

ARNOLD CENTER, INC
EMPLOYEE MONTHLY MEETING

Date: November 30, 2017

I. FOLLOW UP ON ACTION ITEMS:

The Arnold Center has recently adopted a bi-weekly payroll system for all employees. While this transition may be difficult, we have encouraged everyone to budget in advance to get them through two weeks. In addition, the Arnold Center is offering direct deposit for everyone. If you are interested, please see your coordinator for the direct deposit form. It must be thoroughly completed and signed by yourself or your guardian (if appropriate). Once complete, return it to your Service Coordinator.

II. NEW BUSINESS:

Blood Borne Infections Disease was the in-service topic for the month of November. If you come across any bodily fluid, please notify staff immediately. It's important to clean and dispose of such fluids in the appropriate fashion. Individuals should practice universal precautions which start with the assumption that all fluid has the potential for hazard.

If sick, employees are encouraged to remain home in order to prevent others from being infected. One of the greatest methods of spreading disease is to wash your hands properly. You should wet your hands, apply soap and rub vigorously under running water. This should be done for at least twenty seconds. (A good way to measure this is by singing happy birthday twice). Dry your hands and use the paper towel to turn off the faucet.

III. ACCESSIBILITY:

No concerns noted in this area. All agreed the isles were kept clear, bathrooms accessible and it's easy to maneuver around the building.

IV. POLICY & PROCEDURE: Weather

It is the policy of the Arnold Center to remain open during most periods of inclement weather; however, when extraordinary circumstances warrant, due to weather or other unforeseen business interruptions, the company reserves the right to close the facility. Should this occur, employees are encouraged to listen to TV and/or radio broadcasts during periods of adverse weather to find out if the facility is open or closed on a given day. Arnold Center's Executive Team will make a decision by 6:00 am during periods of such inclement weather and shall communicate a closure to the local media, including WNEM Channel 5, WMPX FM radio, and 96.1 FM radio.

If the facility remains open on an inclement day, it is ultimately up to each employee and/or his or her guardian/home care provider to determine if they can safely arrive at work under the existing conditions. If Dial-a-Ride, County Connection, and/or Gladwin City-County Transit are closed due to poor conditions, YOU MUST ARRANGE TRANSPORTATION to get to and from work. If you decide not to come in because of poor weather, please notify your Service Coordinator. If you miss a day due to poor weather and would like to make it up, your Service Coordinator will work with you to arrange a make-up date.

V. SAFETY:

Discussed safety at work and that it's everyone's responsibility. If you note objects in the isle, report it immediately. Should you note something on the floor, please pick it up. Don't assume somebody else will take care of or notice the situation. We have to work together in order to maintain a safe work environment.

VI. REVIEW OF NEWSLETTERS (HAPPENINGS, LINK)

Reviewed the Fall 2017 Newsletter

VII. SELF ADVOCACY:

Patty wanted to know if the Arnold Center was planning a Christmas Party. I confirmed we would have a holiday party though details aren't available at this time. Charles said subs would be nice to have; informed everyone we would likely be serving appetizes only so all employees should pack a lunch. We will submit details as they become available.

VIII. COMMUNITY EMPLOMENT:

We continue to have openings on the evening janitorial crews. Both ongoing positions and occasional fill in. Please see Teresa or Jennifer if you wish to participate. Additionally, we need additional individuals who are able to clean windows. If you ae interested or would like training in this area, please see your coordinator.

IX. WAGE AND PIECE RATE:

To earn a dollar on hand washing packets, you are required to wipe 7 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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