

ARNOLD CENTER, INC
EMPLOYEE MONTHLY MEETING

Date: January 31, 2018

I. FOLLOW UP ON ACTION ITEMS:

The transition from weekly to bi-weekly payroll has been exceptionally smooth.

There is some occasional confusion though it's been pretty minimal. We have a payroll calendar posted on the bulletin board and employees are encouraged to see that if there are additional questions. You are also encouraged to ask staff if there is continued confusion regarding scheduled pay weeks.

II. NEW BUSINESS:

Fire safety was the in-service topic for the month of January. If you encounter a fire, your first action is to activate the fire alarm and immediately exit the building. Should you encounter a small fire at home, and are utilizing a fire extinguisher, remember to P.A.S.S. Step one: **P**ull the pin. Step two: **A**im the fire extinguisher, Step Three: **S**queeze the handle, Step Four: **S**weep the fire extinguisher back and forth at the base of the fire. Employees are encouraged to have an escape plan at home. Are you familiar with the locations of all exits? Do you have a meeting place, outside the home, for everyone to gather? Remember, once you've exited the building, do not re-enter until you've been given the all clear from the fire department.

III. ACCESSIBILITY:

No problems or concerns were noted in this area.

IV. POLICY & PROCEDURE: Appropriate Dress

It is expected when you participate in Arnold Center services that you will adhere to good judgment with respect to clothing. The way employees dress tells a customer a great deal about the quality of service they can expect to receive.

When dressing for work, please be sure your clothing is not worn out (faded, stained, has spots or holes, frayed, etc.). Wear properly fitting clothing that is not too snug or revealing. Clothing should be clean, coordinated, free of body odor, and fitted properly. Shirts displaying offensive (inappropriate for the workplace) pictures (sexual, alcohol, tobacco, drugs or violence) or phrases/words that promote violence, sexual innuendos or are discriminatory towards a protected right or class are not permitted. H5 Consider wearing the following attire to work comfortable slacks or blue jeans, blouses or shirts, sweaters, simple jewelry, and substantial leather shoes or work boots that enclose the entire foot. During the summer months, Bermuda shorts (1 inch above the knee length) are allowed. However, jogging shorts, short-shorts, open-toed shoes, tank top shirts (shirts with no shoulders), halter shirts and low cut shirts are not appropriate.

The clothing you wear to work depends on the type of work you are performing. At Arnold Center, we perform many different jobs, which make it difficult to know what to wear each day. For instance, working outside, you will want to wear old clothing that is appropriate for the current weather conditions. If working inside (labeling, collating, etc.), you will want to wear casual clothing. Employees working at community based work sites are required to follow the dress code of the organization where you work.

V. SAFETY:

Reminded employees to make certain they are keeping purses, bags and backpacks out of the isles. If you must take something with you to the shop floor, please make certain it's placed out of the way in order to prevent it from becoming a trip hazard.

VI. REVIEW OF NEWSLETTERS (HAPPENINGS, LINK)

None to review at this time.

VII. SELF ADVOCACY:

Patty asked about the lunch period and why we're running a half hour rather than 45 minutes. Reminded her that many employees were expressing dissatisfaction with forty-five minutes as it was too long and people were becoming bored. Lunch time is monitored by staff and it's noted that employees have plenty of

time to eat and socialize with their friends. Those requiring additional time have
are given the accommodation of a lengthier lunch.

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 removing nozzles, you must complete 61 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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