

### PRC Internal Communications Matrix

Communication Event	Frequency	Responsible Party	Method
Management Meetings	Monthly	Commissioner	In Person, Agendas
Management Retreat Meetings	Twice a year	Commissioner	In Person, Agendas
All-Staff Conference	Annually	Commissioner	In Person, Agendas
Division/Department Meetings	Monthly	Department Heads	In Person, Agendas
Employee Newsletter (Compass)	Twice a year	Director of Marketing	E-mail, Bulletin Boards, Intranet
Full-Time Job Announcements (separations, openings, hiring)	As needed	Director of Human Resources	E-mail, Bulletin Boards
Test Announcements	As needed	Director of Human Resources	E-mail, Bulletin Boards
Policy Changes	As needed	First Deputy Commissioner	E-mail, Bulletin Boards, Intranet
Meeting/Training Announcements	As needed	Varies	E-mail, Outlook Calendars
Other Organizational Announcements	As needed	Director of Human Resources	E-mail, Bulletin Boards, Intranet