

**M e m o r a n d u m**

**To:** Honorable Jerome E. Horton, Chairman  
Honorable Michelle Steel, Vice-Chair  
Honorable Betty T. Yee  
Senator George Runner  
Honorable John Chiang

Date : October 13, 2011

**From:** David J. Gau, Deputy Director   
Property and Special Taxes Department, MIC: 63

**Subject: Board Meeting Agenda October 25, 2011, Centralized Revenue Opportunity System (CROS) Project Update**

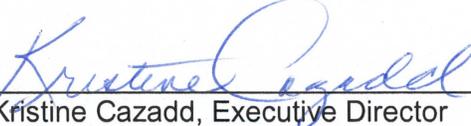
I would like to formally present Mr. Eric Steen, CROS Project Director, and also provide an update on the status of the development of confidentiality and physical security training specifically related to CROS project for BOE members, staff and contractors.

The purpose of confidentiality and physical security training is to ensure the integrity of the CROS project. Confidentiality training has been provided in-house to the CROS Core Team. A detailed memo will be provided to Board members containing guidelines regarding confidentiality and conflict of interest issues. We anticipate the memo will be available for distribution to the Members by October 28. Training relative to Executive Staff and Board Members will be scheduled the week of November 7.

Physical security measures have been implemented as to the CROS Project's offices. We have designated limited access to the floor containing the CROS offices and implemented procedures with regard to securing confidential documents and information.

If any significant events occur between now and the Board Meeting, I will update the Board Members.

DJG:lrb

Approved: 

Kristine Cazadd, Executive Director

cc: Ms. Regina Evans  
Mr. Louis Barnett  
Mr. Alan LoFaso  
Mr. Sean Wallentine  
Ms. Marcy Jo Mandel  
Ms. Kristine Cazadd  
Mr. Jeffrey L. McGuire  
Ms. Brenda Fleming  
Ms. Liz Houser  
Ms. Diane Olson