



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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DIRECTOR

Distribution of Policies at BCHHHC
May 16, 2012

Please be advised that when a new policy or changes to existing policies are distributed at the Center it is my expectation that the Director or Supervisor for the Collaborative Agency is responsible to distribute and review that policy with their own staff. I have been finding that this has not been the case and that staffers here at the Center are unaware of their responsibilities. If the policy is to be shared with guests then the shelter management needs to make guests aware of these changes or additions.

In addition, please be sure to make your staff aware of any changes/additions to policies as soon as they are released.

I am available should you have any questions.

Thank you for your cooperation.

Sincerely,
Julia Orlando