



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Documentation Requirements for Meetings (Non-Board)
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Vital Statistics Administrative Supervisor, Administration
ORIGINAL DATE ADOPTED:	08/14/2015
LATEST EFFECTIVE DATE:	05/06/2022
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	n/a
REFERENCE NUMBER:	800-003-P

**A. PURPOSE**

The intent of this document is to standardize the process for the documentation of meetings including agenda, sign-in meeting minutes and record keeping or filing.

**B. POLICY**

All Canton City Public Health (CCPH) employees are required to properly account for meetings that they are responsible for facilitating. Facilitator and note taker should not be the same person. Note taker should be designated by meeting facilitator.

**C. BACKGROUND**

Public Health Accreditation Board (PHAB) standards state that policies and procedures for a public health district should be:

1. Easily accessed through one location;
2. Reviewed on a regular basis; and
3. Consistent in format and process in development.

It is important that discussions, decisions and assignments be properly documented for the efficient operation of the health department. A consistent process for documenting these activities will assure the smooth operation of the health department, facilitate communication with employees and other partners, and further clear documentation of our decision-making process.

**D. GLOSSARY OF TERMS**

**Meeting:** A meeting for the purpose of this policy is a group discussion, organized or facilitated by an employee of CCPH, involving two or more individuals, that affects a program, work or practice related to CCPH. A meeting can be conducted in a variety of contexts (in person, phone conference, online or other means). For the purpose of this policy, a meeting does not include the Board of Health meetings.

**Facilitator:** The person responsible for managing the meeting including the development of a meeting agenda, tracking meeting attendance, drafting the meeting minutes or notes and filing the meeting record.

**Note Taker:** The person responsible for taking meeting notes during a meeting and assisting the facilitator in drafting the meeting minutes or notes.



**Meeting Minutes:** Meeting minutes are a written record of the discussion, actions, decision and assignments of a meeting. Meeting minutes contain (at a minimum) the agenda, attendance record and summary of the meeting. Meeting minutes and meeting notes mean the same thing and may be used interchangeably.

## **E. PROCEDURES & STANDARD OPERATING GUIDELINES**

### 1. Agenda

- a. The meeting facilitator will use an agenda to guide the meeting.
- b. An agenda should be sent out to prospective attendees at minimum 24 hours prior to meeting's scheduled date and time. If this is not possible, an agenda will be provided to each attendee at the meeting or clearly displayed in the meeting location.
- c. The agenda should follow the template provided (800-003-01-F\_Meeting Agenda Template) or similar format. If not using the supplied template, the meeting agenda must contain the following elements:
  - i. The official CCPH logo or the statement "Canton City Public Health".
  - ii. The title "Meeting Agenda".
  - iii. The meeting name.
  - iv. The date of the meeting.
  - v. The time the meeting starts.
  - vi. The anticipated time the meeting will end.
  - vii. The location of the meeting.
  - viii. The name of the meeting facilitator.
  - ix. The purpose of the meeting.
  - x. List of invited attendees.
  - xi. A brief list of agenda items. The list should be organized using bullets or numbers for clarity.

### 2. Attendance Record

- a. Documentation of meeting attendees will be through the use of a sign in sheet (800-003-02-F\_Meeting Sign-In Template) or in the meeting minutes.
- b. If attendance is recorded in the meeting minutes, the following minimum information will be included in the record:
  - i. Name of attendee
  - ii. Title of attendee (if applicable)
  - iii. Agency of attendee
- c. If needed, the names of invited attendees that were not at the meeting should also be recorded in the meeting minutes with a reason for their absence briefly noted.

### 3. Meeting Minutes

- a. Using the agenda as a guide, the assigned note taker is responsible for tracking and documenting discussions, decisions and actions as they occur during a meeting.
- b. Minutes may be handwritten then typed at a later time or can be typed during the session per preference of the note taker. Final meeting minutes should be typed if possible.
- c. Meeting minutes should be submitted by the note taker and approved by meeting facilitator.
- d. Meeting minutes will be recorded on the provided template (800-003-3-F\_Meeting Minutes Template) or by other means. If using other means to record meeting minutes, the following minimum elements will be included:
  - i. The official CCPH logo or the phrase "Canton City Public Health".



- ii. The title "Meeting Minutes".
  - iii. The meeting location.
  - iv. The date of the meeting.
  - v. The time the meeting started.
  - vi. The time the meeting ended.
  - vii. The meeting facilitator.
  - viii. The meeting name.
  - ix. A list of meeting attendees (if not using Form 800-003-2-F)
  - x. A list of meeting invitees that were not in attendance.
  - xi. An itemized list (following the outline of the agenda) of the discussion points, decisions or actions taken by the group during the meeting.
  - xii. A summary of any action items (if needed).
  - xiii. The date, time and location of any subsequent meeting (if needed).
  - xiv. The statement: "These minutes represent a true and accurate record of this meeting to be the best of my knowledge".
  - xv. The name of the note taker.
4. Meeting Records
- a. The meeting record (which includes the agenda, sign in sheet (if used), meeting notes and any other pertinent meeting materials, should be saved together as a single Adobe Portable Document Format (PDF) file and saved on the L:\All drive in the appropriate folder. Hand written originals, once scanned and saved, may be destroyed. All files must be kept in accordance with the CCPH Record Retention Policy. A copy of the meeting minutes will be provided to all meeting invitees by printed copy, electronic means (such as email) or by reference to the shared location on L:/ALL within 14 days from the meeting date.
  - b. The meeting facilitator is responsible for the proper completing of meeting minutes and filing of the meeting record.

#### **F. CITATIONS & REFERENCES**

Use American Psychological Association (APA) format for any citations.  
CCPH Record retention policy

#### **G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Janet Copeland, RN, Public Health Nurse
2. Jessica Boley, RD, LD, WIC Dietitian
3. Christi Allen, Executive Assistant, Vital Statistics
4. Jim Adams, Health Commissioner

#### **H. APPENDICIES & ATTACHMENTS**

N/A

#### **I. REFERENCE FORMS**

800-003-01-F\_Meeting Agenda Template



**Public Health**  
Prevent. Promote. Protect.

Canton City Public Health

Canton City Public Health  
[FINAL]

800-003-02-F\_Meeting Sign-in Sheet Template  
800-003-03-F\_Meeting Minutes Template

#### J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
05/06/2022	05/06/2022	Sean Green	Policy had reached its 5-year review date. No significant changes needed. Updated review due date.

#### K. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.