

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: December 27, 2011



From : Liz Houser, Deputy Director
Administration Department

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

The Administration Department requests the following item(s) be placed on the Board's January 11, 2012 Sacramento meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

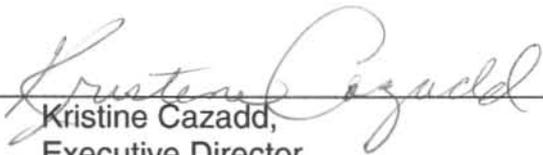
P5. Administration Deputy Director's Report.....Ms. Liz Houser

1. **Headquarters Facility Update** – A general update may be provided.
2. **2012/ 2013 Budget Update** – Information on the Governor's 2012/13 Budget may be provided.
3. **2012/13 DRAFT Spring Finance Letters**
 - a. Centralized Revenue Opportunity System (CROS) – This proposal requests resources for the procurement phase of the CROS Project and to begin initiatives to mitigate risks in the areas of data conversion and external interfaces.
 - b. Department of Justice (DOJ) Billable Services - This proposal requests additional resources for the Legal Services Budget which provides critical resources necessary for the DOJ to effectively litigate the growing and increasingly complex tax and fee related damage claims and cases filed against the State of California.

LH:lk

Attachment

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

I approve: 
Kristine Cazadd,
Executive Director