

Here are my recommendations:

1) Consideration for Executive Committee Agenda:

a) Review by Co-Chairs: Prior to putting this on the Executive Committee agenda, have the Co-Chairs decide if the draft site visit report is presentable to the public. (It is good to get staff input.)

b) Agenda Item: Put "Review of Draft Site Visit report" on the Executive Committee Agenda if ok'd by the co-chair(s)

c) Mark it "Draft" - Include the word "Draft" on the document that is shared with the Executive Committee.

2) Review/approval by Executive Committee (if it has been put on the agenda) - Options:

a) Change/Decline: The Executive Committee could suggest changes in lieu of putting this on the next Commission agenda or decide not to include it during a full Commission meeting.

b) Approve for BHC Agenda: The Executive Committee could approve the report (with changes if any) as an agenda item at the next BH Commission meeting. If approved, the report should clearly show which Commissioners conducted the site visit, as it is their observations/report (not a report of the full BH Commission).