**PURPOSE:**

The Advisory Staff Committee (ASC) serves as a committee that provides an opportunity for DHD2 staff to directly communicate, address concerns, or offer suggestions regarding current or posed projects with the Health Officer.

**POLICY:**

1. The ASC will meet quarterly and discuss any issues/ideas/concerns brought to the members.
2. Meeting minutes will be shared with all DHD2 staff members within two (2) weeks of the meeting.
3. Any employee wishing to bring a matter to the ASC Committee should submit their matter in writing to any of the ASC members.
4. Members of the ASC Committee are appointed by the Health Officer and represent each division of the agency.
5. ASC members are responsible to support activities that increase staff morale and staff satisfaction.
6. ASC members will promote and encourage staff development opportunities.

**Distribution**

* Public Health Director (Directors) 1 copy
* Denise Bryan, Health Officer 1 copy
* Dr. Russell Bush, MD Medical Director 1 copy
* Human Resources 1 copy