

Memorandum

To: Mr. David Gau
Chief Deputy Director

Date: January 28, 2016

From: Todd C. Gilman, Chief 
Taxpayers' Rights and Equal Employment Opportunity Division, MIC 70

RE: **Board Meeting of February 23, 2016**
Customer Service and Administrative Efficiency Committee

I am requesting approval to place the following item on the agenda of the Customer Service and Administrative Efficiency Committee for the Board's February calendar:

Topic: 2016 Annual Outreach & Education Plan

Description: Presentation of the Annual Board of Equalization Outreach and Education Plan for 2016.

Please call me at 916-324-2796 if you have any questions. You may also contact Ms. Lynne Kinst at 916-445-8267.

TG:lmk

Approved: 

David Gau,
Chief Deputy Director



BOARD OF EQUALIZATION
CUSTOMER SERVICE AND ADMINISTRATIVE
EFFICIENCY COMMITTEE MEETING AGENDA
HONORABLE GEORGE RUNNER, COMMITTEE CHAIR
5901 GREEN VALLEY CIRCLE, CULVER CITY – ROOM 207
FEBRUARY 23, 2016 – 9:30 A.M.

Agenda Item

1. 2016 Annual Outreach and Education Plan

Presentation of the Annual Board of Equalization Outreach and Education Plan for 2016.