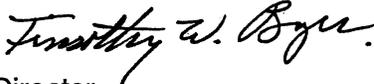


Memorandum

To : Honorable Carole Migden, Chairwoman
Honorable Claude Parrish, Vice Chairman
Honorable Bill Leonard
Honorable John Chiang
Honorable Steve Westly

Date : January 30, 2004

From : Timothy W. Boyer 
Interim Executive Director

Subject : **FISCAL YEAR 2003-2004 SUSTAINED SUPERIOR ACCOMPLISHMENT AWARDS
FEBRUARY 18, 2004 ADMINISTRATIVE CONSENT AGENDA ITEM**

I am pleased to recommend for your approval the nominees for the Board of Equalization's (BOE's) Sustained Superior Accomplishment Awards. This award is one of two awards in the Superior Accomplishment Award Program, which is identified in the State Administrative Manual (SAM) and governed by the Department of Personnel Administration (DPA) Merit Award Program regulations. The Sustained Superior Accomplishment Award is designed to allow agencies to recognize employees, or groups of employees, who have made a significant contribution to their organization by virtue of their exceptional job performance sustained for a period of two or more years. The BOE's current award cycle is October 1, 2001, through September 30, 2003.

Under the DPA regulations for Sustained Superior Accomplishment Awards, the BOE is authorized to honor no more than one employee or one group of employees out of every 100 employees. The BOE managers submitted 27 nominations for a total of 32 employees – 26 individual awards and one group award with six employees in the group. The Board is the final approval authority for the awards. I recommend your approval of all 27 nominations.

A Nominations Review Committee, comprised of the four Department Heads and myself, has reviewed each nomination. Attachment 1 summarizes the nominations by program area. Attachment 2 provides you with the employees' names, classifications, and offices. The documents that support the 27 nominations are available for your review, upon request, from Barbara Dingley of the Strategic Planning and Policy Development Section, (916) 323-0990 (Calnet 473-0990).

The award recipients will be recognized at the April 13, 2004 Sacramento Board Meeting for Headquarters personnel and at the district offices during April and May 2004 for field personnel. Each recipient will be presented a framed certificate. No monetary award will be included, as it was in past years, in light of the current budget situation.

TWB:kec

Attachments

cc: Executive Team
Ms. Michelle Maciel
Ms. Barbara Dingley

Ms. Kris Ericson-Cano
Ms. Lydia Moreno

Item #S
Sub-item 3
2/18/04