

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **7/24**

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I. APPLICATION:

- ☐ SCCCMH Board
- ☐ SCCCMH Providers & Sub-Contractors
- ☒ Direct Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health (SCCCMH) shall ensure staff meetings occur in each program to promote the collection, dissemination, and utilization of relevant information between line staff, supervisors, and management staff.

III. DEFINITIONS:

Staff Meetings: A business gathering of staff that includes items pertaining to that location's operations, administration, planning, inservice trainings, staff concerns, supervision of cases, or other unit business.

IV. STANDARDS:

1. At minimum, staff meetings shall occur monthly.
2. Meetings shall proceed in accordance with a predetermined agenda, with designated start and stop times.
3. Meeting minutes must be taken which include the names of all participants present/absent, guests, start/stop time, discussion summaries, action taken, outcomes and signatures of recording secretary and supervisor. Minutes must be typed in the approved format, reviewed, approved, and signed within ten (10) business days of the meeting (or other timeframe as directed by the clerical supervisor).
4. Training that takes place at a Staff meeting can include presentations, videos, audio discussion of a particular topic, and review and discussion of written information.

V. PROCEDURES:

Supervisor

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1. Establishes a regular date and time for staff meetings.
2. Develops/routes tentative agenda prior to scheduled meeting and asks if staff have any items they would like to add to agenda.
3. Chairs or designates chairman during absence.
4. Conducts staff meeting around agenda items. Disseminates to staff any information that is pertinent to the smooth operation of the unit.
5. Receives questions and considers problems of all staff for resolution.

Clerical Staff

6. Types and saves minutes to the identified central file folder on the server.
7. Sends minutes to program supervisor for review and approval.
8. Signs approved minutes and saves a signed copy to the identified central file folder on the server.
9. Sends email copy to designated Program Director, Chief Operating Officer, Administrative Services Director, and Chief Executive Officer, as requested.

Program Supervisor

10. Completes [Staff Meeting Training Form #0728](#) when an in-service/training occurs at a staff meeting.
11. Sends the original [Staff Meeting Training Form #0728](#) to the training designee at administration and maintains a copy in program files.

VI. REFERENCES:

- A. [Staff Meeting Training Form #0728](#)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 08/83, 10/86, 01/89, 02/91, 04/93, 01/96, 08/98, 09/00, 08/02, 08/04, 08/06, 08/08, 05/12, 07/13, 06/14, 07/15, 07/16, 07/17, 07/18, 07/19, 09/20, 09/21, 09/22, 7/23.