|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEPARTMENTAL MEETINGS | | | | NO. 630 | |
| POLICY:  It is the policy of Winning Wheels to encourage departments to have regularly scheduled meetings to present a forum to discuss problem areas of concern, share information, present direction or guidance, clarification, and to serve as a specific communication mechanism between the staff, the Supervisor and Administration.  PROCEDURE:  1. Administrator or their designee meets with each Department Head or Supervisor as needed.  2. The Department Head is encouraged to have weekly or monthly meetings with their staff at an appropriate time and schedule.  3. The Supervisor or Department Head should chair these meetings.  4. Minutes of meetings shall be maintained in the Supervisor's office and made available for reference or review. Such data is typically reviewed during State Health and related Accreditation surveys. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |