

Memorandum

To : Ms. Diane Olson
Board Proceedings Division

Date : January 16, 2008

From : Ramon J. Hirsig
Executive Director



Subject : **Board Meeting – January 31 - February 1, 2008**

Please place the following items on the Board's January 31 calendar under "P. Other Administrative Matters":

P. Other Administrative Matters

P1 Executive Director's Report

- a. Headquarters Building Update – An oral update will be provided on the status of the BOE's 450 N Street Headquarters Building in Sacramento.
- b. Security Deposits – Report on the scope and magnitude of the potential delays in processing the return of security deposits (Ms. Henry and Mr. Gau).

RJH:rar

cc: Honorable Betty T. Yee, Chairwoman
Honorable Judy Chu, Ph.D., Vice-Chair
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang