

DRAFT

BCC Communications (requesting/receiving information) Plan:

- Requests/Questions:
 - Before going to Department Directors or department staff:
 - Ask policy advisor first for assistance
 - PA may already have answer
 - PA may be able to ‘bundle’ requests for Gary or Department Directors
 - Requests will be brought to daily Strategy Meeting (w/ Chair & Vice Chair)
- Receiving Information:
 - Daily Notes
 - Strategy Meetings (from Caroline or Tracy)
 - Tri-County Chair Meetings (from Caroline or Tracy) – meetings currently Monday, Wednesday, Friday
 - SitStat report (from Gary)
 - Leadership report (from Gary)
 - Twice Weekly Updates
 - Tuesdays @ Issues
 - Thursdays @ Business meetings
 - Weekly phone calls with Gary
 - If desired by Commissioner
 - Commissioners encouraged to keep phone appointment for update