SAN JOAQUIN COUNTY WORKNET
EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-4	July 1, 2015	Departmental	1 of 2
SUBJECT:	INTER-DEPARTMENTAL MEETING GUIDELINES		

I. **PURPOSE**

The purpose of this directive is to establish guidelines for the conduct of all meetings in the San Joaquin County WorkNet/Employment and Economic Development Department (EEDD).

II. **GENERAL INFORMATION**

This directive has been designed to reduce, facilitate, expedite and improve inter-departmental meetings.

III. **POLICY**

It is the policy of the San Joaquin County WorkNet/EEDD that inter-departmental meetings be brief, kept to a minimum, purposeful and conducted according to this directive.

IV. **PROCEDURE**

A. Before any meeting is scheduled a purpose for the meeting must be given.

B. The person scheduling the meeting is responsible for:

1. Ensuring there is a need to meet.
2. Identify the individuals to attend the meeting.
3. Preparing a written or verbal agenda which will be presented at the beginning of the meeting.
4. Preparing a record of the meeting and results, including the decisions made and action to be taken.
5. Follow-up meetings will be scheduled as required.

C.   Before any meeting is scheduled, the availability of all individuals critical to the meeting must be checked to schedule any appropriate dates and times where all are available.

D.   Scheduled participants must be prompt and the meeting must start on time.

E.   The Agenda for the meeting must include the following:

    1.   Purpose of meeting.
    2.   Specific objective(s) to be accomplished.
    3.   Action to be taken as a result of the meeting with specified deadlines.
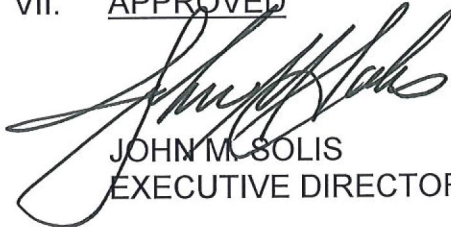
V.   <u>QUESTIONS REGARDING THIS DIRECTIVE</u>

May be referred to the Executive Director EEDD via Managers or designee.

VI.   <u>UPDATE RESPONSIBILITY</u>

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII.   APPROVED

JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS:rg