

Memorandum

To : Kristine Cazadd
Executive Director

Date : November 4, 2011


From : Liz Houser, Deputy Director
Administration Department

Subject : **November 2011 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's November 15-16, 2011 Sacramento meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

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

1. Facilities Update

450 N Street Building Update – Representatives from the Department of General Services will be present to discuss: policy of encapsulating mold; monitoring and future remediation of mold in the HVAC system; building design issues; systems/areas of the building that need to be examined/investigated; how to best address any future issues and continuing to be proactive to protect the safety of BOE employees. Information also will be provided on costs.

2. 2011/12 Budget Update and Governor's Executive Orders

Information on the Governor's 2011/12 Budget, pending 2012/13 Budget Change proposals and Governor's Executive Orders.

3. Administrative Department Efficiency Projects

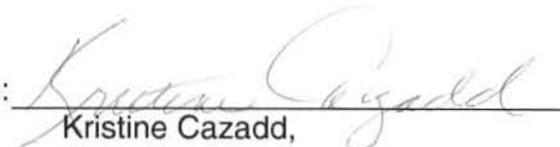
An update on two efficiency projects: 1) the Check 21/Cashier Project to modernize and streamline the tax return cashiering function; and 2) the Taxpayer Records Unit Scanning project to transition all existing files from paper to digital format. Information on plans to transition employees during this change.

LH:lk

Attachment

cc: 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

I approve:



Kristine Cazadd,
Executive Director