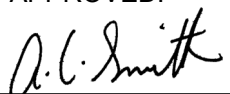


SUBJECT: Monthly Staff Meetings	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 01-COM-04
RULE/CODE REFERENCE:	SUPERSEDES: 01-COM-04 dated 03/13/17
RELATED ACA STANDARDS: 4-4015; 5-ACI-1A-15; 2-CO-1A-18, 1A-19; 2-CTA-1A-13; 4-APPFS-3A-29; 2-1017, 2-1024; 1-HC-7A-06	EFFECTIVE DATE: March 2, 2020
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish a standard for required monthly staff meetings as a means of communication between department heads and key staff members within the Ohio Department of Rehabilitation and Correction (ODRC).

III. APPLICABILITY

This policy is applicable to all Operation Support Center (OSC) bureaus, offices, etc., the Division of Parole and Community Services (DPCS), Corrections Training Academy (CTA), Ohio Penal Industries (OPI), all correctional institutions operated by the ODRC, and all privately operated institutions housing State of Ohio incarcerated individuals.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to conduct monthly meetings between managing officers and all department heads and between department heads and designated staff members in order to maintain a channel of communication and distribute information.

VI. PROCEDURES**A. Scheduling and Conducting Meetings**

Specific procedures for individual offices, bureaus, institutions, or divisions (and subsections thereof) shall be determined by the appointing authority or individual managing officer. However, certain procedures shall be required when preparing for and conducting monthly staff meetings within the ODRC.

1. The managing officer/department head or designee shall determine the date, time, and location of the meeting and notify designated staff members in advance.
2. Staff members required by the managing officer/department head/designee to attend may submit agenda items prior to the meeting.
3. An agenda, in paper or electronic form, of topics for discussion at the meeting shall be provided to the staff members required by the managing officer/department head/designee to attend.
4. The managing officer/department head/designee shall oversee the meeting.
5. Attendance at the meetings shall be recorded.
6. Meeting minutes shall be retained in accordance with the ODRC Record Retention Schedule. The managing officer/department head/designee shall designate a paper or electronic format for capturing meeting minutes and develop a distribution list for sharing meeting minutes.

B. Training Conducted During Staff Meetings

Any training conducted during a staff meeting shall reflect a formal exchange of job-related knowledge and/or skills. To be considered for in-service training credit, the training must be conducted with the meeting training requirements outlined in ODRC Policy 39-TRN-02, In-Service Training, and must be documented in accordance with ODRC Policy 39-TRN-09, Training Record Keeping.