



**PART B**

Complaint Received by Executive Director/Chair of the Board on:

\_\_\_\_\_

Recommended Plan of Action:


Describe Resolution Process:

(Please attach all documentation related to the resolution of this complaint.)


**Signatures**

Executive Director: \_\_\_\_\_ and/or Chair of the Board: \_\_\_\_\_

Date: \_\_\_\_\_

Reported to the Board of Directors on: \_\_\_\_\_ by (Name & Title): \_\_\_\_\_