

**ARNOLD CENTER, INC
EMPLOYEE MONTHLY MEETING**

Date: March 30, 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:

Recipient Rights was the in-service topic for the month of March. All participants receiving Community Mental Health services are guaranteed certain rights. These include, but are not limited to, the following: Confidentiality, Freedom from Abuse, Freedom from Neglect and the right to be treated with respect. It is a violation of rights for staff to discuss your personal information with others. They must have written permission prior to revealing any information. Failure to obtain this release is a violation. Should you or your guardian sign a release of information, it can be revoked at any time. You have the right to participate in services without experiencing verbal or physical abuse. We discussed some examples of verbal abuse. If you're supervisor finds errors in work and says the following, "you're so stupid, why can't you do this correctly?" that's an example of verbal abuse. Should they state, "that's not how we do this, let me show you the correct method" that's not an example of abuse. Stacie Ogg is the Recipient Rights advisor for the Gladwin location. If you feel your rights have been violated, you may speak with Stacie at any time. Should you wish to complete a rights complaint, any Arnold Center staff can assist with this process.

III. ACCESSIBILITY:

Reviewed the meaning of accessibility and asked if there were any problems or concerns; none were noted.

IV. POLICY & PROCEDURE: Visitors & Guests for Participants

Visitors to the Arnold Center, whether for the first time or a frequent visitor, are required to sign in at the front desk. Visitors, guest, and outside staff must be escorted when conducting business outside of the reception area. An employee of Arnold Center should greet your visitors and assist them with their needs, or arrange for appropriate personnel to assist them, while they conduct their business.

Arnold Center recognizes that individuals are proud of their jobs and that they may occasionally want to show friends and family what they do. If you wish to give friends or family a tour of their work site, you must pre-arrange the tour with your Service Coordinator. Certain sites do not lend themselves to visitors, and therefore requests to have visitors may be denied. When authorization to have a visitor is granted, discretion should be used to insure the visitation does not disrupt a participant activity or Arnold Center operation and that the duration is kept to a minimum. Drop-in visits from friends or family members are discouraged, but may be unavoidable. If drop-in visits become excessive (more than 5 or 6 times per year), and extend beyond a few minutes per visit, the participant may be subject to disciplinary action.

Participants of the Arnold Center that have guardians shall only be released to known care providers unless prior permission is granted by proper authorities (guardians, parents, care providers, Service Coordinators, etc.). When a release to an unauthorized person is requested, the staff person approving the release must first confirm with the person's Service Coordinator that prior authorization was received, and confirm the person's identification by requesting to see his/her driver's license. Documentation of authorization and identification shall be made in the individual's master file.

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 noted at this time.

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 folding/stapling tubes, you must complete 23 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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