

**ARNOLD CENTER, INC
EMPLOYEE MONTHLY MEETING**

Date: May 31, 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:

In-Service Topic for the month of April: Self Determination and Advocacy

All employees have the right to direct the services they receive. Yearly Person Centered Plans exist in order that your team can gather and help develop a plan to assist in meeting the goals you've established. Quarterly, your coordinator will meet with you to discuss progress toward your goals and to make any modifications you deem necessary.

You have the right to set that agenda at your Person Centered plan and to invite whomever you wish. The agenda is your choice; you have the right to determine what is discussed.

Should you desire outside facilitation, you also have that right. When your coordinator sits down for your pre-plan, inform them you wish to have outside facilitation.

III. ACCESSIBILITY:

There have been no problems or concerns noted in this area. Employees were reminded to seek supervisory assistance if they had difficulties maneuvering throughout the Arnold Center or need help understanding written material.

IV. POLICY & PROCEDURE: Gift Giving and 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.

V. SAFETY:

Encouraged employees to ensure their personal belongings are kept off the floor and chairs pushed in. Such actions help keep the aisles clear and reduce safety hazards. Remember that safety is everyone's responsibility. If you note a safety hazard, please report it immediately.

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 cutting heat sealing/labeling bags, you must complete 27 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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