

Memorandum

To : Ramon J. Hirsig
Executive Director

Date : November 19, 2009

From : 
Liz Houser, Deputy Director
Administration Department

Subject : **December 2009 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's December 15-17, 2009 Sacramento meeting calendar under "P. Other Administrative Matters".

P. Other Administrative Matters

P3. Deputy Director's Report

c. Administration..... Ms. Liz Houser

1. **Facilities Update** - These items provide information and may require Board action or direction.

- Headquarters Facilities – An update on the Headquarter Remediation Project including the activated swing space moves within the building.
- Site Search Selection – An update on the site search selection for the Headquarters annex will be provided.

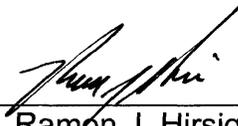
2. **2009/10 and 2010/11 Budget Update, Furlough Plan and Layoffs**

Information will be provided to the Board regarding the Governor's 2009/10 and 2010/11 Budget, Governor's Executive Order S-16-08 State Employee Furlough, and layoffs. Possible Board action or direction may be requested regarding the Governor's Budget and Executive Order.

LH:lk

cc: Honorable Betty T. Yee, Chairwoman
Honorable Jerome E. Horton, Vice Chair
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang

I approve:



Ramon J. Hirsig,
Executive Director