



BEST ACTION REGISTER

DATE	TASK	DESCRIPTION of TASK	DUE DATE	ASSIGNED	Completed
1/12/2017	Application Completion for Level I	Develop & institute a working application for Level I applicants	Complete	AGC/VOSH	Yes
1/12/2017	Metrics development	Develop metrics for applicants/participants to submit with application & AGC trend		AGC	No
1/12/2017	Minutes for Meetings	Need someone to take minutes & distribute	4/15/2017	AGC/VOSH	Yes
1/12/2017	Guidance Documents for Review Committee	Need some guidance documents for the Review Committee. (By-laws, charter, minutes, etc.)	7/1/2017	Review Committee	Yes
1/12/2017	Letter of acceptance	Develop a letter of acceptance for Level I participants	7/15/2017	AGC/VOSH	Yes
1/12/2017	Develop qualifications/expectations for AGC Review Comm members	Need to have an agreed upon set of qualifications & expectations for members of AGC Review Committee		AGC	Yes
1/12/2017	Develop charter/bylaws for new AGC Review Committee	Need guidelines to govern membership, schedule, duties, duties & expectations of the work of the AGC Review Committee	8/31/2017	AGC	In Progress
1/12/2017	Prepare training material for AGC Review Comm members	Need some prepared documents & reference for existing & new Review Committee members for training purposes	8/31/2017	AGC	In Progress
1/12/2017	Review Committee set date	need to have an agreed upon date to meet with Review Comm, VOSH & WM Jordan after 2/1/17 site visit.		Review Committee	Yes
1/12/2017	AGC need 2 members	AGC needs to select two candidates for the BEST Oversight Comm	8/31/2017	AGC	No
1/13/2017	VOSH need 2 members	VOSH needs to select two candidates for the BEST Oversight Comm		VOSH	No
1/18/2017	Format BEST Annual report	Need to develop a BEST annual report for all participants	Prior to Level III applicant	VOSH	In Progress