Staff Meeting April 4, 2016

**Trainings**: A memo will be attached to this week’s paychecks – A number of employees have expired trainings- DDA regulations indicate that employees must have specific trainings in order to work directly with participants- A second audit will be conducted to identify any deficiencies – Those staff who are not up to date will be subject to administrative disciplinary action--- Everyone must remember that trainings not only protect our participants, it protects you and the facility. Instructions were provided on how to obtain a listing.

**Time and Attendance**: A reminder is being given about proper use of the time and attendance system- TCLE will enforce the current policy- For anyone not fully understanding the system can visit our website and review the training program. In some incidences, timesheets have reflected errors over 50% of the time.

**Emails:**  it is the responsible of the staff to make sure that emails are being checked daily

**Transition Plan:**  TCLE continues to move forward with keeping in compliance with the new regulations- the above items need to be taken care of immediately in order for everyone to focus on the vision and mission- As a reminder to everyone- programming will be focused on community presence, community participation, and community involvement- additional meetings will be set up in the near future to address our next steps..

**Smoking:**  TCLE is a non-smoking facility that includes the property that is either owned or leased in our name- I’m strongly advising that staff not smoke during work hours- there are programs in our community that can assist with quitting..

**Special Olympics:** The in-service training day has been cancelled for the 22nd of April- please contact your immediate supervisor for the Special Olympics schedule.

**Employee of the Quarter:**

**We had three employees for the 1st Quarter congratulation goes to Woody Norris, Katie McDonough and Bryttiany Oliver**

**CASH BASH\_ Keep up the great work!!**

**RMF**