

Memorandum

To : Ms. Diane Olson
Chief, Board Proceedings Division

Date : March 7, 2008

From : Ramon J. Hirsig
Executive Director



Subject : **Board Meeting – March 19, 2008**
Executive Director's Report

Please place the following items on the Board's March 19 calendar under "P. Other Administrative Matters":

P. Other Administrative Matters

P1. Executive Director's Report.....Mr. Hirsig

- a. Report on Paperwork Reduction and Environmental Stewardship at BOE.

This item is informational only for the Board and will not require an action of the Board. Speaking points include:

- BOE is the first state agency to implement a statewide effort to recycle inkjet and toner cartridges through a more streamline process.
- Paper reduction effort – double sided printing.
- Electronic publication of regulations provided to the Public.
- Recycling program efforts – white paper, mixed color paper, cardboard, newspaper.
- Recycling information on eBOE.
- BOE employee partnership with the Charitable Activities Council, Inc.
- Pre-tax transit pass purchase option.

- b. Headquarters Building Remediation Update.

An oral update will be provided on the status of the BOE's 450 N Street Headquarters Building in Sacramento.