In order to better understand the public input and be able to focus on the key concerns, we would appreciate all speakers using the following process:

**WHAT**

What is the Issue? In one sentence, state the issue.

**HOW**

How would you recommend we resolve the issue?
What changes need to take place?

**WHY**

Why is it important for the issue to be resolved?
Benefit of resolving the issue...

*It is sometimes difficult for the FLC to determine the key issues from the public comments

*Create a process for speakers to use

*Utilize a resource to help speakers understand the process and focus on main issues

**WHY/BENEFIT**

*Help FLC to better understand and respond to public concerns.

*Identify themes among speakers so FLC meetings focus on those themes