



BOARD OF EQUALIZATION

**CUSTOMER SERVICES AND ADMINISTRATIVE  
EFFICIENCY COMMITTEE MEETING MINUTES**HONORABLE CLAUDE PARRISH, COMMITTEE CHAIR  
450 N STREET, SACRAMENTO

JUNE 19, 9:30 A.M.

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**ACTION ITEMS & STATUS REPORT ITEMS****Agenda Item No: 1****Title: 2003-04 Minor Capital Outlay Budget Change Proposals****Issue/Topic:**

Ms. Sally Lee, Deputy Director, Administration Department presented the 2003-04 Minor Capital Outlay Budget Change Proposals.

**Committee Discussion:**

Board Member Andal asked whether any of the project expenditures were under \$100K. Ms. Lee acknowledged that two of the projects were under that threshold. Mr. Andal recommended that those two be absorbed by the Board.

**Committee Action/Recommendation/Direction:**

Mr. Andal moved that the two 2003-04 Minor Capital Outlay Budget Change Proposals, which are over \$100K, be approved and that the two projects under this threshold be absorbed. Mr. Klehs seconded the motion. The motion passed.

**Agenda Item No: 2****Title: Equal Employment Opportunity Office Update and BEAM Policies****Issue/Topic:**

Ms. Jennifer Willis, Chief, Taxpayers' Rights and Equal Employment Opportunity Division presented the accomplishments of the five top priorities of the Equal Employment Opportunity (EEO) Office. Ms. Willis indicated that all EEO policies have been revised and submitted for incorporation into BEAM. Most importantly, discrimination complaint procedures have been implemented to ensure timely completion of complaints.

