[ms-0398.028.009.017]

ROUTE SLIP

OFFICE OF THE BOARD OF SUPERVISORS
COUNTY OF SAN DIEGO, CALIFORNIA

DATE ROUTED
July 10, 1990

DATE DUE
July 27, 1990

TO
Chief Administrative Office

SUBJECT
Attached letter re: Joyce Brownlee

ACTION

- [ ] FOR YOUR INFORMATION
- [ ] INVESTIGATE AND TAKE APPROPRIATE ACTION
- xxx INVESTIGATE AND TAKE APPROPRIATE ACTION WITH REPORT TO SUPERVISOR
- [ ] YOUR COMMENTS
- [ ] OTHER

COMMENTS:

Please address the issue raised in the attached correspondence re: Joyce Brownlee.

Thank you.

Benelia Santos-Hunter
Chairman's Assistant

– RETURN THIS ROUTE SLIP WITH YOUR REPLY –

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NORMAN W. HICKEY
CHIEF ADMINISTRATIVE OFFICER
(619) 531-6226
(Location Code 730)

County of San Diego

CHIEF ADMINISTRATIVE OFFICE

1600 PACIFIC HIGHWAY, SAN DIEGO, CALIFORNIA 92101-2472

RECEIVED
JUL 30 1990
Ans'd. BSH

July 27, 1990

TO: Leon L. Williams, Chairman
Board of Supervisors

FROM: Norman W. Hickey
Chief Administrative Officer

AVON SALES BROCHURE

You have requested information regarding Joyce Brownlee, a County employee allegedly engaged in Avon sales on County time. These same allegations surfaced earlier at the Department of Human Resources and the employee was given a written warning July 10, 1990. She was also counseled regarding the use of County time, materials or mail for any activity not directly connected with her County position. We do not expect a recurrence of this problem.

Thank you for bringing this matter to my attention.

Respectfully,

David E. Janssen
for NORMAN W. HICKEY

NWH/sgb