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DATE: JULY 2, 1992  
MEMO TO: ALL COMMISSIONERS  
FROM: LYNNE SOVICH, ADMINISTRATIVE AIDE  
SUBJECT: CORRESPONDENCE REPORT AND WEEKLY UPDATE  
FROM JUNE 22ND THROUGH JULY 2ND

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I am writing this memo to keep you up-to-date with what has been happening in the office. Starred (\*) items are being sent to everyone. If there is something else you need, please let me know.

#### BOARD OF SUPERVISORS

- o Board of Supervisors Meeting Agenda for June 23, 1992
- o Board of Supervisors Meeting Summary for June 23, 1992
- o Board of Supervisors Meeting Agenda for June 30, 1992
- o Board of Supervisors Meeting Summary for June 30, 1992

#### COUNTY OF VENTURA

- o Auditor-Controller Memorandum requesting petty cash fund report balance as of June 30, 1992
- o Auditor-Controller Memorandum requesting year-end trust fund verification

#### OTHER COMMISSION'S AGENDAS, MINUTES, AND NEWSLETTERS

- o San Bernardino Commission on the Status of Women Agenda 6/23
- o San Bernardino Commission on the Status of Women Minutes 5/26
- o San Mateo County Advisory Council on Women-legislative efforts\*
- o Los Angeles County Commission for Women Agenda-7/13
- o Los Angeles County Commission for Women Minutes-6/22
- o Santa Barbara County Commission for Women Agenda-7/11
- o U.S. Dept. of Labor Women's Bureau-Facts on Working Women
- o Commission on the Status of Women-Digest of Pending Legislation

#### JOB OPPORTUNITIES

- o Southern California Operating Engineers Training Trust-applications must be received before August 15, 1992

#### OTHER

- o AAR/EEO Affirmative Action Register-June 1992 Number 4
- o Happenings Magazine-July 1992

There will be a Commission meeting on July 11 at 9:00 am at the Conference Center at the Camarillo Airport.