MILLE LACS BAND OF OJIBWE HEALTH AND HUMAN SERVICES POLICY & PROCEDURE

Department: Administrative Services-Human	Policy Number: HHS-ADM-HRM 3130
Resource Management	
Policy Title: Department Staff Meetings	
Attachments: HHS Meeting Minutes and Agenda Te	mplate; Employee Signature Sheet Minutes Review
Revision History: 12/91; 6/01; 10/13	Revised by/Date: 2/2019 Holly Hunter
Approved by:	Date:
Jan Manary, Executive Director of HHS	My 3/13/19
Approved by:	O Date:
Nicole Anderson, Commissioner of HHS	3-15-19

POLICY STATEMENT: General staff meetings are to be held at least monthly and staff attendance is required at a minimum of 75% of the meetings held during any given calendar year.

PURPOSE: The purpose of this policy is to facilitate two-way interaction between staff and administration; to share current information, new policies and procedures; and to provide updates on departmental operations.

PROCEDURE:

- 1. Staff meetings are held on a regularly scheduled day so as to provide consistency for staff and scheduling of patient and client visits.
- 2. All staff are required to attend, with the exception of appropriate persons to cover necessary functions.
- 3. Minutes are taken and emailed out or posted within five business days following the meeting. A paper copy is saved within Compliance.
- 4. Staff who are not in attendance of a meeting are required to review the meeting minutes and sign acknowledgment that they have reviewed and understand the meeting minutes.
- 5. An agenda is emailed to staff one week prior to each meeting. During this time, any staff member may request additional items to be added to the agenda.
- 6. Meetings begin on time at the scheduled time and last no more than 1-1.5 hours.

Internal and/or External References	
Compliance - Posting Date	3/5/2019
Replaces – Policy Number	HHS-1130-A Department Staff Meetings
Next Review - Due Date	3(15/22)

MINUTES

[Your Committee or Workgroup]

	Date time [Date time] Location [Location]
the August meeting and approved.	
List Topic Here	Presenter
List Topic Here	Presenter
List Topic Here	Presenter
	List Topic Here List Topic Here

Date | time, Location

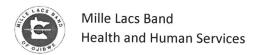
Motion to adjourn was made at 9:00 p.m. and was passed unanimously.



[Your Committee or Workgroup]

Date | time [Date | time] | Location [Location] Meeting called by [Meeting called by] Attendees [Attendees] Type of meeting [Type of meeting] Please read [Please read] Facilitator [Facilitator] Please bring [Please bring] Agenda Items Topic Presenter Time allotted [Topic] [Presenter] [Time] Other Information Observers [Observers] Resources [Resources]

Special notes [Special notes]



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Deprtarment Staff Meeting Date:

Please review the attached nurses meeting minutes. Sign once you have read and understand these minutes.

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Supervisor/Trainer:

Employees

Signature	Date
	Signature