



Arnold Center, Inc

Exceptional People Delivering Quality Service

January 2017

Employee Monthly Meeting

FOLLOW UP ON ACTION ITEMS:

Christmas Party

Everyone

12/16/16

Closed on 26th for holiday

Everyone

12/26/16

Change in bus hours for holiday

Everyone

End of month

NEW BUSINESS:

Reminders

- **Attendance:**

Your attendance and participation in programming is important in reaching your service goals and in obtaining competitive and supported community employment. A discharge from services at the Arnold Center, Inc. may occur when an individual is absent from their scheduled activities/training/employment for three weeks without an approved leave of absence and/or medical documentation starting when the individual will return.

If you have not received a copy of the updated policy please take a sheet, see your Coordinator or you can view the policy in the Participant handbook online.

- Career Counseling
- Privacy in the bathrooms

Fire Safety

With John McClelland





Policies & Procedures

LEAVING YOUR ASSIGNED ACTIVITY SITE:

- Unless prior permission is obtained, it is expected that you will not leave your scheduled activity site during service hours. In addition, you will only be released to care providers or guardians unless prior permission has been obtained from proper authorities. For safety reasons, while waiting for transportation to leave the building, we ask that you remain in the cafeteria until your ride arrives.

SAFETY

Report any safety concerns to your supervisor or Service Coordinator.

Report any concerns in the complaint box- located in the cafeteria.

If you have improvement ideas/ tips let your supervisor or Service Coordinator know.



A 3D-rendered spotlight is shown from a high angle, casting a bright yellow beam of light onto a grey surface. The beam is a cone that tapers towards the source. The light source is a black, cylindrical fixture with a lens, mounted on a metal rod. The beam illuminates a large, bright yellow oval on the surface. The text "WORKER OF THE MONTH SPOTLIGHT !!" is centered within this illuminated area.

**WORKER OF THE
MONTH SPOTLIGHT !!**



NOMINATED INDIVIDUALS

- Ashley E.
- Sally P.
- Matt A.
- Brent A.
- Ray W.
- Dan A.
- Dale P.
- Bill R.
- Traci P.
- Glen S.

WORKER OF THE MONTH



Dan A.

Dan was nominated for doing a good job staying focused, his hard work and his good attendance.

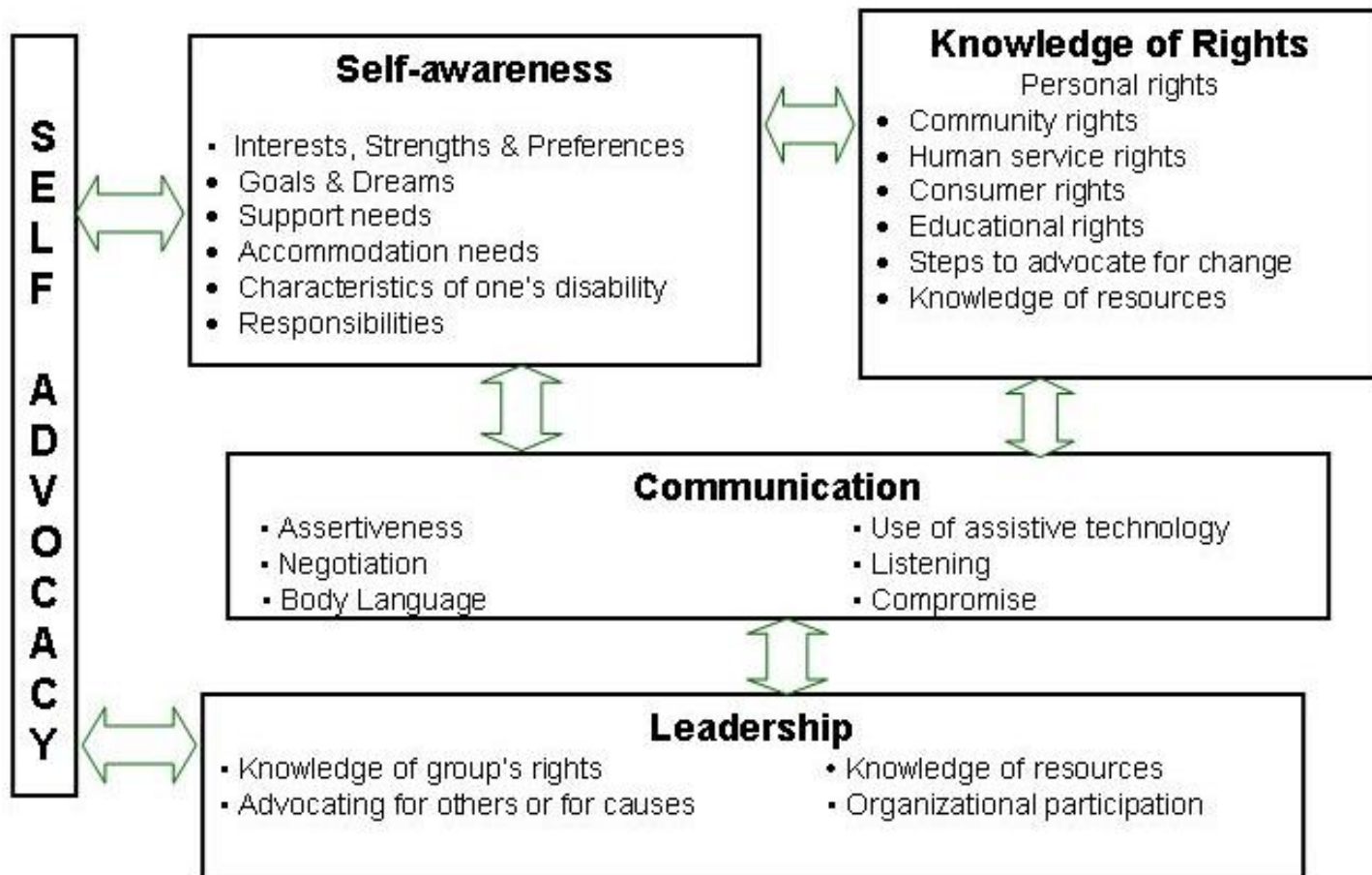


REVIEW OF NEWSLETTERS

❖ None to review this month

SELF ADVOCACY

Self-Advocacy Characteristics



Community Employment/ Social Recreation/ Volunteer opportunities

Community Employment

- Several subbing opportunities at job sites. Please see your Service Coordinator if interested

Social Recreation

- Please see your Service Coordinator if interested

Volunteering

- Please see your Service Coordinator if interested

WAGE & PIECE RATE

- Look for postings of, Rate per piece/CWS
hourly base pay/Pieces per hour.

Recipient Rights

Karen Elledge

Arnold Center, Recipient Rights officer



CUSTOMER COMPLAINTS

You can fill customer complaints out yourself or ask a staff for assistance.



The Customer Complaint box is located in the Arnold Center lunch room.



ACTION ITEMS:

OBJECTIVE	RESPONSIBLE PARTY	DEADLINE
Return paperwork	Everyone	ASAP
Valentine's dance at the Arc	Any one who wants to go	none