

**ILLINOIS GREEN GOVERNMENTS COORDINATING COUNCIL
QUARTERLY MEETING MINUTES**

Approved by the Council at the December 12, 2008 Quarterly Meeting

Tuesday, September 30, 2008, 10:30am to 12:00pm
Chicago: Thompson Center, Suite 15-200 Springfield: Capitol Building, Room 214

(Action items are noted in blue.)

➤ **Welcome and introductions**

Council member agency roll call:

- Illinois Department of Commerce and Economic Opportunity – Linda Wilson (for Nancy Lane), David Smith
- Illinois Department of Natural Resources – Mike Kocher (for Laura Perna)
- Illinois Environmental Protection Agency – Kevin Greene
- Department of Central Management Services – Donald Barnes (also reporting for Barb Bonansinga), Carol Pinkerton, Chip Gass
- Capital Development Board – Lisa Mattingly
- Illinois Department of Agriculture – Tim Kraft
- University of Illinois – Gary Miller (for Illinois Sustainable Technology Center, formerly WMRC)
- Governor's Office of Management and Budget – Karen Shoup, Brooke Smedley
- Department of Transportation – Steve Massey
- Department of Corrections – Steve White
- Department of Human Services – Hero Tamelung, Pamela Enno
- Department of Public Health – Yolanda Jones
- State Board of Education – Steve Rothenberg, Donette Clark
- Board of Higher Education – Charlie Bowden
- Lt. Governor's Office – Lt. Governor Pat Quinn, Jamie Caston, Todd Main, Kate Tomford, Cameron Schilling

Non-Council member agency attendees:

- Secretary of State – Carrie Daugherty, Kevin Gordon
- Mike Noonan – AeA (American Electronics Association)
- Ed Longanecker – AeA
- Joe Shacter – Environmental Law and Policy Center
- Chris DeJarnett – Xerox Corporation

➤ **Approval of minutes from the April 28, 2008 Quarterly Meeting and the June 30, 2008 Alternative Qualification Meeting (*see separate minutes documents*)**

No corrections, comments, or questions regarding the minutes from the two previous Council meetings. The Council unanimously approved the minutes without changes.

➤ **Update from the Lt. Governor's Office**

Kate Tomford reported on the implementation of GGCC-related legislation.

- *Green Governments Illinois Act (PA 95-0657)*
 - The Act became effective nearly a year ago now.
 - Agencies submitted annual progress reports by August 1.
 - The complete list of reporting agencies (detailed by Go Green Planning Pro sections) was distributed with the meeting materials. 75 agencies complied in part or in full.
 - The 2008 GGCC Annual Report is complete now; Kate will distribute the PDF. It is also available online at <http://www.standingupforillinois.org/uploads/2008GGCCreport.pdf>.

- Lt. Governor's Office staff will revise the Go Green Planning Pro online application this year to enhance the performance tracking capabilities and user-friendliness of the navigation. Also, all submitted plans and reports will be publicly available.
- Agencies are not required by law to update their plan each year (although they may do so at any time). They are required to submit a progress report each year, so next summer, we'll repeat the reporting process again.
- [If you have any comments or suggestions on how to improve the Planning Pro application, please send those to Kate.](#)
- *Green Cleaning Schools Act (PA 95-0084)*
 - As of the Council's last quarterly meeting, we had submitted proposal administrative rules to JCAR. Those were approved by JCAR.
 - The rules ("Guidelines and Specifications") became effective in early May, in time for schools to incorporate the requirements into procurement specs for the current school year.
 - Four schools have submitted exemption notifications to the Council.
 - Regional superintendents now have the option of adding green cleaning to health life safety checklists. We hope to include green cleaning on all checklists statewide in future years.
 - At the June meeting, the Council gave alternative qualification to two cleaning products manufactured by Scout Systems.
 - Council members also agreed to procedures for future alternative qualification votes, including advance distribution of an application summary and recommendations.
 - Two more companies have applied for alternative qualification: Dial and B4, both soaps.
 - Note that New York State has indefinitely suspended their alternative qualification process, which only required an affidavit (not lab data). We have not suspended the Illinois process, despite encountering several challenges of our own. If we did suspend our process, that decision would likely occur during the annual Guidelines review process, which is required by law. The review will take place in January.
- *University of Illinois Scientific Surveys Act (PA 095-0728)*
 - This act amended the Green Governments Illinois Act. It became effective 07/01/2008.
 - The amendment removed WMRC from the Council and added U of Illinois.
 - Gary Miller, Acting Director of the Illinois Sustainable Technology Center, is still the representative to the Council, but now from U of I.
 - Illinois Sustainable Technology Center (ISTC) is the new name of WMRC.
 - Gary noted that the move from DNR to U of I was not a physical move, but required many administrative changes for ~600 people. The University recently established an Office of Sustainability, and Dick Warner is the Director of that office. Gary will be working closely with him. That office is intended to coordinate activities on the UIUC campus.

Kate Tomford reported on recently signed environmental legislation.

- *Electronic Products Recycling and Reuse Act (PA 095-0959)*
 - At no charge to consumers, the law authorizes the use of a combination of incentives and mandates to reduce the ever-increasing amount of electronic waste – televisions, printers, computer monitors, computers, laptops, printers, fax machines and MP3 players – and their toxic substances, such as lead, cadmium, copper, flame retardants, and phosphorus, from being disposed in Illinois landfills.
 - It also gives manufacturers flexibility in the strategies they use to meet their goals, such as partnering with retailers and local governments to sponsor collections.
 - Manufacturers, recyclers, refurbishers and collectors must register annually with IEPA
 - David Smith added that the act bans these electronics from landfills by 2011.
 - Implementation of this act will be a discussion item for the Council's recycling committee.
- *Government Buildings Energy Cost Reduction Act of 1991 amendment (PA 095-0743)*
 - Amends the act, which requires energy efficient lighting in state buildings, to include LED lighting in addition to Energy Star lighting.
- *School Code amendment for environmentally preferable purchasing (PA 095-0741)*

- Requires school districts to periodically review their procurement procedures and seek out products with recycled content; also requires school districts to periodically review their procedures on solid waste reduction and recycling.
- *Promote Illinois Ethanol and Biodiesel Act (PA 095-0749)*
 - Each State agency that maintains an Internet website may, subject to appropriation, include hypertext links to websites containing information on ethanol and biodiesel fuels. These hypertext links shall include any website maintained and operated by a State agency that posts information regarding E85 fuel or biodiesel fuel and may include private websites.

Kate Tomford reported on two expos in which the Council participated this past spring:

- *Green Festival (May 17-18)*
 - The Council had a double booth at Green Fest, a national festival that has been in Chicago for two years now. Our booth was sponsored by DCEO, IEPA, and CMS. The festival attracted over 35,000.
- *Green Procurement Expo (June 4-5)*
 - Carol Pinkerton and Kate Tomford staffed a table featuring the Council's activities and green products that the state has on master contracts. Kevin Greene and Kate Tomford also spoke on panels during the conference tracks of the event.

Jamie Caston reported on the Council's symposium series:

- *Sustainable Universities Symposium (July 29)*
 - UIC was the host for this year's Sustainable Universities Symposium, which had over 250 attendees, including 20 exhibitors and 18 speakers.
 - We now have 49 colleges and universities signed on to the Sustainable Universities Compact, up from 22 at the 2007 symposium. We're hoping to get UIUC and UIS signed on this year, to bring us to over 50 Compact members.
- *Sustainable Cities Symposium (October 24 in Lisle)*
 - The Village of Lisle is hosting this year's Sustainable Cities Symposium, in conjunction with Benedictine University and The Morton Arboretum. The date is Friday, October 24.
 - [If anyone on the Council would like to attend and/or exhibit, registration is free and online at http://www.standingupforillinois.org/green/symposium.php.](http://www.standingupforillinois.org/green/symposium.php) Registration is filling up, so please register soon.
 - We hope to have 250+ people in attendance.
 - Speakers include representatives from DCEO, USEPA, CNT, ComEd, and various local governments, non-profits, and businesses. Topics cover energy efficiency, green building, recycling, and green community exhibits.
- *Green Government Awards (nominations due October 31) (see separate form)*
 - The Green Government Awards are annual awards given to state agencies that have implemented significant and innovative sustainability programs.
 - Nominations are due to Kate Tomford by October 31.
 - [If you would like to nominate your agency or another agency, please download the form at http://www.standingupforillinois.org/uploads/2008GGAwardNominationForm.doc.](http://www.standingupforillinois.org/uploads/2008GGAwardNominationForm.doc)
 - The form provides details on the nomination process, eligibility, and award categories.
 - Awards will be presented by Lt. Governor Quinn at the Sustainable Government Symposium on Friday, December 12 in Springfield.
 - Gary Miller asked whether the Green Government Award encompasses universities. Jamie Caston clarified that only state agencies, boards, and commissions are eligible; universities are not eligible. Lt. Governor's Office has discussed introducing an award for universities, and this would be presented at the Sustainable Universities Symposium in the summer.
- *Sustainable Government Symposium (confirmed for Friday, December 12 in Springfield)*
 - The Sustainable Government Symposium date and location are now confirmed: Friday, December 12 at the Dept. of Agriculture building on the State Fairgrounds in Springfield.
 - [If you would like to present at the symposium, please submit a proposal to Jamie Caston by Friday, October 31. Guidelines are posted online at: http://www.standingupforillinois.org/uploads/2008SGSRFP.pdf.](http://www.standingupforillinois.org/uploads/2008SGSRFP.pdf)

➤ **Updates from Council agencies**

- *Climate Change – Kevin Greene (IEPA)*
 - Under the direction of the Governor, the executive branch of state government has joined the Chicago Climate Exchange, a voluntary greenhouse gas (GHG) emission reduction and trading program. The state has committed to reducing its GHG releases by 6% by 2010 – both direct emissions (e.g., from burning motor fuels, natural gas) and indirect emissions (i.e., from purchase of electricity).
 - IEPA is in the process of trying to determine the baseline GHG emissions from 2005, and has hired a consultant to help collect data – primarily on releases from the purchase of electricity from state buildings. IEPA is working with Don Barnes to assemble this data and is going directly to the utilities, too.
 - The next step will be to determine 2007 emissions, and then we'll find out if we have to buy credits on the exchange. Hopefully we'll determine this in the next 1-2 months. We have to achieve a 1.5% reduction from 2006 to 2007 and essentially every year up to 2010 to achieve the 6% reduction in total.
 - The big challenge is collecting all of the data on building energy use. CMS is trying to put together a centralized database, but they aren't quite there yet.
 - For 2006, the state was buying some wind energy from Ameren and ComEd. I think by default, 12% of the energy for Springfield buildings came from wind. The state is working on a contract with CWLP to power all the state buildings in Springfield with 100% wind energy; hopefully that will be in place sometime in the next few months. CMS is working to improve energy efficiency in state buildings, and there's been a lot of consolidation.

- *Energy Efficiency – Donald Barnes (CMS)*
 - CMS is supporting IEPA in the effort to obtain the data for the state's GHG inventory. The overall calculation will include the offsets associated with the state's contractual agreements for wind energy over the past 2-3 years. Wind energy is up to 5% of the 500 million kWh that we purchase every year.
 - Related to energy efficiency activities, CMS is trying to participate more globally in discussions with CDB and DCEO to leverage the programmatic dollars that DCEO administers, targeted at increasing energy efficiency in the public and private sectors. The resources are coming through the Rate Relief Act and are administered by Ameren and ComEd for private sector entities. CMS is working with DCEO to leverage these resources for programs that would help achieve compliance with the Agency Energy Efficiency Act.
 - CMS has been receiving data from some agencies pursuant to the Agency Energy Efficiency Act, and will be working with others who haven't provided information yet. There is a reporting requirement associated with that act. The target of the act is to reduce energy use among state agencies by 10% by 2018.

- *Recycling – Chip Gass (CMS)*
 - Chip Gass has been working with the Secretary of State's Office, and within a couple weeks, they should have plastic recycling up around the Capitol Complex. If everything goes well, we hope to have plastic recycling everywhere in the Springfield recycling market.
 - Also, with the help of Dept. of Agriculture, we were able to have recycling at both State Fairs this year. We had over 200 plastic recycling bins throughout the Springfield State Fair. The DuQuoin Fair planning was a little more rushed; we had a presence of recycling, but we'll try to be more organized with the bin placements and education next year.
 - Computer recycling is going well. Last year, over 240 tons of computer goods were recycled. In August of this fiscal year, 81,000 pounds were recycled, and 55,000 in July.
 - David Smith asked whether Springfield-wide plastic recycling would include leased buildings. Chip explained that leased buildings would be included if I-Cycle paper is recycled at those buildings. A couple agencies have pulled out of the recycling program and have strictly shredding, and if they don't have a presence for plastic recycling, Chip won't be able to facilitate it.

- Kevin Greene asked what type of bins would be used around the Capitol Complex. They are rectangular, waist-high, solid plastic with a hinged lid. Some have a circular cutout in the lid to indicate that the bin is for containers, not regular trash. The bins are still at CMS's warehouse now. Kevin Gordon said that the Secretary of State's Office is currently working with a sign shop, and just got approval on the bins labels and signage. Once the signage is ready, the bins will go out – in the next week.
- Kate Tomford summarized a recent recycling meeting that several Council members attended with IEPA Director Doug Scott. The next step from that meeting was to conduct an inventory of the recycling services and contracts in place at all state buildings. In particular, the Thompson Center will be a focus for the Recycling Subcommittee of the Council.
- Chip Gass said that a single stream process is under discussion for the Thompson Center. [Chip later clarified the type of process: it would be a dual stream process with paper separated, but other materials – aluminum, plastic, and possibly glass – co-mingled.]
- *Green Purchasing – Carol Pinkerton (CMS)*
 - CMS put a green janitorial cleaner contract in place. It runs from September 20, 2008 through September 19, 2010 (two years). It includes multi-purpose cleaner, neutral cleaner, hand soap, graffiti remover – essentially any type of cleaner you might need at a school or agency. It does not include bleach; CMS did not find qualifying bleach products.
 - Stipulations on the bid were that products had to be certified by Green Seal, Environmental Choice's EcoLogo, or recognized by USEPA's Design for the Environment. These requirements are the same as those in the Green Cleaning Schools Act guidelines, so we expect many schools will take advantage of the contract.
 - The award took longer than anticipated because one provision was that the award would go to the bidder with the lowest price per diluted ounce of product. If a product was highly concentrated, this benefited its price, but the calculations turned out to be quite involved.
 - Carol is currently working on another contract for janitorial supplies. It does not include all things green, but it will include microfiber cloths and mops, entryway mats, and some other products tailored for the use in green cleaning.
 - There is now a category on the Illinois Procurement Bulletin called Green Contracts. If you go to the Procurement Bulletin under Master Contracts, you can pull up all green contracts: <http://www.purchase.state.il.us/ipb/master.nsf/frmMCViewFrameset?ReadForm&view=viewAllByAgency?OpenView&start=1&count=250>. We don't yet have items there that are mixed in with non-green items, such as modular furniture made with recycled materials; those are on a contract with other conventional products.
 - Kevin Greene asked if there are still non-green janitorial products on contract, so that the agencies have a choice between convention and green products, or whether their only choices are green cleaners. Carol confirmed that the only janitorial cleaners now on contract are green cleaners, but noted that we might have to add some disinfectants and sanitizers.
 - Someone asked how the prices compare on green vs. conventional janitorial products. Carol said that some items were more expensive, particularly the more specialty items, but the widely used items, e.g., glass and bathroom cleaners, were comparable.
 - Kevin also mentioned that CMS put out an invitation for bids for integrated pest management (IPM). They're going to contract IPM services for 18 state buildings as a pilot.
 - Gary Miller commended Council members for the progress in both the Capitol Complex plastic recycling program and green janitorial cleaner contract.
- *Green Purchasing – Mike Noonan and Ed Longanecker (AeA); Chris DeJarnett (Xerox)*
 - Mike Noonan thanked the Council for inviting AeA today. AeA worked closely with ELPC and others on the e-waste recycling act, which led into discussions of procurement and taking environmental issues into consideration in the procurement process.
 - Ed Longanecker is the Executive Director of AeA. AeA enjoyed working with ELPC on the e-waste legislation. AeA has had an office in the European Union since 1990 and been on the forefront of a variety of environmental issues, e.g., energy efficiency, electronics recycling, and other regulatory issues. AeA has also launched a nationwide green initiative.

One component of that is to promote best practices in the electronics industry and highlight the good stewards in the industry that are exhibiting leadership in sustainability. Xerox is one of these.

- Chris DeJarnett works for Xerox in their public sector operations as Enterprise Solutions Manager for the Western U.S. – here and everything west. [Chris provided PowerPoint slides; contact Kate Tomford for a copy.]
 - Chris emphasized that the environmental impacts of printers/copiers start long before the device ever gets to the consumer, i.e., throughout the manufacturing process: assembly, fabrication of parts, and extraction of natural resources for those parts. All of those steps require packaging and transportation. Paper has a parallel manufacturing process, involving use of many chemicals. Xerox works with upstream manufacturers (vendors) to get them to prove the sustainability of their own operations.
 - Xerox looks at 4 planks of sustainability: climate protection, biodiversity protection, air and water quality preservation, and waste prevention. Chris will cover the first two today.
 - Climate: Xerox signed on to USEPA’s climate commitment, pledging to reduce carbon emissions by 10% from 2002-2012. Xerox had already achieved 18% reduction by 2006, so their goal by 2012 is a 25% reduction. Manufacturing was the primarily area where they made reductions; also in their sales force and from downsizing unused office space. Carbon savings were also translated into dollars, because ROI was the justification for the corporation undertaking these programs. Xerox did not reduce their R&D budget, and much of the innovation has focused on sustainability. Chris discussed a couple examples of toners.
 - Biodiversity: Xerox sees itself as a steward of sustainable forestry. They work closely with all of the sustainable forestry certifications groups, and look for new paper manufacturing technology that produces less waste and pollution. However, the greatest energy savings come from avoiding printing (10x energy used to manufacture one sheet vs. to print it).
 - Waste Reduction: When an old device is traded in, 87-95% by weight of the device is broken down and reused in the manufacturing of a new device.
 - Case study of Northrop Grumman: Xerox was able to consolidate 2000+ devices to 1000 devices (see slide for details).
 - Lt. Governor Quinn asked whether Illinois state law is amenable to comprehensive full-cost consideration, or is it narrowly focused on the price itself. If our state law today penalizes purchasers who don’t select the lowest price, we need to reconsider our laws. Chris said that generally around the country, state laws are focused on a commodity price. Lt. Governor Quinn asked if any states or localities have dealt with this problem. Ed offered to provide information on other states, e.g., Colorado, Iowa, New Jersey, New York, etc., with environmentally preferable procurement laws. Joe Shacter commented that rather than dictating lowest price, procurement policies should require performance standards, e.g., for light bulbs, you have to buy bulbs with a minimum number of lumens per volt. You could use the same approach here by establishing the minimum energy efficiency for devices.
 - Lt. Governor Quinn emphasized that green procurement should be one of the top priorities of our Council. Purchasers have to be confident that they can legally consider other factors than just price – i.e., sustainability – when selecting vendors. We need to look into this issue, see where Illinois stands and what other states have done, and if necessary, come up with a legislative approach by January. This would help not only state government, but also local governments who use state master contracts.
- *Transportation – Donald Barnes (CMS) reporting for Barb Bonansinga*
 - State fleet use of E85 totals ~483,000 gallons as of August of 2008. Total number of E85 compatible vehicles in the state fleet is 2742; total number of hybrids is up to 63. Future procurement bids will increase those numbers. Lt. Governor Quinn asked how many vehicles (of each type) the state purchases each year. Don noted to follow up on this.
 - The state was recently ranked 10th [in terms of number of alternative vehicles] in a public/private sector motor fleet ranking by Automotive Fleet Magazine (fall 2008 issue). CMS was also featured in a Light Trucks article. Don offered to provide the articles.

- *Transportation – Steve Massey (IDOT)*
 - Keith Sherman is serving on a project to establish Sustainability Performance Measures for State Departments of Transportation and Other Transportation Agencies. The project is run by the Transportation Research Board of the National Academies, and Keith is on the National Cooperative Highway Research Program (NCHRP) technical panel that is overseeing the project.
 - IDOT held a press conference in Peoria, which was covered by media outlets statewide and 10 foreign countries. The event highlighted IDOT’s fuel conservation efforts, not just within its own fleet, but also for the general public. We now have the blue highway signs that help locate biofuel stations and www.gettingaroundillinois.com, which provides information on improving fuel economy and purchasing efficient vehicles.
 - IDOT recycles 45-50 thousand aluminum signs per year, which saves over 427 thousand pounds of aluminum each year and saves taxpayers about \$600,000 each year.
 - One of the other objectives of the event was publicizing PrePass, which has been around about 10 years, but many people don’t know about it and don’t know about its benefits in terms of saving fuel and improving safety. Over 11.75 million trucks go through Illinois weigh stations each year, but 3.32 million don’t have to stop – no idling, no sitting. That saved over 1.3 million gallons of fuel based on .04 gallons per stop. Only 25% of the vehicles that can use PrePass do. Hopefully we can get more vehicles involved in this because it saved almost 17,000 metric tons of pollution, in addition to drivers’ time. More people need to know about it, so we’re hoping to do more marketing about it. Over 230 stations around the country have this technology, but Illinois transportation is one of the largest. Lt. Governor Quinn asked Kate Tomford to put Carolyn Brown Hodge (Lt. Governor’s Office) in touch with Steve about PrePass.
 - IDOT has used ~20% less diesel and ~25% less gasoline since starting the fuel savings effort, in part due to the economic situation. We aren’t mowing as many of the roadways – medians and shoulders – to save fuel, and we’ve increased carpooling.
 - IDOT is also researching the possibility of wind turbines on their property. A professor from U of I is about 90% finished with a feasibility study. Several places in Illinois – rest areas and possibly weigh stations – will be good locations, and they don’t need to be metered (just monitored). Large turbines are backordered up to two years. Lt. Governor Quinn recommended that Steve contact Carolyn about the turbine, too, since she worked with the Illinois Rural Electric Coop to install one turbine on state-owned land for them. Steve said nothing substantial has happened with solar discussions.

- *Water Conservation – No report*

- *State Fair – Kate Tomford (LTG)*
 - In addition to plastic recycling, we organized a Green Vendor Award at this year’s State Fair. About 20 vendors received the award, based on pledges to implement at least three green practices, including using paper products instead of Styrofoam, reducing waste and recycling, using bulk condiment dispensers, and recycling used frying oil for biodiesel.
 - Lt. Governor Quinn added that we have to continue to green the State Fair in order to catch up with other Midwest states such as Minnesota.

- *Green IT – Kate Tomford (LTG)*
 - The Architecture Review Board (ARB) has a subcommittee that is focusing on green IT, chaired by Danis Zinger (IEPA Chief Information Officer). The subcommittee has met monthly to identify and prioritize green IT projects, such as automated PC power-down controls (e.g., “SMS Companion” pilot project at IEPA), server consolidation, data center cooling, e-communication, duplex printing, videoconference use, and telecommuting. The subcommittee will eventually present its findings and recommendations to the ARB.

➤ Discussion of restructuring Council subcommittees

Lt. Governor Quinn emphasized that we need to energize the Council subcommittees; we can't just have quarterly meetings – four per year – and get our work done. We have to engage everyone – both Council members and non-Council members – and work collaboratively on these issues to be most effective and efficient. The subcommittees are the core of the Council's work. Everyone must participate in these teams, and we need to make bigger strides.

Kate Tomford explained the proposed subcommittees:

- *Energy & Climate Change* – includes energy efficiency, conservation, and tracking; carbon emissions tracking; and climate change mitigation strategies
- *Transportation* – includes fuel conservation, fleet composition, use of vehicles and alternative modes of transportation, and sustainable construction and maintenance of roadways
- *Water* – includes water conservation, water quality, stormwater management, and river- and lake-related issues
- *Recycling & Waste* – includes recycling, composting, waste reduction, and waste management
- *Green Procurement* – includes all procurement conducted and/or managed by the state: commodities, services, IT, and lease contracts
- *Green Buildings* – includes building construction, renovation, and retrofits
- *Education & Outreach* – includes communications with state agency liaisons, educational institutions, and local governments; building awareness of sustainable practices among all constituent groups; environmental education and outreach at the State Fair; green awards programs (agencies, State Fair vendors); compact programs (higher education, K-12 schools); and coordinating with partner groups (Green IT committee under the Architecture Review Board)

Kate discussed the subcommittees' proposed responsibilities:

- Convene at least twice per quarter (outside Council quarterly meetings)
- Develop a sustainability mission statement
- Review past accomplishments
- Establish short-term and long-term goals for all state agencies – note that this requirement is in the Green Governments Illinois Act (section 20(a)); see meeting handout for examples of goals.
- Identify challenges to meeting goals, e.g., required resources, staff support, legal or policy revisions, or technological capabilities
- Identify strategies to overcome or work around challenges to meeting goals
- Establish a work plan for the upcoming year, including: Specific actions/activities; Outcome measures; Organizations and individuals involved; Resources are required; Timeline for implementation of strategies.

Kate noted two milestones for progress in subcommittees' work:

- December 2008 Council quarterly meeting – Subcommittees update Council on development of goals, strategies, and work plans; update Council on ongoing efforts.
- First quarter 2009 Council quarterly meeting – Subcommittees present goals, strategies, and work plans to Council; update Council on ongoing efforts, upcoming activities, and future milestones.

Subcommittee action items:

- Contact Kate Tomford by phone (312-814-4083) or email (kate.tomford@illinois.gov) to give your preference for joining a subcommittee.
- Subcommittees will convene once in October and once in November before reporting at the December Council meeting (same day as the Sustainable Government Symposium).