The Employee Council has met three times this summer; May 18, June 15 and August 17, 2017. The Employee Council has done an amazing job revamping our bulletin boards in the cafeteria and assisting with the planning of the 50th Anniversary for the agency. The council has developed a welcome team to assist in ensuring everyone feels welcome and has a pleasant orientation to the agency.

The Employee Council would like to remind everyone to not crowd around the exit doors when it is time to leave. This causes a safety hazard and unpleasant experience for everyone.

The Arnold Center, Inc. celebrated 50 Years of Service to the Midland Community on July 26, 2017. Arnold Center Employees, Community Members and Honored Guest celebrated with a Chamber of Commerce Ribbon Cutting Ceremony and congratulatory remarks from Representative Gary Glen. The day also included a picnic, employee awards, entertainment by Ollies Follies, followed by bingo, dancing, and a photo booth.
CALL IN & NOTIFICATION OF ABSENCE Policy

Remember if you need to miss work for an illness, appointment, or other reason you need to contact your Service Coordinator to let them know so they can find a substitute for your crew and/or let the floor staff know that you will not be in.

If you are eligible for paid personal time, and fail to call Arnold Center at least one-half hour before the start of your work shift, you will not receive compensation and you forfeit paid personal time equal to the hours you were scheduled to work.

If you fail to call in for more than eight absences a year, you will lose your paid benefits for the following year. Your Service Coordinator will keep track of the number of times you fail to call in, and a balance of your personal leave hours. Once you have exceeded the total, number of personal days you are eligible for, your team will meet and discuss a plan of action to determine the consequences of the violation of the policy. Though employees are encouraged to take vacations, they are also cautioned to budget an adequate number of personal time days for unforeseen illness and appointments.

The most up to date copy of the Participant Handbook can always be found on the Arnold Center webpage under the Participant section, at www.arnoldcenter.org
Community Resource

The Reece Endeavor of Midland provides affordable homes for individuals with a range of special needs, whether physical, sensory or developmental. They are committed to helping individuals with special needs live in decent, affordable housing. They do not "place" individuals in homes. Instead, individuals work with their support system of family, friends and professionals to find the home that is right for them.

Reece Endeavor serves individuals throughout Midland County with special needs. To participate in their program, individuals are required to:

- Have a disability that requires assistance
- Receive services from another agency to ensure success in the community
- Be able to afford and be willing to abide by a rental agreement
- Have a desire to live independently in a duplex or house

Thank You

The Arnold Center would like to thank Chris Rickel and the Midland Seventh-Day Adventist Church for their generous donation of a bicycle to an Arnold Center Participant. The bike was donated for the use of getting back and forth to work.
Dow Auburn (AEM) Crew

The Arnold Center is pleased to announce our new crews working at the Dow Auburn Advance Engineering Materials Site. The crew works within the site packaging orders for fulfillment. The tasks include reading an order list, retrieving the items, packaging the items, labeling the boxes, and palletizing them for shipment.

The crews work Monday through Friday: 8:00 am–1:00 pm and 12:30 pm–5:30 pm. Crew members have advanced safety training through Great Lakes Safety and have to pass a background check.

MIDLAND

Beaverton Landscaping Crew

The Arnold Center is proud to be in our third year of serving the Downtown Development Authority of Beaverton by maintaining the picturesque landscaping through the business district. The crews work May through October cultivating the flower beds. The tasks include ensuring the condition and maintenance of the flowerbeds.

The crew is trained in discrimination, skills, gardening practices, community safety, and in working safely in outdoor community settings.

GLADWIN

Dow Auburn (AEM) Crew

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The crews work Monday through Friday: 8:00 am–1:00 pm and 12:30 pm–5:30 pm. Crew members have advanced safety training through Great Lakes Safety and have to pass a background check.
Community Living Services provides individuals the opportunity to participate in social, recreation, and volunteer activities. These activities are based in the community and include other community members.

Tim and Joy enjoying the Midland Center for the Arts

Eric catching up on his reading at the Gladwin Community Library

Tim spending time at the Gladwin County Fair

Earl relaxing at the pool

Lori, Jennifer, Mike, Glen and Paige volunteering their time for the DOW Safety Event at the Loons Stadium

Joy taking a break from bowling with her friends.
Customer In-Service

October Cultural Diversity  
November Blood Borne Infectious Disease Control  
December Participant Handbook  
January Fire Safety and Prevention  
February Community Safety & Awareness  
March Recipient Rights (CMH)  
April EEOC / Harassment  
May Self-Determination and PCP/Advocacy  
June Sensitivity/Accessibility  
July Team Building – Annual Picnic

September—Confrontation Avoidance

Confrontation Avoidance: a method of dealing with conflict, which attempts to avoid directly confronting the issue at hand. Methods of doing this can include changing the subject, putting off a discussion until later, or simply not bringing up the subject that might cause an issue.

5 Tips for Avoiding Conflict in the Workplace

• Be a good listener
• Put yourself in the other persons shoes
  • Avoid gossip and gossipers
• Seek Advice from a trusted supervisor
• Do not criticize, complain or blame