

Meeting Summary

Following is a summary of issues discussed at the DGS Stat on June 21, 2011. Analysis is provided by StateStat and the Governor's Delivery Unit (GDU).

Follow Up Items

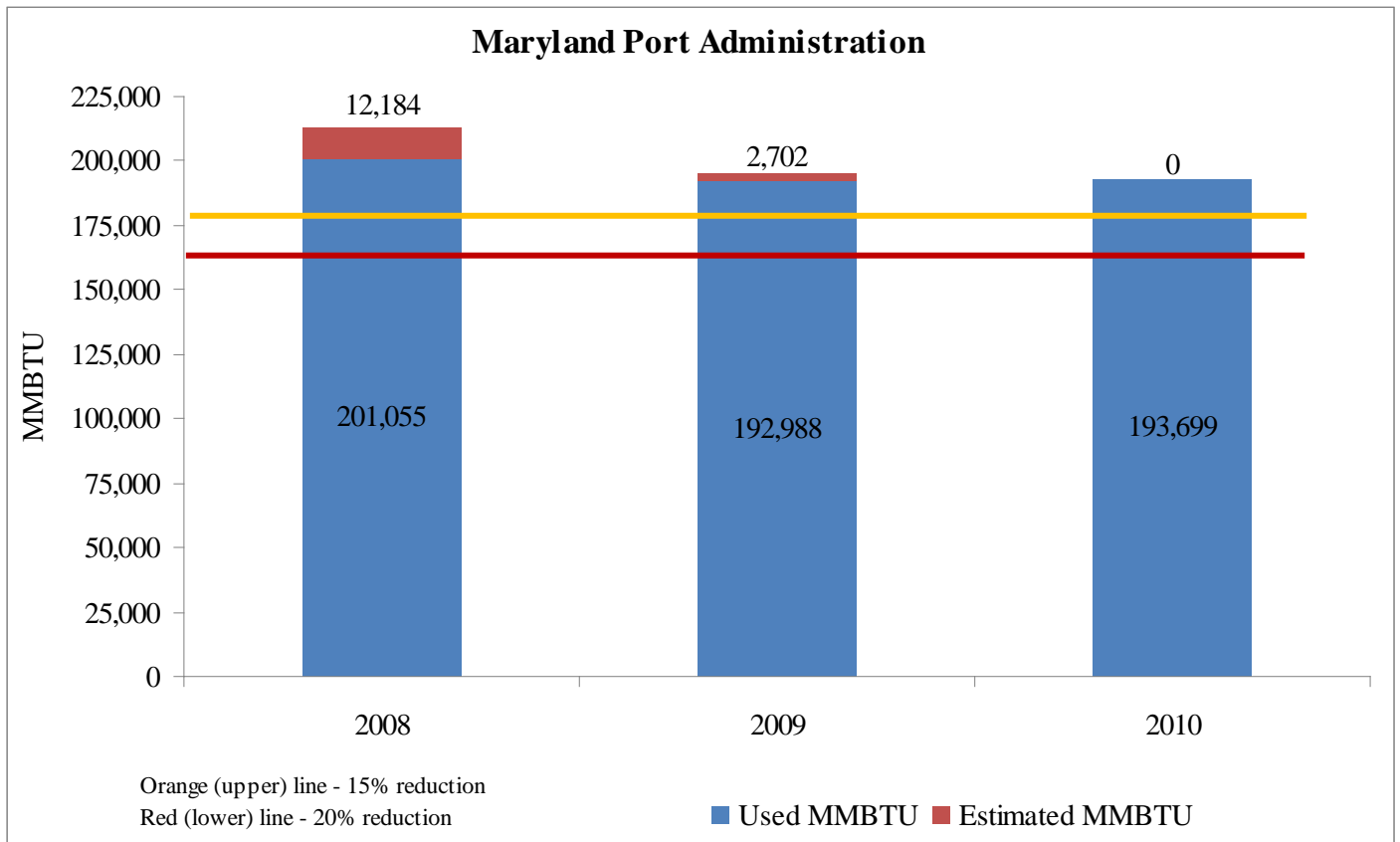
- **MBE Accounting.** During last month's discussions of the recent electricity auction, it came to light that electricity accounting was not being counted towards Minority Business Enterprise (MBE) figures. DGS was tasked with meeting with the Governor's Office of Minority Affairs (GOMA) and examining the issue. After reviewing, they recommend keeping the accounting of MBE participation in electricity separate from normal MBE accounting. Their recommendation is based on the following:
 - The separate accounting for electricity allows for the tracking of not only the purchase of blocks of electricity but also allows DGS to closely monitor the activity regarding the use of MBE sub-contractors.
 - Upon examination of this activity, a significant amount of MBE payments were made earlier in the contract. DGS anticipates that as the year progresses the achievement of MBE participation will decrease as electricity is consumed.
 - The goal is 20% of the Supply Service Fee (SSF) which is in effect the fee paid to the contractor to purchase the electricity and arrange its transportation on behalf of the State. To date, DGS has achieved 34% MBE participation in electricity procurement.
 - When DGS looked at the overall impact of this achievement, it does not significantly change the Department's overall goal attainment. For activity through the month of April, adding the MBE participation achieved on electricity would increase the overall goal by approximately fifteen one hundredth of one percent (0.15%).
 - Total MBE statistics for the year stand at 28.04 percent. The goal for MBE participation is 25 percent.
 - DGS agreed to report these numbers alongside regular MBE figures.

- **Energy Reduction Tracking.** DGS met with Frank Perrelli on June 10th to discuss methods for displaying energy reduction tracking. Discussion points of the meeting include:
 - A dynamic web page for the public is needed (not a static summary report with graphs) and should be viewed on DGS website.
 - Agreed on a set up for the public view that will allow the public to see the all the State related reports and graphs. It will also show all State agencies summary reports and graphs.
 - As the database is continuously updated (and for security reasons) DGS will generate an image of the database (updated monthly) to be accessible to the public.
 - DGS awaits a reply from the contractor on efforts needed to implement and the time.
 - DGS reported that they should have a plan from the contractor this week.

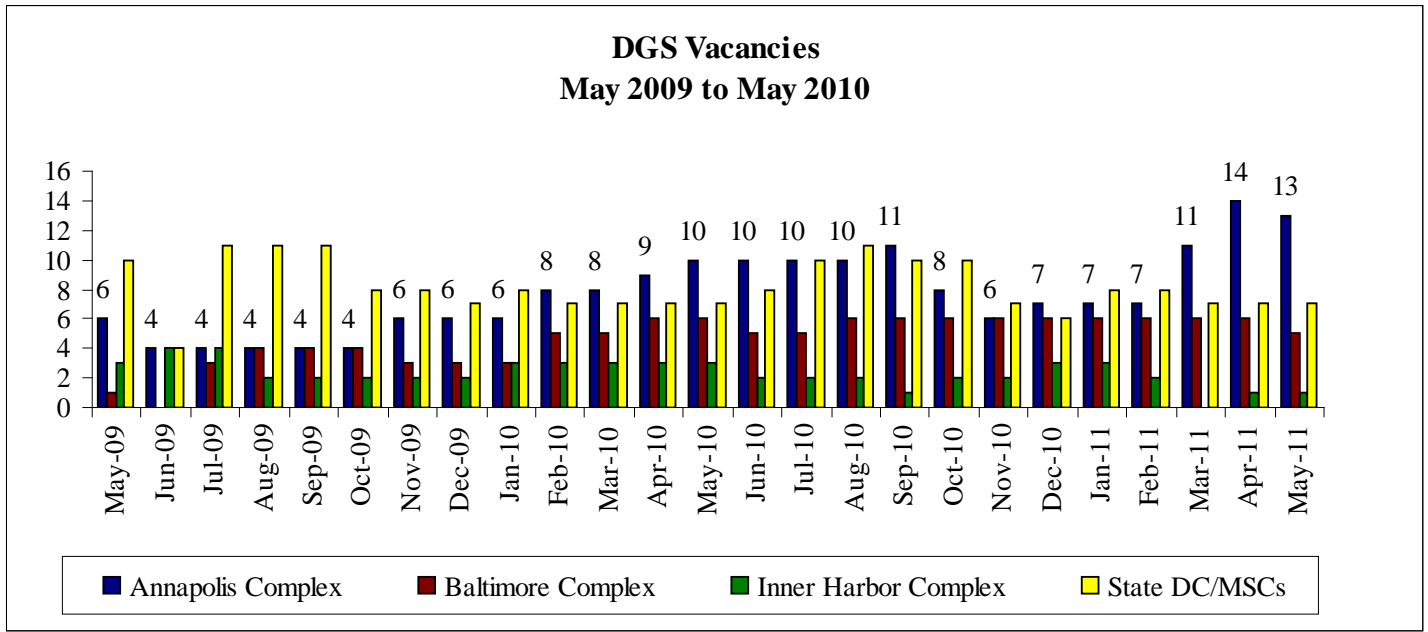
- **Energy Reduction Actions on Leased Property.** As requested, DGS submitted a list of actions carried out on State leased space. DGS will continue to work with StateStat and lease holders to develop way to continue to track this information. DGS will continue to work with StateStat to further develop a reporting system for energy reductions on leased property.

Energy Related Projects						
Agency	Location		Completion Date	Lease Type	Comments	Energy Efficiency Modifications
MEA	60 West St	Maryland Energy Administration	4-Mar-10	New	Leeds Gold Certification	1. Occupancy sensors that turn off lights when the space is not occupied. 2. Double pain windows with low e glass and high U value. 3. Low flow toilets and no flow urinals. 4. Digital thermostats. 5. Water reduction of 20% or more.
DLLR	Golden west	MOSH	2-Sep-10	New		1. Upgrade of lighting system from T12 to T8 with electronic ballasts. 2. Occupancy sensors to turn lights on and off.
DNR	1804 West St. Annapolis	Critical Areas Comm	30-Oct-10	Renewal		Lighting Retro fit
DNR	1804 West St. Annapolis	Licensing & Regulation	30-Oct-10	Renewal		Lighting Retro fit
DPSCS	301 North Gay St. Unit B, Balto.	Parole and Probation	1-Dec-10	Renewal		Elect. acct.switched to State
MTA	4701 Mt. Hope Dr, Baltimore	MTA Police	19-Apr-11	New	Leeds Silver Certification	1. Occupancy sensors. 2. Water reduction. 3. All new HVAC units replacing units that were 25 or more years old.
MVA	5415-5445 Reisterstown Road	Motor Vehicles Administration	20-Apr-11	New		1. Low flow toilet and urinals. 2. Continuous insulation around the perimeter of the building and at the roof. 3. TPO cool roof with solar reflective index greater than 78. 4. Thermal brakes on the windows. 5. 1"thick 1/4" glass double pain windows with low-e, high u and SHGC. 6. High efficiency Aaron RTU. 7. HVAC units with 100% outside air economizers. 8. Zoned heating areas in the building. Digital thermostats. 9. Occupancy sensors that turn lights off when the space is vacant. 10. T8 lights with electronic ballasts.
OAH	11101 Gilroy Road, Hunt Valley	Office of Administrative hearings	In process	Renewal		Lighting Retro fit

- Energy Databases:** Five agencies are making progress according to the schedules that were developed in DGS's meetings with them: DNR, DHMH, Military Department, Maryland Stadium Authority, and MTA. DGS has follow-up meetings scheduled with SHA and MVA. DPSCS has committed to meet their schedule, but has not yet confirmed progress. DGS is continuing to follow-up with the other agencies. They are keeping track of the agreed-upon deadlines, and have sent reminders as appropriate. DGS has developed a spreadsheet and chart that present the energy usage data for each agency from 2008 through 2010. By comparing the energy database with the actual expenditures reported by DBM, DGS has developed an algorithm to estimate energy usage from bills that are missing from the database. The charts show both actual data and estimated usage, and have lines to show what would constitute energy reductions of 15% (as mandated by law) and 20% (the governor's "lead by example" goal). Examples of two of those files (Microsoft Excel) are attached, for the Maryland Port Authority and the Maryland Stadium Authority.



- Staff Recruitment:** DGS was asked to coordinate with the Governor's office to develop strategies for innovative staff recruitment. The DGS Personnel recruitment staff spoke with Zoe Pagonis on June 7. Ms. Pagonis provided her insight into the process, and provided some recommendations for DGS to try, especially in the area of recruitment through the social media networks. DGS will utilize these recommendations about the use of Twitter and Facebook on upcoming recruitments to try and reach a broader cross-section of applicants within the target audience.



- Recycling.** DGS reached out to MDE to collaborate on the responses to recycling pickup issues as well as assessing recycling potential, which were brought up at the previous stat. A meeting has been scheduled with David Mrgich, Environmental Program Manager of MDE on May 24, 2011 at 1:30 p.m. DGS will be addressing the following issues as well as any others that may surface during the meeting.

Recycling Pickups: At the last DGS Stat, it was reported that DGS does not have any buildings in Category III (Buildings that require regular pickups but do not produce enough weight to justify pickups from the centrally located contractor). In order to assess the other recycling issues in the State, DGS sent an email to each County Recycling Coordinator listed on MDE's website requesting information regarding the County's recycling contracts. Of the twenty five jurisdictions queried, responses were received from eleven. Only one, Prince Georges County, indicated an on-going recycling program. They are currently in the midst of re-bidding that contract and stated they would provide award information when the contract is awarded. At the State-wide level, this is an issue that is better suited for MDE to address since they have an on-going relationship with the Counties Recycling Coordinators that were asked to provide the information. DGS would recommend that MDE follow-up with the County Coordinators that did not respond to gather the requested information.

- StateStat will work with MDE and DGS to organize state recycling reporting.

Recycling Potential: DGS worked with MDE to produce a list of the desk personnel in the State.

Building	Number of Employees
<u>Annapolis</u>	
Attman Glazer	241
Sweeney	152
Dept. of Natural Resources	553
Courts of Appeal	125
Archives	93
State House	132
<u>Baltimore</u>	
State Office Complex *(depicts all 3 bldgs.)	3,111
<u>Multi-Service Centers</u>	
William Donald Schaefer Tower	950
Saratoga State Center	900
Nancy S. Grasmick State Education Bldg.	775
Public Defender Building	135
Jessup State Complex	100
Hilton Heights Community Center	100
Superintendent's Office - Ellicott City	140
Salisbury - Eastern Shore	382
Centreville - Eastern Shore	52
Denton - Eastern Shore	47
Bel Air - Northern Region	380
Elkton - Northern Region	325
Essex-Rosedale - Northern Region	148
Shillman Building - Metro Region	450
South Baltimore - Metro Region	197
Wabash - Metro Region	142
Glen Burnie - Southern Region	284
Silver Spring - Southern Region	67
Arbutus - Southern Region	87
Hagerstown - Southern Region	28
Westminster - Southern Region	82
Hyattsville - Region 6	120
Prince Frederick - Region 6	190

- **Security Outreach.** Teri Greene of DoIT advised that the web site is still in the design phase. DGS should have a prototype by week end. Ms. Greene also advised that after the site is reviewed and approved, and before they publish it, she will talk to Frank Perrelli in the Governor's Office. Mr. Perrelli may want to link off the Governor's safety tab or another location on that site

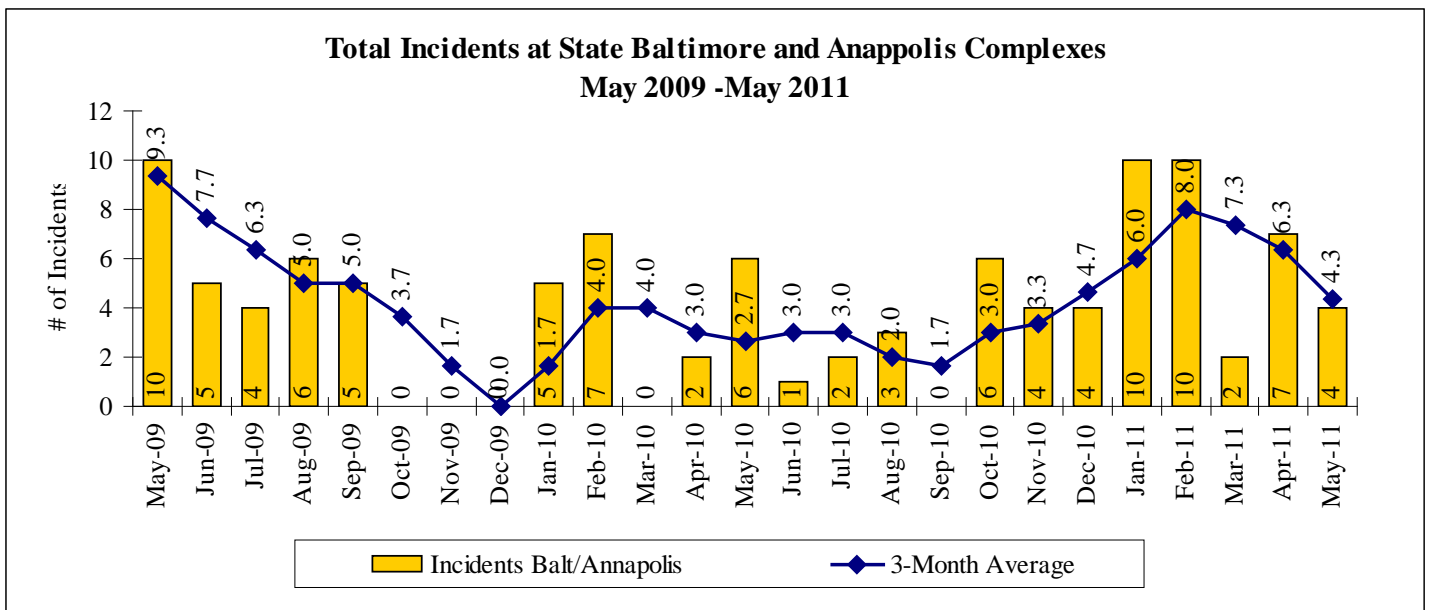
The site target audience would be any state employee or constituent who plans to visit the State complexes for which DGS provides service, giving them the most accurate information for their visit thus improving customer service.

Proposed tabs would include:

- DGS MCP Mission Statement
- Crime Mapping
- Crime Prevention Tips
- Escort Procedures
- Contact information for DGS MCP dispatch centers, as well as the Security Card Processing Center
- Printer-friendly maps of the complexes
- Remote reporting of non-emergent incidents
- Rules and Regulations for the complexes, i.e., COMAR and rally application and information
- Eco-friendly vehicles
- Newly acquired police equipment and technology.

Security

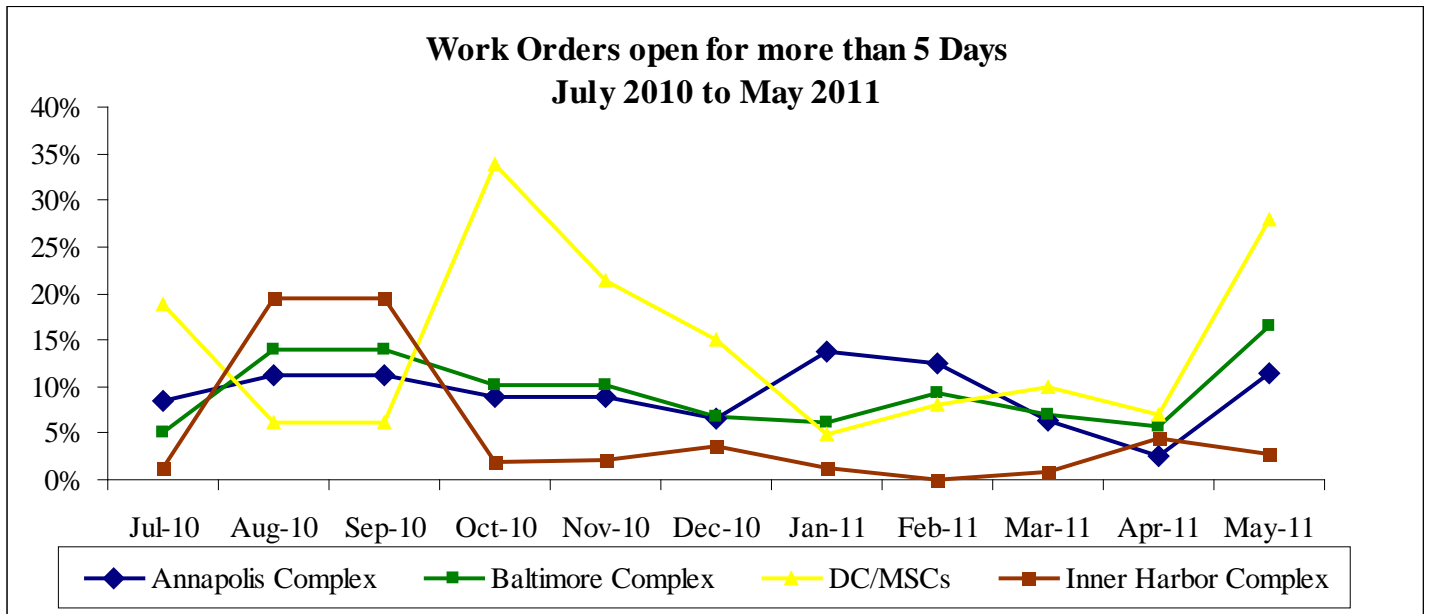
- **Incidents at State Complexes.** There were no incidents at the Annapolis Complex and four at the Baltimore Complex. These included three thefts and a destruction of property. This shows a continued downward trend since the two months of double digit incidents in January and February.



Maintenance

- **Work Orders.** DGS wide data for work orders dates back to July 2010. Since that time, work orders open for more than five days have been reduced. In addition, these values have become more consistent from facility to facility. In April all sites had less than ten percent of their work orders open for more than five days. These numbers all spiked in May.
 - At next month's stat, DGS will report on the increase in open work orders at the courts buildings.

Site	April Percent of WO's Open > 5 Days	May Percent of WO's Open > 5 Days
Annapolis Complex	2%	11%
Baltimore Complex	6%	17%
District Courts / Municipal Courts	7%	28%
Inner Harbor Complex	4%	3%



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¹ No data was available for September 2010. Values from the previous month were used as a place holder.