Memorandum

To: Board Members

From: Christopher Warner

Cc: Leadership Team

Subject: Board Action Report – Notation Item 676

Date: December 29, 2008

On December 15, 2008, the Board approved Notation Item 676, thereby:

- Approving the award and execution of a contract for transcription services, described in Attachment A to the notation item, with a maximum 5 year contract value not to exceed $260,000;

- Approving the obligation and expenditure of $20,647 for transcription services based on the new contract during the period of the current CR; and

- Authorizing the Chairman to allocate and expend additional appropriated FY 09 funds for transcription services pursuant to the new contract in an amount not to exceed a full year maximum total of $48,000.

Voting Summary – Notation Item 676

Disposition: APPROVED

Disposition date: December 15, 2008

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