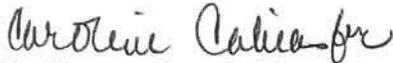


Memorandum

To: Honorable Jerome E. Horton, Chairman
Honorable Michelle Steel, Vice Chair
Honorable Betty T. Yee, First District
Senator George Runner, Second District
Honorable John Chiang, Controller

Date: March 7, 2012

From: 
Liz Houser, Deputy Director
Administration Department

Subject: **March 2012 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's March 20-21, 2012 Sacramento meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

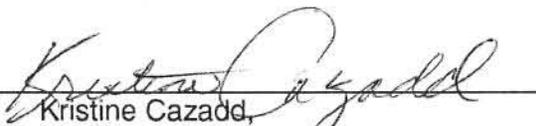
P5. Administration Deputy Director's Report.....Ms. Liz Houser

1. **Headquarters Facility Update** - An update may be provided.
2. **San Diego Facility** - An update may be provided.
3. **Budget Update** – An update on the Governor's 2012/13 Budget may be provided.
4. **California Children and Families First Trust** – A general update on the funding of Board of Equalization Cigarette and Tobacco Products Taxes and Licensing Programs.

LH:lk

Attachment

cc: Ms. Regina Evans-Jarrett
Mr. Joel Angeles
Mr. Alan LoFaso
Mr. Sean Wallentine
Ms. Marcy Jo Mandel

I approve: 
Kristine Cazadd,
Executive Director