



BALDWIN COUNTY COMMISSION

POLICY #2.25	
Subject	Quarterly Department Head Meetings
Date Adopted	TBD
Agenda Item	TBD
Obsolete Versions	N/A

POLICY STATEMENT

This policy establishes the schedule of department head meetings to be held by the County Administrator, County Engineer, and Juvenile Detention Director for County Department Heads and staff in certain supervisory/lead positions.

The purpose of the meetings is for department directors and key staff reporting to the three senior appointed contract employees to share and exchange information in an informal setting. The goal is to ensure communication and coordination of daily operations among all county departments under the County Commission is efficient and in line with the objectives of the Baldwin County Strategic Plan.

PROCEDURAL REQUIREMENT

For the purpose of conducting Department Head meetings of the Baldwin County Commission, the County Administrator, County Engineer, and Juvenile Detention Director shall hold quarterly staff meetings for department heads and certain supervisors. Additional meetings may be called as determined necessary by the Administrator, Engineer, or JDC Director.

The meetings will take place on the second Thursday of March, June, September, and December, beginning at 8:30 a.m. Meeting locations may vary based on need; staff required to attend will be notified of the location prior to each meeting.

FORMS/ATTACHMENTS/EXHIBITS

N/A