

PATHWAYS ABILITIES SOCIETY

PROCEDURE: STAFF MEETINGS

Applies to: All Personnel

Original Effective December 13, 2021

Effective Date: December 13, 2021

Replaces Procedure Dated: NA

Staff Meeting Minutes

1. The area supervisor:

- Uploads the staff meeting minutes to the ShareVision list within one week of the staff meeting.
- Posts on ShareVision Employee services page and the specific Pathways Service Area page, the minutes have been uploaded.
- Reviews the list to confirm staff have read the minutes.

2. Staff:

- Who did not attend the meeting must read the minutes and confirm they have been read by clicking on the Staff Meeting Minutes – Sign off, found on ShareVision under the service area that the staff meeting is applicable to.
- Who did attend are encourage to read the minutes.