

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

Department: Administrative Services-Human Resource Management

Policy Number: HHS-ADM-HRM 3130

Policy Title: Department Staff Meetings


Attachments: HHS Meeting Minutes and Agenda Template; Employee Signature Sheet Minutes Review

Revision History: 12/91; 6/01; 10/13

Revised by/Date: 2/2019 Holly Hunter

Approved by:

Jan Manary, Executive Director of HHS



Date:

3/13/19

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

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	3/15/2019
Replaces – Policy Number	HHS-1130-A Department Staff Meetings
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]



Mille Lacs Band
Health and Human Services

Department:

Department Staff Meeting Date:

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

Director:

Supervisor/Trainer:

Employees

Print name	Signature	Date
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		