

ARNOLD CENTER, INC
EMPLOYEE MONTHLY MEETING

Date: February 28, 2018

I. FOLLOW UP ON ACTION ITEMS:

There have been no further issues in regards to the bi-weekly payroll system. Just a reminder, direct deposit is now available. See your service coordinator if you are interested in participating.

II. NEW BUSINESS:

Community Safety and Awareness was the in-service topic of the month. Much of remaining safe in the community revolves around being aware of your surroundings. When you're walking down the sidewalk, keep your head up and look around you. Should you encounter a scary situation, go into a local business and ask for help. 911 should be contacted in the event of an emergency. This will summon police, fire or an ambulance depending upon this situation. Remember to only call this number in the event of an emergency. We gave examples of emergency vs non-emergency. A verbal argument with your co-worker is an example of a non-emergency. Witnessing a building on fire is an example of an emergency.

III. ACCESSIBILITY:

There have been no problems or concerns noted in this area. Employees agreed the restrooms were easily accessible and they're able to maneuver around the work place without difficulty.

IV. POLICY & PROCEDURE: Personnel Records

Accurate and up-to-date personnel records are important. You are required to notify your Service Coordinator immediately of any changes in the following:

- Home address and/or phone number,
- Person to be notified in case of emergency,
- Legal change in name,
- Change in guardianship, (if applicable)
- Change in marital status,
- Any changes of dependent status, (as this information is needed for income tax purposes) and
- Any change in medication.

The information you provide us, along with any additional information staff may obtain concerning you, will be maintained in a highly confidential master file. No information will be released from this file without your authorization, with evidence of a signed release.

It is your right to review your file; you must have a supervisor in your presence while reviewing. If you would like to see your file, please notify your Service Coordinator. Arnold Center does not prohibit the persons served from having access to their own file, unless a health care professional gives specific instructions. Some information within the file may not be released to the individual unless the originating individual (such as the psychologist in the case of an individual's evaluation), has given prior authorization.

V. SAFETY:

No problems or concerns have been noted in this area.

VI. REVIEW OF NEWSLETTERS (HAPPENINGS, LINK)

None to review at this time.

VII. SELF ADVOCACY:

No problems or concerns were noted. Marlene said the Valentine's Dance was quite lovely. Her co-workers agreed and said it was a nice break from work and opportunity to visit with colleagues.

VIII. COMMUNITY EMPLOMENT:

Openings on the Arnold Center and CMH janitorial crews; see Jennifer or Teresa if you are interested.

IX. WAGE AND PIECE RATE:

To earn a dollar assembling ring & lid, you must complete 63 pieces.

Action Items:

Objective	Responsible Party	Deadline
Present suggestions for meeting agenda and/or format	All employees	Ongoing

Meeting Minutes By: Jennifer Bell

Jennifer Bell

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