

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

Department: Administrative Services-Human
Resource Management

Policy Number: HHS-ADM-HRM 3151

Policy Title: Committee and Workgroup Meetings

Attachments: HHS Meeting Minutes and Agenda Templates; HHS Committee Charter Template

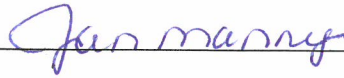
Revision History: new policy

Revised by/Date: 2/2019 Holly Hunter

Approved by:

Date:

Jan Manary, Executive Director of HHS




3/13/19

Approved by:

Date:

Nicole Anderson, Commissioner of HHS



3.15.19

POLICY STATEMENT: Committees and workgroups are necessary for decision making, reporting, accountability, problem solving and discussion. All HHS committees and workgroups will appropriately document meeting activities utilizing HHS meeting minutes and agenda templates. Additionally, all HHS Committees will utilize a committee charter, approved by the Executive Director or Commissioner of HHS, as a means of defining the purpose or focus of the committee, required members of the committee, how often the committee will meet and duties of each member.

PURPOSE: The purpose of this policy is to provide structure and consistency for all HHS committees and workgroup meetings.

PROCEDURE:

1. An agenda is emailed to meeting attendees at least 24 hours prior to each meeting.
2. Minutes are taken and emailed or posted within five business days following the meeting.
3. Meetings begin on time at the scheduled time and generally last no more than 1-1.5 hours.
4. A quorum of more than 50% of committee or workgroup members is required to conduct any decision making.
5. A committee charter is drafted by the founding members of all new committees. Committee charters should be approved by the Executive Director or Commissioner of HHS.

Internal and/or External References	
Compliance - Posting Date	3/15/2019
Replaces - Policy Number	
Next Review - Due Date	3/15/2022

MINUTES

[Your Committee or Workgroup]

Date | time [Date | time] | *Location* [Location]

In Attendance

List attendees

Absent:

Approval of Minutes

The minutes were read from the August meeting and approved.

Topic	List Topic Here	Presenter
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Discussion:

Conclusion:

Topic	List Topic Here	Presenter
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Discussion:

Conclusion:

Topic	List Topic Here	Presenter
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Discussion:

Conclusion:

Committee Reports

Committee reports

-

Announcements

Enter Announcements

Next Meeting

Date | time, Location

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

AGENDA

[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
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]
<input type="checkbox"/> [Topic]	[Presenter]	[Time]

Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]

CHARTER OF THE MILLE LACS BAND OF OJIBWE HEALTH and HUMAN SERVICES

{type committee title here} COMMITTEE CHARTER

COMMITTEE PURPOSES AND RESPONSIBILITIES:

COMMITTEE MEMBERSHIP:

Standing Committee Membership shall consist of the following participants on a routine basis:

Ad Hoc Committee Membership shall include but shall not be limited to the following **ad hoc** participants, who will participate as availability permits, or when issues of particular importance require their input and guidance:

MEETINGS OF THE COMMITTEE:

Regular meetings of the committee shall be held at least monthly, or at more frequent intervals should business needs require it.

Special meetings may be called from time to time, for urgent matters requiring immediate attention of the committee.

DUTIES OF COMMITTEE LEAD:

DUTIES OF THE:

DUTIES OF THE:

DUTIES OF ALL OTHER MEMBERS:

All representatives shall be the communication liaison between the committee and the staff from that area of work; is responsible for answering questions relating to committee work, as well as presenting staff concerns to the committee.

APPROVAL:

This Charter has been reviewed and approved by:

Signature _____

Printed Name _____

Title _____