

## **MEMORANDUM**

To: Commissioner Wayne E. Woods, Interim Chairperson  
Commissioner Danette O'Neal  
Commissioner Kevin J. Brown  
Commissioner Mark Madderra  
Commissioner Larry J. Broussard

From: Tim Shackelford, Contract Administration Manager

Date: August 17, 2007

Re: Special Programs & Program Initiatives Committee Meeting

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Currently, there are no issues that require a Contract Administration Committee meeting on Wednesday, August 22, 2007.

If you have any questions or concerns, please contact me.