

The Board of Equalization (BOE) has scheduled two (2) events to assist BOE employees with issues relative to BOE's Headquarters Building at 450 N Street. These events include Employee Assistance Program (EAP) group discussion sessions, and a Subject Matter/Medical Expert (SM/ME) Panel. Both venues are being provided to give you the opportunity to voice and discuss your opinions and questions relative to the challenges you have and are facing with working through the issues associated with BOE's 450 N Street Building.

The EAP group sessions will provide employees the opportunity to sit down with a professional consultant specializing in organizational development to discuss their thoughts and feelings about the building and the changes that have occurred due to BOE's 450 N Street Building issues. The SM/ME Panel will address your questions and/or concerns regarding the indoor air quality at BOE's 450 N Street Building. In order to allow adequate room, please attend only one (1) EAP group session and one (1) SM/ME Panel. Up to two (2) hours of state time will be given to attend each EAP group session and SM/ME Panel.

The EAP sessions for BOE employees will be held on March 26, 2008, at the following times and locations:

- 9:00 a.m. – 10:30 a.m. Franchise Tax Board, 9646 Butterfield Way, Sacramento, CA 95827 (San Pedro Conference Room B)
- 10:30 a.m. – 12:00 p.m. Franchise Tax Board, 9646 Butterfield Way, Sacramento, CA 95827 (San Pedro Conference Room B)
- 1:30 p.m. – 3:00 p.m. Board of Equalization, 450 N Street, Sacramento, CA 95814 (Board Room)
- 3:00 p.m. – 4:30 p.m. Board of Equalization, 450 N Street, Sacramento, CA 95814 (Board Room)

If you would like to attend one of the EAP sessions, please contact Tracy Shintaku at (916) 323-2214 or email at TShintak@boe.ca.gov for scheduling. Be sure to coordinate attendance with your supervisor to ensure adequate office coverage.

The SM/ME Panels for BOE employees will be held on April 1, 2008, at the following times and locations:

- 9:30 a.m. – 11:00 a.m. Franchise Tax Board, 9646 Butterfield Way, Sacramento, CA 95827 (Goldberg Auditorium)
- 1:00 p.m. – 2:30 p.m. Board of Equalization, 450 N Street, Sacramento, CA 95814 (Board Room)
- 3:00 p.m. – 4:30 p.m. Board of Equalization, 450 N Street, Sacramento, CA 95814 (Board Room)

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:

- Peter W. Yip, M.D., M.P.H. (Toxicology Consultant, Kaiser Permanente)
- Rick Beall (Industrial Hygienist Consultant, Entek Consulting Group, Inc.)

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

Additional EAP sessions will be scheduled after the SM/ME Panels have been completed. Dates and times will be determined at a later date.

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

THESE SCHEDULED EVENTS ARE FOR BOE EMPLOYEES ONLY