

Correspondence Acknowledgement of Perusal by Board Policy

Overview: This policy is intended as a method of assuring that all important correspondence such as complaints, suggestions, requests for information, attorney letters, etc. are read or perused by the Board members when placed in the Board's incoming or sign-off box.

1. Initial all correspondence placed in the inbox upon reading or perusing.
2. Write comments on the sheet or add a sheet for comments.
3. Necessary replies or responses will be prepared for approval after a majority of the Board has initialed the correspondence.
4. Written comments will be considered when writing the response.

Approved March 10, 2010

Amy L. Boss Pies