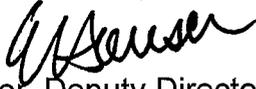


# Memorandum

To : Ramon J. Hirsig  
Executive Director

Date : August 26, 2010

From :   
Liz Houser, Deputy Director  
Administration Department

Subject : **September 2010 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's September 14-15, 2010 Sacramento meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

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

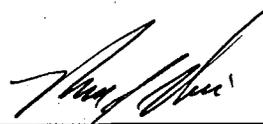
1. **Facilities Update** - These items provide information and may require Board action or direction.
  - a. Headquarters Facilities - There will be an update on the Headquarters remediation project.
  - b. Headquarters Annex - There will be an update on the Headquarters annex locations.
2. **2010/11 and 2011/12 Budget Update, Furlough Plan and Layoffs** - These items provide information and may require Board action or direction.
  - a. Information may be provided to the Board regarding the Governor's 2010/11 Budget, Governor's Executive Order S-12-10, State Employee Furlough, and layoffs.
3. **2011/12 DRAFT Budget Change Proposals (BCP's)** - An update may be provided on the status of the BCP's for Board action or direction.

LH:lk

Attachments

cc: Honorable Betty T. Yee, Chairwoman  
Honorable Jerome E. Horton, Vice Chair  
Barbara Alby, Acting Board Member  
Honorable Michelle Steel  
Honorable John Chiang

I approve:



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Ramon J. Hirsig,  
Executive Director