



A Tradition of Stewardship
A Commitment to Service

County Executive Office

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Leanne Link
County Executive Officer

A handwritten signature in blue ink that reads "Leanne Link".

MEMORANDUM

To: Board of Supervisors	From: Leanne Link, County Executive Officer
Date: December 13, 2016	Re: Correction Memo – Item 6

Item 6B on today's consent calendar regarding Part I: Section 8C of the Napa County Policy Manual, *Department Head Evaluation Process* has been corrected as follows.

Process

The evaluation will proceed as follows:

1. The Department Head will meet with the CEO to present a summary of major department accomplishments and a draft of ~~his/her~~ their goals and objectives for the following year.