

PUBLIC COMPLAINTS

GENERAL MANAGER'S REPORT OF LEVEL ONE CONFERENCE

- 1. Complainant's name _____
Address _____
- 2. Date and time of conference _____
- 3. The facts as presented by the complainant are as follows: _____

- 4. In my opinion, the allegations made in the original complaint (are) (are not) adequately supported by the facts submitted. Explanation _____

- 5. In my opinion, the remedy sought by the complainant (is) (is not) justified by the facts submitted.
Explanation _____

- 6. The decisions made or recommendations agreed upon as a result of the conference are as follows:

Signature of General Manager

Date

Before submitting a copy of this report to the Board of Directors, attach a copy of the original complaint and a copy of the written response that was given to the complainant.

Received by: _____

Board Secretary

Date