

**From:** Executive Director  
**Sent:** Wednesday, July 16, 2008 1:40 PM  
**To:** +All HQ Employees  
**Subject:** Subject Matter/Medical Expert Panels

#### Panel Discussions

This e-mail comes to you as a reminder that additional Subject Matter/Medical Expert (SM/ME) Panels are scheduled for tomorrow, July 17, 2008. The SM/ME Panels are intended 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 give BOE employee's the opportunity to ask questions or raise concerns regarding the indoor air quality at BOE's 450 N Street Building. See schedule below.

These panel discussions are repeats of the previous panels held in May. If you attended a SM/ME Panel on May 9, 2008, please do not attend a SM/ME Panel on Thursday. If you attended a prior session and still have additional questions, you may submit them in writing the day of the event or through an email to Tracy Shintaku at [TShintaku@boe.ca.gov](mailto:TShintaku@boe.ca.gov).

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](mailto:TShintak@boe.ca.gov) by close of business 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.

#### Elevators

On another note, I would like for you to know that if you have an issue with an elevator in the headquarters building, or are aware of an issue with an elevator, please use the building event form on the Building Assessment webpage to report it. This venue for reporting building issues is very effective. I offer thanks to all who have taken the time to use it to report building incidents.

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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](mailto:TShintak@boe.ca.gov).

**THIS EVENT IS FOR BOE EMPLOYEES AND UNION REPRESENTATIVES ONLY**