

EXHIBIT 6-B

E. Proposed Timeline for Development of Manual. We believe that the manual can be developed in about 4.5 months. Assuming a start date of September 1, 2003, we would anticipate completion by mid-January. Given the number of seasonal holidays, anticipated vacations and the normal scheduling conflicts that typically arise, however, we think a more realistic completion date would be the end of March, 2004. The following table demonstrates the time required by each task *assuming no delays*; in addition, it is likely that some tasks will overlap and thus be in development concurrently.

<i>Task</i>	<i>Sept.</i>	<i>Oct.</i>	<i>Nov.</i>	<i>Dec.</i>	<i>Jan.</i>	<i>Feb.</i>	<i>March</i>	<i>April</i>
1. Kickoff – 1 day								
2. Acquire existing policy/procedure language from staff and from files ; review and standardize those in digital form, scan those in hard copy form into digital format and clean; work with staff to formalize non-written practices into digital form – 6 weeks.								
3. Organize policies – 4 weeks. Add footnotes and illustrations where needed; Note discrepancies, reviewing with staff and making necessary corrections; Eliminate obsolete policies and procedures; Check for completion and consistency; Identify those policies that require Board approval and those that can be adopted internally as operating procedures								
4. Build policies and procedures manual in hard copy and digital form - 3 weeks. Build indices to text and illustrations. Create and insert hyperlinks in digital product to allow linkage between text and definitions, illustrations and other related text.								
5. Training /Testing - 3 weeks. If the manual is to be effective, it must be tested with staff trained to use it. Staff will be introduced to the manual and will be urged to use it strenuously to determine if any anomalies exist that can then be corrected.								
6. Final product - 2 weeks. Correct any errors found in Task 5.								