

**ARNOLD CENTER, INC
EMPLOYEE MONTHLY MEETING**

Date: June 29, 2018

I. FOLLOW UP ON ACTION ITEMS:

Nothing at this time, reminded all employees to speak with Jennifer if they have agenda items to add or topics to discuss.

II. NEW BUSINESS:

Accessibility/Sensitivity was the in-service topic for this month. When defining accessibility, remember this doesn't simply apply to ease of use for a particular structure. It can also relate to a person's attitude. Don't assume a person with a disability needs help; always ask first and respect their wishes. Use person first language. For example instead of "she's autistic" you would say "a person with autism." Treat all assistive devices as an extension of the person. **Do not** lean on, move, or manipulate these objects without the individual's permission. CARF will be visiting the Arnold Center at the end of July. They will be touring our agency and may be talking to staff and participants. The purpose of CARF is to ensure the agency is meeting established guidelines for quality service. Please do not be scared to speak to them. Answer their questions honestly and, if you don't know the answer, simply say so. It's ok to say, "I don't know, but I can ask my coordinator for help."

III. ACCESSIBILITY:

Accessibility was the in-service topic for the month of June.

IV. POLICY & PROCEDURE: Reporting Wages to Social Security

According to Social Security regulations, all Supplemental Security Income (SSI) and Social Security Disability Income (SSDI) beneficiaries must report wages earned, no matter what the amount, to Social Security. If you have a guardian or

representative payee, then your payee must report your earnings. You will need to report monthly gross wages (the amount before taxes and other deduction are subtracted). You should also report if you start or stop working, increases or decreases in income, if you start a second or third job, work expenses related to your disability, etc.

If you do not report earnings to Social Security, eventually you will run the risk of an over-payment. You may be required to return the over-payment to Social Security. If Social Security charges you with an over-payment, you will need accurate records to support your case. You are encouraged to keep complete records of your employment, check stubs, taxes, etc. Arnold Center Inc. is not responsible for maintaining your earnings records for you. If you request an earnings history from Arnold Center, it can be provided at a cost of \$25.00 per request.

It is not the Arnold Center's responsibility to report your earnings to Social Security. That is your responsibility or, as appropriate, the responsibility of your representative payee. As a courtesy, however, and only following written authorization, Arnold Center will report your earnings to Social Security on a monthly basis. Following authorization, your name will be added to a master list of other employees who have authorized Arnold Center to release their earnings records to Social Security. Monthly, this list, including your name and monthly gross earnings, will be sent to Social Security.

Arnold Center does not assume responsibility for ensuring the list once received by Social Security is properly processed. You, and as appropriate your representative payee, are encouraged to contact Social Security regularly to ensure your earnings are received and properly processed.

Your name will remain on the list until you, or your representative, advise us otherwise or until you are no longer on the payroll of Arnold Center. If you leave Arnold Center and return later, you will need to reauthorize Arnold Center to submit your earnings to Social Security.

Understanding the importance of accurately and timely reporting of all earnings to Social Security will substantially reduce the risk of an over-payment. We understand that this can be a complex and overwhelming process. The good news is there is help available. Locally, you can contact the ARC of Midland 989-631-4439, Disability Network 989-835-4041 or the local Social Security office 989-759-0013. For further information, call the Social Security Administration at 1-800-722-1213, or search their website at www.socialsecurity.gov.

V. SAFETY:

Employees are not expressing any problems or concerns as it relates to safety.

Those in attendance felt the Arnold Center was a safe working environment and

agreed they would immediately report to staff if there were any problems or concerns.

VI. REVIEW OF NEWSLETTERS (HAPPENINGS, LINK)

None to review at this time.

VII. SELF ADVOCACY:

Today's discussion centered around CARF and Sensitivity/Accessibility. (The in-service topic for the month of June).

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 bending metal sides, you must complete 13 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