

## 1. Implement Renewal Process

<b>Action Step</b> <i>What needs to be done?</i>	<b>Responsible Person</b> <i>Who should take action to complete this step?</i>	<b>Deadline</b> <i>When should this step be completed?</i>	<b>Necessary Resources</b> <i>What do you need in order to complete this step?</i>	<b>Potential Challenges</b> <i>Are there any potential challenges that may impede completion? How will you overcome them?</i>
Review Ch. 3  Review existing application and Guidance  Establish Policies and procedures  Establish Minimum Standards  Evaluation of the process  Make adjustments as necessary	Jana  Shelley  Gina	Before June 30, 2016  ongoing to Nov. 8 vote     Jan. meeting to report	Existing materials to all Commission subcommittee members     Recommended policies and procedures to Commission  Final reports to full Commission	Time  Current Performance measures are not as clear as they could be, status of the data