

POLICY DIRECTIVE

September 6, 1996

TO: Management Staff

FROM: Marsha D. Richter
Chief Executive Officer

SUBJECT: **BOARD LOUNGE**

The Board Lounge provides a secure and private area for the Board Members to conduct business, receive mail, and take refreshment, and as such, is for the exclusive use of the Board Members and their activities.

The Board Lounge is not available for business meetings or work sessions when Board Members are not present.

Staff coordinating non-Board events in the Board Room are not to use the Board Lounge, or its contents, for food preparation or storage. Non-Board events held in the Board Room may use the Executive Office kitchen facilities for event preparation.

c: Board of Retirement
Board of Investments
LACERA Employee Council
Secretarial Staff