

Meeting Summary of the Interagency Committee on Sustainability and Green Procurement ("Committee") – Tuesday, August 12, 2008 – Meeting Four

Priority Commodity List ("list")

- No significant changes were made to the list since the last Committee meeting; however it is still a work in progress.

Agency Coordinators Assigned

- Only 20 out of 75 state agencies/authorities have reported who their Sustainability and Green Procurement Coordinator ("Coordinator") will be.
- Under Executive Order 4 (EO 4), Coordinators must be established by September 1st.
- A reminder letter is going out to agencies/authorities who have not responded.
- Training will be available after appointments have been made.
- Coordinators should not be expected to do all steps of the coordination.

Director of Green Procurement Selected

- Once approved, the Committee will release the name of the individual selected to be the Director of Green Procurement.

Website

- The website will include EO 4 compliant contracts.

Advisory Council ("Council")

- Candidates for the Council will not be announced until the approval process is completed.
- Non-local Council members may be participating in the Council meetings by conference call.

Solid Waste Reduction Plan

- An annual report on solid waste is statutorily required under Executive Order 142 (EO 142).
- Solid waste reduction is not a plan; it is a goal. However, the plan is what each agency must do to meet that goal. The Reporting Sub-Committee will be looking into this subject.

Reports from Sub-Committees

- *Reporting Sub-Committee* – Currently reviewing the EO 142 reporting form and looking into ways to combine items from that form with the new form they create under EO4 and make it electronic. The next meeting has not been scheduled.
- *Sustainability Sub-Committee* – Working on an agency-only website that allows access to additional information via a user name and password. Their next meeting is scheduled for August 21st.
- *Training Sub-Committee* – Will have their first meeting on August 19th.
- *Procurement Sub-Committee* – Will meet before the August 26th Committee meeting and discuss possible issues with the items on the list and procurement specifications for recycling services.

Contract Updates

- The Less Than Truckload Paper lot contract was received by the Comptroller on August 11th.
- The most current award given for the lamps and fixtures contract contained enhanced specs.

Next Steps

- The Priority Commodity List will be brought before the Committee at the next meeting and reports from the Sub-Committees will be given.