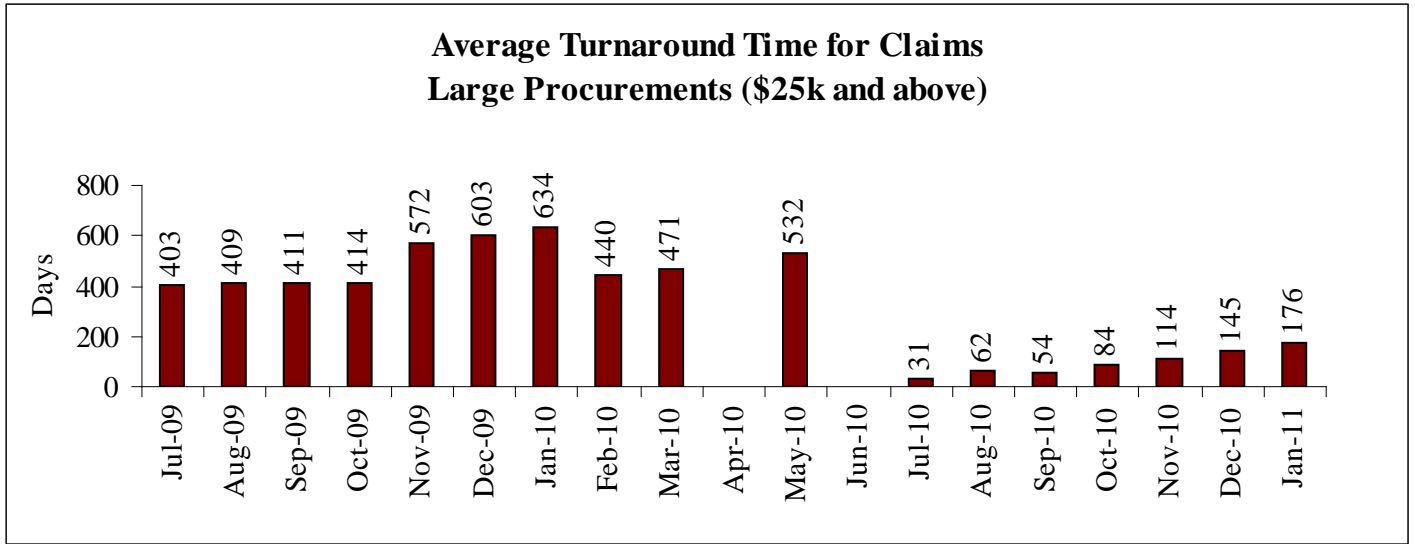
- **Incidents at State Complexes.** Total incidents at the Baltimore and Annapolis Complexes have been rising since September. Last month's numbers were caused by a high incidence of theft. This month's elevated incidents were driven by 7 acts destruction of property occurring at the two campuses.
 - DGS reported that the continued elevated incident level was the result of a series of random destruction of property actions including breaking of a garage gate, graffiti, and damage to a vehicle. Next month's data will shed more light on if this is an ongoing trend.
 - DGS has supplied 14 escorts last month with 13 occurring in Annapolis. It was discussed what could be done to increase outreach on safety and security. DGS agreed to be more proactive in reaching out to groups. They also plan to partner with DOIT to spread safety information.



Procurement and Logistics

(Suggested Discussion Length: 5 Minutes)

- **Procurement Turnaround.** After a large reduction in turnaround time in June 2010, the turnaround time for claims has been steadily increasing since July.
 - It was discussed that more knowledge of the various types of procurement needs to included in the template.



Personnel

- **Overtime.** The overtime hours for the December 14, 2010 reporting nearly doubled from the period before. The 534 overtime hours was largely fueled by the 433 facilities operation and maintenance overtime hours. The number of overtime hours in the last period decreased to 457.
 - The increase in overtime was reported to be related to snow. IN addition a delayed opening for the ICC caused payment of double overtime, which increased the overtime hours for the last period.

