

From: Houser, Liz
Sent: Thursday, June 26, 2008 1:51 PM
To: +All HQ Employees
Subject: Medical Panel Schedule for July 17, 2008

The Board of Equalization (BOE) is pleased to announce that additional Subject Matter/Medical Expert (SM/ME) Panels have been scheduled for July 17, 2008. The SM/ME Panels are scheduled to provide BOE employees with information relative to the indoor air quality at BOE's Headquarters Building at 450 N Street. The SM/ME Panels will give BOE employee's the opportunity to ask questions or raise concerns regarding the indoor air quality at BOE's 450 N Street Building.

In order to allow adequate room, please attend only one (1) SM/ME Panel. If you attended a SM/ME Panel on May 9, 2008, please do not attend a SM/ME Panel scheduled on July 17, 2008. If you attended a prior session, but still have additional questions, you may submit them in writing the day of the event or through and email to Tracy Shintaku. Up to two (2) hours of state time will be given to attend one of the SM/ME Panels. Attendance at the SM/ME Panels is based on a first-come basis and the maximum seating capacity at each venue. Reservations and/or pre-scheduling attendance at the SM/ME Panels will not be accepted. If you are not able to attend a SM/ME Panel, but would like to ask the SM/ME Panel a question, please submit your question(s) to Tracy Shintaku at TShintak@boe.ca.gov by noon on July 16, 2008.

The SM/ME Panels will be video-taped in their entirety and will only be edited to eliminate anything offensive. The video will be made available on eBOE and DVD.

The SM/ME Panels for BOE employees and union representatives are being held on July 17, 2008, at the following times and locations:

- 10:00 a.m. – 12:00 p.m. – Board of Equalization, 450 N Street, Sacramento, CA 95814 (Board Room)
- 2:00 p.m. – 4:00 p.m. – Franchise Tax Board, 9646 Butterfield Way, Sacramento, CA 95827 (Goldberg Auditorium)
- On the SM/ME Panel will be two consultants who have been retained by the BOE to oversee the remediation of BOE's 450 N Street Building:
 - Stephen Munday, M.D., M.P.H., M.S. (Health and Medical Consultant)
 - Brian P. Daly (Industrial Hygienist Consultant, Hygiene Technologies International, Inc.)
- Also on the SM/ME Panel will be:
 - Rick Beall (Industrial Hygienist Consultant, Entek Consulting Group, Inc.)

Please be sure to coordinate attendance at the SM/ME Panel, including lunch schedule changes, with your supervisor to ensure adequate office coverage.

If you have any questions, please contact Tracy Shintaku at (916) 323-2214 or email at TShintak@boe.ca.gov.

THIS EVENT IS FOR BOE EMPLOYEES AND UNION REPRESENTATIVES ONLY

Thank you,

Liz Houser
Deputy Director Administration
Board of Equalization
916-445-4272