**Policy Statement:**

Sharing of information is critical to ensure employees are equipped with the information and tools necessary to conduct business and provide for the best possible outcomes for individuals under guardianship.

**Procedure**:

1. The GFSOS shall provide staff with the information obtained during statewide supervisors meetings within three (3) business days of the meeting.
2. The GFSOS shall conduct regular in person staff meetings/trainings at least every other month for the purpose of:
   1. Sharing information received from management or other sources;
   2. Communicate changes in programming, policy or operations;
   3. Train staff on new or revised SOP’s, resources, professional development activities, or other requested topics;
   4. Provide staff with any changes in staffing and introduce new staff members;
   5. Discuss issues that affect the Division of Guardianship or staff;
   6. Share ideas and troubleshoot as a team to better meet the needs of the individuals under guardianship and staff;
   7. Team building.
3. The meetings are mandatory, all staff in attendance via in person or via conference call shall sign in on the sign in log or send an email to the GFSOS acknowledging attendance at the meeting by conference call.
4. Minutes from the staff meetings shall be maintained by the Administrative Specialist II or designee and shall minimally include:
   1. Date, time and location of the meeting;
   2. Those present;
   3. Those participating by conference call;
   4. Those excused from the meeting;
   5. Summary of topics discussed
   6. Any follow up that needs to be completed and who was assigned.
   7. Tentative date and time of next meeting.
5. Staff not in attendance at the meeting shall reach out to the GFSOS to obtain information shared at the meeting.
6. It is important that the lines of communication be open and available not only at scheduled staff meetings but when the supervisor or staff member need information, guidance, training or to vent.