

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

**Quarterly Meeting
April 28, 2008**

1. Welcome and Roll Call

Roll call of Council member agencies:

DCEO – Nancy Lane, David Smith
DNR – Laura Perna
EPA – Kevin Greene
CMS – Donald Barnes, Barb Bonansinga, Carol Pinkerton, Brian Clough
CDB – Lisa Mattingly
WMRC – Gary Miller, George Vander Velde
OMB – Karen Shoup
DOT – Roy Dolgas, Robert Rice, John Baranzelli, Steve Massey
DOC – Steve White
DHS – Pamela Enno
DPH – Yolanda Jones
ISBE – Steve Rothenberg, Donette Clark
IBHE – Charlie Bowden
LTG – Lt. Governor Pat Quinn, Jamie Caston, Holly Copeland, Marc Miller, Dan Persky, Kate Tomford, Jon Zirkle
DES – Martin Johnson
ELPC – Joe Schacter
DOA – (none)

We have quorum.

2. Approval of Minutes

Kevin Greene moved to approve the minutes from the January 18th GGCC Quarterly meeting; Carol Pinkerton seconded the motion. No one had changes or objections. The Council approved the minutes.

3. Legislative update

Green Governments Illinois Act

- The act was enacted in October 2007. It requires all agencies to submit sustainability plans. During the last quarterly meeting, the Council discussed administrative rules that laid out the process for developing and submitting sustainability plans.
- No objections or comments were submitted to the Council during the first notice period in the rulemaking process. The Council is now submitting second notice. Does anyone have changes before we submit second notice? (None.) We will submit second notice with no changes.
- As of the original April 1 deadline for submitting sustainability plans, 37 agencies had complied. The Council granted an extension to May 1.
- A subcommittee is currently reviewing plans that were submitted by the deadline and aiming to give feedback to agencies by mid-May.

- June 1 is the deadline for the Council to give feedback to the agencies and for the Council to post a template for agencies to submit annual reports. The reporting section will be Step 4 in Planning Pro. Reports should cover FY08 activities.
- July 1 is the deadline for agencies to submit reports.
- September 1 is the deadline for delivering the compiled GGCC Annual Report to the Governor.
- Deadlines after September 1, 2008 will follow the date written in the act.

Green Cleaning Schools Act

- The administrative rulemaking process is complete. JCAR had their hearing on April 15 and issued no objections. The final rules are essentially the same as the first notice rules (with only minor changes).
- Does anyone have questions or comments on the final rules before we file them? (None.) George Vander Velde moved to approve the final rules; Donald Barnes seconded; no objections; approved.
- The rules were the mandatory section of a longer document of Guidelines and Specifications. The GGCC must send the Guidelines to ROEs and non-public schools; ROEs in turn send them to schools in their districts. IEPA is printing the Guidelines for distribution by mail, and the Council will also distribute a PDF by email and online. Schools have until May 9 to comply with the Guidelines, although schools may deplete current stocks.
- GGCC staff are conducting outreach through conferences and seminars for school administrators, manufacturers, and distributors.
- Carol Pinkerton will be bidding a green cleaning solutions master contract that will be going out sometime in May, so if anyone has suggestions for products or specs, please let her know.
- There is a bill right now that would require all state-owned building to follow the same green cleaning guidelines as schools; it would amend the Green Cleaning Schools Act to include all state-owned buildings. If this bill passes, Carol's master contract will be a key resource for helping agencies comply.
- The state has had green cleaning products on the janitorial master contract in the past, but CMS has decided to split them out now and separately bid the products that meet the Green Cleaning Schools requirements.
- Public schools can purchase off the state master contract if they're signed up for joint purchasing, which is easy to do (most schools are members). CMS hopes to have the new contract in place by June 30, when the existing contract expires. The master contract would be available for state agencies and local governments. Public school districts could use it, but not private schools. Private schools could reference the state price and negotiate on their own using that information.

Discussion of Recycling

- Robert Rice asked about the possibility of revising the Illinois Recycling Act, which he believed was written in the 80s when recycling was profitable. Now that recycling is so strict and limited that it's actually a cost to agencies and departments, could it be updated to include some type of funding for agencies to tap into? It has never really addressed the issue of disposal. IDOT has many facilities that are not run by CMS, so ICYCLE doesn't cover their facilities.
- CMS is conducting a review of ICYCLE right now. Donald Barnes reported that CMS is looking at how ICYCLE needs to be restructured to accommodate the current operations facilities and where the resources for handling recycling streams are located. CMS is looking at the procurement of recycling contracts and the possibility of tying into other existing handling flows, e.g., non-CMS facilities that operate recycling efforts with established transport.
- David Smith commented that if recycling is properly done, it does not cost more than throwing garbage away. If an agency currently pays to have its trash hauled, it can shift that cost to pay for recycling.

- Donald Barnes commented that this point is valid to the extent that recycling haulers exist in the area. If not, extra transportation may increase the cost. CMS's analysis will address this.
- Kate Tomford offered to discuss the act with the Lt. Governor's Office legal staff to determine what might need to be revised.
- David Smith recommended leveraging contracts in require recycling, e.g., require haulers to take recyclables if they want to bid on the waste contract.
- Laura Perna mentioned a company called Abitibi Paper Retrievers. They collect paper for free from schools. The company covers the entire recycling cost. The state should look into partnerships like this. Given our scale and volume of recyclables, we should be able to establish recycling services that are not cost prohibitive.
- Kevin Greene suggested that once CMS's review of ICYCLE is complete, the Council could establish a subcommittee to look at the findings, and come up with recommendations and suggested action steps to move forward.
- Donald Barnes said that, as he understands, the availability of haulers is fairly low outside the state's urban centers. We need to identify the existing recycling companies, the geographic concentrations of resources/facilities, and networks of routes. David Smith said that he has provided that info to Chip Gass.
- Laura Perna suggested that we look at pooling materials from different agency offices in remote areas. This would make collection trips worthwhile for the contractors.
- Kate Tomford suggested that we convene a separate meeting of GGCC members interested in addressing recycling.

Current Legislation

- HB 5369 – Illinois Energy Efficiency and Conservation Block Grants
This bill would require the Council to assist local governments in applying for federal funding that might be available in the future for energy efficiency. The grants haven't received appropriations yet.
- SB 2369 – Phosphorus
This bill would ban phosphorus in turf fertilizer. It is on-hold right now, and it probably won't go anywhere in this session.
- HB5113 – Green Buildings Act
This bill would require all state construction or remodeling to seek LEED or other green cleaning certification. This bill passed the House and is now in the Senate.

4. Upcoming Events

Sustainable University Symposium

- The Sustainability University Symposium will be held at UIC on Tuesday, July 29. UIC has installed a geothermal system as part of a recent building renovation. Everyone is invited to attend: compact schools, non-compact schools, university administrators, facilities managers, students, professors, etc.
- Registration will be on the Green Solutions website starting this week, and Jamie Caston will send out the electronic save-the-date and tentative agenda this week. We are looking for speakers, so please send suggestions to Jamie.
- A total of 44 institutions have signed on the Sustainable University Compact: 9 public universities, 16 private universities, and 19 community colleges. Last year at the August symposium, we only had 24 compact members.

Sustainable Cities Symposium

- The Sustainable Cities Symposium will be held on Friday, October 24 at Benedictine University in the Village of Lisle. Morton Arboretum is planning to send a speaker.
- Last year, over 200 people attended; we hope to have more counties and municipalities attending this year.

Sustainable Governments Symposium

- The Sustainable Governments Symposium will be held in December 2008, date and location TBD.
- We will send out more information closer to the date.

Green Fest

- This is the second year that the GGCC will have a table at Green Fest in Chicago. Green Fest is a gathering of people and organizations involved in all aspects of sustainability. Last year, an estimated 30,000 people attended.
- Thanks to IEPA, CMS, and DCEO for contributing funding for sponsorship and an expo table.
- Green Fest is the weekend of May 17 & 18 at Navy Pier. We are looking for volunteers to staff the table during 3-hour shifts over the weekend. Please sign up on the sheet being passed around.

Green Government Awards

- Nominations will be in October, and the awards will be given at the Sustainable Government Symposium in December.
- Please keep in mind the activities of different state agencies and consider which one(s) you'd like to nominate for a Green Government Award. Also, agencies may nominate themselves.

5. Agency Reports

Earth Week – David Smith, DCEO

The agency wanted to promote some of their sustainability initiatives for Earth Week, so they created a green office model display (located in the lobby of their main office) to demonstrate practices that employees could incorporate into their everyday routines. See the full presentation posted on the GGCC's website at: http://www.standingupforillinois.org/link_files/ModelGreenOfficeDCEO.pdf

Energy Efficiency – Donald Barnes, CMS

CMS is running many internal processes with regard to energy work. They are working with CDB to include energy projects as part of the scope of capital improvements (looking to FY10 budget to stay ahead). They are also conducting facility condition assessments of CMS run facilities, and partnering with other agencies to identify and quantify energy savings in their facility portfolios. CMS is working to develop an internal data analysis tool used to quantify its own and other entities' energy usage. PA 95-0559 gave CMS responsibility for begin the central monitor of energy use for a broader group of facilities than the ones for which they currently receive energy use statistics.

Green Procurement – Update emailed in advance by John Donato, IEPA

CMS plans to conduct a pilot study of Integrated Pest Management Services at several facilities starting in the new fiscal year. That's when current contracts expire for this service. John attended a regional meeting last month in which IL representatives are trying to create a multi-state joint cooperative purchasing agreement, through the Midwestern Governor's Association, of bio-based products. Also related, the GGCC is participating in the Green Procurement Conference & Expo at Navy Pier on June 4 & 5. Kate Tomford is speaking there about green procurement of cleaning products. Carol Pinkerton is also attending and helping to staff the Council's expo table.

Recycling – covered during earlier discussion

Greening the State Fair – Holly Copeland, LTG and Laura Perna, DNR

The “Greening the State Fair” subcommittee received a commitment from State Fair organizers to use green cleaning products on the fairgrounds. Organizers sent out information about a State Fair Green Vendor award in packet to 500 vendors. If vendors adhere to a certain number of practices, they will receive a green ribbon to display. The subcommittee is working with Amy Bliefnick at the State Fair to establish recycling. Last year, a group of volunteers called the “Green Team” successfully collected aluminum. This year, we’re looking to expand recycling to plastic and cardboard.

Laura Perna is working to set up a Green Tent within Conservation World. It will highlight many of the efforts promoted by the GGCC. One of the items in the tent could be a display of the GGCC’s successes. The idea is to get various non-profits to display information about their programs and projects.

Laura Perna reported that committed participants include: the DCEO Energy Bike, CNT, Field Museum soil mobile and renewable energy go-cart (on the weekends), U of I Extension – David Robson – setting up a rain barrel irrigation display. Laura would like to invite several Springfield area non-profits and retail entities: IL Audubon Society (birding), Abitibi Paper Retrievers (give cash prizes to schools that recycle), BP (carbon calculator online), TerraDex Corp, Earth-911, Lincoln Memorial Gardens (natural plants company), and GreenMaker Supply (home products) in Chicago. Laura would like to set up laptops where fair goers can calculate GHG emissions they’re generating. TerraDex allows you to put in zip code and determine your community’s carbon footprint. Earth 911 allows you to put in zip code and learn where to recycle paint, electronics, and other materials. The CFL display from DCEO would be a great addition, too. Laura needs help getting in touch with these various organizations. She will also meet with Larry Bud and Terry Beard in Springfield to work out all scheduling and logistics. Laura would like to give away reusable lunch containers that DCEO displayed – these would be for kids. Laura is still looking into whether participating entities need to sign contacts and whether we have liability issues.

Kate Tomford commented that Pepsi is the beverage contractor for the fairgrounds and that they’re only offering drinks in plastic bottles this year – not in refillable cups. Pepsi has not extended an offer to recycle the plastic waste that they’re generating. Laura Perna noted that PLA (corn-based) cups would be used in the wine tent. David Smith explained that the Pepsi contract for the State Fair might not kick in until 2009, so there may be an opportunity to amend the contract to include recycling.

Sustainable Transportation – Barb Bonansinga, CMS

In the March/April government fleet magazine, Illinois fleet was recognized as a top alternative fuel fleet among public and private sector fleets – we’re in the top 20. The same article mentioned IL was 4th among state government fleets for alternative fuel and hybrid vehicles. We are second among the biodiesel users in public sector fleets. IL has surpassed 410,000 gallons of E85 consumed by the fleet, and we’re close to 2.5 million gallons of biodiesel 5% and some 20% that we’re using now from master contracts (2005-current). CMS submitted IL fleet for a National Association of Fleet Administrators Green Fleet Award, which will be awarded next week in Salt Lake City. IL was invited to present at the Government Fleet Expo in June in San Diego on green maintenance and repair shop practices.

Sustainable Transportation – Steve Massey, IDOT

IDOT also did a presentation in Springfield over the weekend with Earth Day event, and also in Northbrook. They put together a PowerPoint presentation and tabletop displays to educate various groups throughout the state about IDOT's green initiatives. IDOT also developed pamphlet that gives an overview of their green initiatives. Laura Perna asked whether IDOT could be present at the State Fair green tent to illustrate initiatives such as reduced mowing, bike maps, and alternative fuels. Lt. Governor Quinn discussed a recent event at Ina's restaurant in Chicago, highlighting their use of vegetable oil to fuel an SUV operated by the Field Museum. The Green Chicago Restaurant Co-op is a consortium of restaurants active in collecting used veggie oil for biofuel.

Water Conservation – Laura Perna, DNR

For Earth Day, DNR gave many parks and natural areas funds to sponsor school children to come to the parks and act as stewards by planting or doing other eco-restoration work. Laura was at Goose Lake Prairie, one of the only remaining pristine prairies in IL. The roof of the building there would be a great roof for water collection. They also have a log cabin that would be great for collecting rainwater, so they would love to have someone donate a rain barrel. This would be the first IDNR property that has a rain barrel. The rainwater from the roof of the DNR building in Springfield all goes to the pond.

6. Council Recognition

Lt. Governor Quinn recognized George Vander Velde, who was retiring from WRMC and his role on the GGCC. The Lt. Governor commended George on his commitment to sustainability and saluted him for working with all types of IL institutions – universities, private companies, and state agencies – to analyze and improve their environment impact.

7. Council Procedures

Kate Tomford reviewed several proposals for procedures that the Council needs to establish in order to carry out the Green Governments Illinois Act and the Green Cleaning Schools Act.

Extensions for Sustainability Plans

- 37 state agencies met the April 1, 2008 deadline for submitting a sustainability plan, but the remaining ~40 state agencies did not meet this deadline. The deadline was established in the emergency rules filed by the Council in February.
- *Proposed procedures:*
 - Extend the deadline for plan submission to Monday, June 2.
 - Inform all non-compliant agencies of the new deadline by email and by phone during the first week in May.
 - Hold an additional planning workshop in May if interest exists.
 - Notify agencies that a list of compliant and non-compliant agencies (as of the June 1 deadline) will be published on the GGCC website and in the GGCC's annual report (due September 1, 2008).

Lt. Governor Quinn summarized the proposal: June 2 would be the deadline for the ~40 agencies that have not yet submitted sustainability plans. Agencies that miss the extended deadline would be listed on the GGCC's website and in the annual report to the Governor.

This motion passed an approval vote by the Council with no further discussion.

Exemptions for Sustainability Plans

- A few agencies have requested exemptions from the sustainability plan requirement based on number of employees (e.g., Illinois Educational Labor Relations Board) or lack of authority over agency staff (e.g., Department of Military Affairs).
- The emergency and proposed rules exclude agencies with 10 or fewer full-time equivalent employees.
- The Green Governments Illinois Act states, “The Council may establish criteria for exempting select State agencies from the environmental sustainability planning based on staff size, probable environmental impacts, and scope of operations.”
- *Proposed procedures:*
 - Counsel all agencies with more than 10 employees to submit sustainability plans; even small agencies and those with externally appointed staff and/or externally managed operations can improve their sustainability by using basic practices in the office setting.
 - Allow GGCC staff members to review exemption requests on a case-by case basis. If staff concludes that an agency should be exempt, staff must prepare a recommendation and present it to the Council at the next quarterly meeting. The Council must vote to approve all exemptions.

Lt. Governor Quinn summarized the proposal: agencies seeking exemption from the sustainability-planning requirement would have to apply directly to the Council. The Council wouldn't offer any other alternative methods for exemption.

This motion passed an approval vote by the Council with no further discussion.

Approval of Sustainability Plans

- A plan review subcommittee met on April 17 and agreed to criteria for reviewing plans. Main criteria include completeness, accuracy, and specificity of action steps.
- *Proposed procedures:*
 - Deliver feedback on submitted plans to agencies by June 1.
 - Allow agencies to revise plans, if necessary, before August 1.
 - Allow the plan review subcommittee to decide to grant approval or provisional approval (contingent on revisions) based on an agency meeting all review criteria.
 - If the subcommittee concludes that an agency should be denied plan approval, the subcommittee must prepare a recommendation and present it to the Council at the next quarterly meeting. The Council must vote to approve all denials of approval.

Lt. Governor Quinn summarized the proposal: if an agency is required to revise its sustainability plan, they would have 60 days. Approval would be given to any agency that properly submits a plan, or conditional approval would be given if the agency needs to make revisions. If approval is denied, Council staff will bring the case to the next quarterly meeting for full Council review. A committee is already assembled to review the plans. No need to conduct a vote on this procedural explanation.

Agency Annual Reporting

- Council staff will design an online reporting module that will be available on or before June 1. This template will be Step 4 in the Go Green Planning Pro online application.
- Based on the emergency and proposed rules, agencies are required to submit annual sustainability reports to the Council by July 1. Reports should cover sustainability activities during the entire 2007-2008 fiscal year.
- Under the Act, the Council is required to compile all agency reports into a single annual report due to the Governor's Office on or before September 1.
- *Proposed procedures:*

- Require agencies to submit a report by July 1.
- Grant extensions on reporting to August 1.
- Notify agencies that do not meet the July 1 deadline that non-reporting agencies (as of August 1) will be listed in the GGCC annual report to the Governor.

Lt. Governor Quinn confirmed that these procedures essentially establish the Council's timeline for sustainability reporting. No need to conduct a vote on this procedural explanation.

Alternative Qualification of Green Cleaning Supplies under the Green Cleaning Schools Act

- Based on guidelines for the Green Cleaning Schools Act, manufacturers may submit to the Council testing data that proves that their product meets the standards of Green Seal or EcoLogo. If the submitted documentation is complete and accurate, the Council must grant "alternative qualification" to the product and add the product to the qualified list for use by schools.
- *Proposed procedures:*
 - Convene a subcommittee to review all submitted applications for alternative qualification.
 - Include on the subcommittee (at a minimum) one representative from IEPA, WMRC, IDPH, and the Lt. Governor's Office.
 - Allow the subcommittee to further define procedures as necessary to standardize the review and approval process for alternative qualification applications.
 - The subcommittee may agree to provide alternative qualification to a product if the manufacturer proves that product meets all relevant criteria.
 - If the subcommittee concludes that a manufacturer should be denied qualification (for reasons other than an incomplete application), the subcommittee must prepare a recommendation and present it to the Council at the next quarterly meeting. The Council must vote to approve all denials of qualification.

Lt. Governor Quinn recommended that the Council address this proposal in the form of a motion. He asked Kate Tomford to summarize the specific requirements for alternative qualification so that they are clear to any vendor.

Kate Tomford explained that a vendor would submit to the Council a verification form and the full results of tests required to meet Green Seal or EcoLogo. The alternative qualification subcommittee, made up of GGCC agency representatives, would review the application and make sure everything was submitted accurately and completely. The subcommittee would approve the application if complete and accurate. If the application were incomplete, the subcommittee would bring the case to the full Council for review.

Laura Perna made a motion to approve the proposal; George Vander Velde seconded.

Kevin Greene asked whether the law requires the Council to approve an alternatively qualified product. He commented that perhaps the full Council – rather than just the subcommittee – should give this approval. Laura Perna suggested that the subcommittee develop a recommendation and forward it to all Council members, then all Council members participate in the approval vote based on the recommendation of those on the subcommittee with scientific expertise.

Lt. Governor Quinn commented that the final decision would lie with the Council members voting yes, that a product is an alternative green cleaning product. Kate Tomford clarified that the new proposed process is the same as the one she outlined, except that the subcommittee would issue a recommendation in the case of approval *or* denial, i.e., in every case.

Lt. Governor Quinn summarized that the full Council will vote on alternative qualification based on the subcommittee's recommendation. We should anticipate that manufacturers will utilize this option. Kevin Green commented that the written recommendation will come from the subcommittee, and that it will contain written findings advising the Council to either approve or disapprove the product. This will give us a written document that we can point to.

Laura Perna asked whether we require the third parties that conduct the testing to be entities that we know and verify. Kate Tomford explained that the guidelines say that the lab must be accredited to the ISO/IEC 17025 standard; we don't have to have knowledge of the specific lab, but it does have to have accreditation. Laura Perna commented that this requirement is critical; the lab should be nationally accredited to do this type of analysis, and it should have to submit the test results. Kate Tomford confirmed that test results – not just a verification statement – are required where relevant.

Pam Enno asked about the process for a vendor that she knows who would like to receive alternative qualification. Who do they contact and what do they submit? Kate Tomford explained that the manufacturer must submit test data proving that their product meets the criteria or Green Seal or EcoLogo, whose standards are posted as documents on the Council's websites. The manufacturer should take its product to an accredited lab and have the lab test the product, then send the results of those tests to the Council.

Kevin Greene suggested anticipating whether companies will request confidentiality for data they submit. Is this covered in the guidelines? Kate Tomford said that this issue is not addressed in the guidelines and that she would ask Dan Persky about handling this aspect of the application requirements. Lt. Governor Quinn explained that there are certain provisions in the Illinois Freedom of Information Act that provide exemptions based on proprietary information about a product.

Lt. Governor Quinn remarked that the implementation of the Green Cleaning Schools Act is one of the Council's most important duties, and that these requirements may be extended to all state-owned buildings. We need to have a process laid out that is clear and straightforward.

The Council voted to approve the proposal for alternative qualification of green cleaning products based on the previous discussion and agreements.

Lt. Governor Quinn stressed the importance of the Green Cleaning Schools Act. Illinois is the second state in the country to implement one. This fall marks the beginning of the first school year with the act in place. Laura Perna suggested that the Council hold some sort of media event to highlight the act because schools she has talked to don't know about it – even suburban schools.

George Vander Velde asked whether there is a summary that schools boards could reference. Kate Tomford said that the Healthy Schools Campaign created a one-page fact sheet that we could send around with the longer guidelines.

Note: Full guidelines and fact sheets are available online at http://www.standingupforillinois.org/green/school_cleaning.php.

Lt. Governor Quinn wrapped up the meeting and commented that the next quarterly meeting will be in July, August, or September.

Meeting adjourned.