



# Arnold Center, Inc

Exceptional People Delivering Quality Service

May 2016

Employee Monthly Meeting

# FOLLOW UP ON ACTION ITEMS:

Meet new Coordinator

# NEW BUSINESS:

## Reminders

- No cell phones, iPods, mp3 players or other music devices used on the shop floor unless you it is in your plan to do so.
- No drinks or food brought onto the shop floor. There are water fountains in every location.
- The staff on the shop floor may not have time to total your parts before you leave.
- Do not bring items of value to work. The Arnold Center is not responsible for lost or stolen items.
- You are assigned to a job at the beginning of your shift. You are assigned to this job because this specific job needs to be completed and staff know you are capable of getting the job done.
- If there is an emergency please give that person and the staff the space and privacy they need to make sure everything is going to be ok and get the help that is needed. ex. Someone is having a seizure.
- If you are on a crew such as HSC, DC3, MTC, etc. and are here early in the morning or come back mid day, stay in the cafeteria. With no staff present in the morning it is a safety issue and mid day you are interrupting those on the production floor.
- If you are waiting for the bus please remain in the cafeteria. Please do not attempt to get someone off the shop floor for their bus/ or ride.
- If you need assistance go to staff on the shop floor first. The office area is private and contains sensitive material.
- No wandering around. If you are leaving your workstation you need to let staff know.
- Keep visits to the cafeteria at a minimum during your shift.
  - Eliminates time away from workstation
  - If something is missing you might be questioned

# In Service: Self Determination

## What is Self Determination?

**Self Determination:** Enables all eligible individuals to assume responsibility for planning and spending for the supports necessary to live and participate in the community. It provides freedom and authority to make choices regarding services and supports both formal and informal.

**Having the freedom to make your own choices**

# In Service: PCP (Person Centered Planning)

## What is Person Centered Planning?

**Person Centered Planning** is a process of planning for and supporting the individual receiving services. This planning model builds upon the individual's **strengths** and capacity to engage in community activities, while honoring the individual's **preferences, choices**, and abilities. This process involves those family members, friends, and professionals the individual wishes or requires. The process encourages formal and informal feedback from the individual about his/her supports and services, the progress made, and any changes desired or required. The exclusion of a person chosen by the individual to participate in this process must be documented.



## Policies & Procedures

### GIFT GIVING & GRATUITIES:

- It is natural to want to give a gift to someone for doing a good deed or for just being your friend. However, please remember that it is **against agency policy for the staff of Arnold Center to accept purchased gifts** from its participants. **Rather than buying a present to show your appreciation, consider a personal thank you or a card expressing your appreciation.** Homemade gifts, that have no retail value, are acceptable and encouraged provided they are given on an infrequent basis.
- It is our desire to ensure the safety and well-being of all participants involved in our services. **Some participants may have allergies, restrictions from doctors and/or guardians, etc., that would prohibit the giving of some kinds of gifts. Each participant's Service Coordinator would be knowledgeable about any restrictions or allergies and would be able to determine if the exchange should take place. Therefore, please refrain from receiving or giving gifts without the knowledge of your Service Coordinator.** If you have questions concerning this policy, please see your Service Coordinator.

# 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 cone of light onto a grey surface. The light cone is wider at the bottom, where it illuminates a large, bright yellow oval. The text "WORKER OF THE MONTH SPOTLIGHT !!" is centered within this oval. The spotlight's housing is visible in the top-left corner, with a lens that is slightly tilted.

**WORKER OF THE  
MONTH SPOTLIGHT !!**





NOMINATED INDIVIDUALS

- Matt N.
- Mark Z.
- Ardis C.
- Jenny Y.
- Tim Sp.
- Steve O.
- Dan R.
- Jim Wa.
- Karrem R.
- Ken D.
- Josh B.
- Kelli K.
- Brenda B.
- Harold K.
- Kelly R/D.

# WORKER OF THE MONTH



**Steve O. !!**

Steve O. was nominated for having good work attendance and for doing a good job on the shop floor. Keep up with good production!



# REVIEW OF NEWSLETTERS

❖ none

# SELF ADVOCACY



## TIPS

- Personal responsibility
- **Knowledge of the law and other rules**
- Fact finding and documentation
- Negotiating

**Most services are provided because of state or federal laws**

- Laws have regulations that provide guidance about how that law should be implemented
- Laws include definitions for eligibility and services
- Learn the best practices/standards for your services

# Community Employment/ Social Recreation/ Volunteer opportunities

## **Community Employment**

- AC shredding/ janitorial crew - multiple days open 3:00-5:30
- Chapel Lane janitorial crew E/O Friday 9:00-12:00
- Disability Network janitorial crew Fridays 12:30-1:30
- Hemlock Semi Conductor – multiple days 7:30-2:30
- Positions may open at different times. – Ask your coordinator if there's an opening.
- Subbing

## **Social Recreation**

- Fitness – Thursdays 9:00- 11:30
- Positions may open at different times. – Ask your coordinator if there's an opening.

## **Volunteering**

- Recycle Center – Mondays 9-11
- Shelterhouse Resale shop – Tuesdays 9:00-12:00
- Positions may open at different times. – Ask your coordinator if there's an opening.

# 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