


2/15/95

SAN MATEO COUNTY
EMPLOYEE AND PUBLIC SERVICES DEPARTMENT
Inter-Departmental Correspondence

DATE: February 8, 1995
TO: Chairs of County Boards and Commissions (See attached list)
FROM:  Mary Welch, Director of Employee and Public Services
Sarita Ledet, Training Manager
SUBJECT: Board and Commission Orientation Program

The Board of Supervisors has requested that we develop an orientation program for members of County Boards and Commissions. In an effort to develop a program that reflects the needs of new Board and Commission appointees, we designed a needs assessment process. The process includes interviews with all members of the Board of Supervisors and focus group sessions with staff and members of Boards and Commissions. We want to learn what orientation processes currently exist, what general type of orientation you would see as helpful and what communication medium would be useful for this type of orientation.

We would like to invite you or a representative to attend a focus group session to discuss this orientation program in more detail. We have scheduled a session on:

Date: Thursday, March 16, 1995
Time: 10:00 a.m. to 12:00 noon
Place: County Office Building
Redwood City, CA
- Room 501/Room with a View -

Please telephone Teresa Henderson or Janet Otineru at (415) 363-4333 to confirm your attendance by February 21, 1995. If you have questions about the program you may call Sarita at (415) 363-4380 or Mary at (415) 363-4132.

Thank you for your assistance. We look forward to seeing you on the 16th.

cc: John Maltbie
Honorable Members, Board of Supervisors
Staff to County Board and Commissions
Department/Division Directors