Staff Meeting:

August 2, 2016

1. Reminder on the new procedure for leaving the facility - All staff must fill out the necessary form which identifies location, individuals participating and approximate departure times- this form will need to be completed by any offsite program that participants in a community outing (non-work activities) -for offsite programs- the form should be sent to the office via fax or email with a phone call for confirmation. Be sure to check/read all communication books prior to leaving (Looking for possible conflicts such as doctor appointments, early pickups, etc.)
2. TCLE will send home to families a reminder about the Evacuation Plan for our facilities in the event of an emergency where our facility must evacuate- Reminder to staff: Be sure that your emergency books are kept up to date – it is recommended that all SSN numbers on the individual face sheet be deleted. These books are to be secured at all times – books are not to be left in vehicles, or left in unlocked vehicles while on outings. In the event of an emergency, the face sheets have enough information that emergency personnel could render assistance-
3. **Reminder: Every outing will require staff conducting a head count and being responsible for the whereabouts of all participants. – this is not an option.**
4. Smoke Detectors- No one is authorized to take out batteries or remove any smoke detector from any of our sites- if a smoke detector is in need of a new battery please contact the office immediately.
5. TCLE’s annual Golf Tournament will take place on September 30, 2016- anyone who may know of possible sponsors or golfers please contact Laurie Dorsey directly- [dorseylm@tcle.org](mailto:dorseylm@tcle.org) or ext 14
6. Wanted to thank the entire staff for their patience during the computer/MyMitc problems- the storm that arrived on Thursday night the 28th of July- knocked out our MyMITC, along with a number of computers and our internet. We believe everyting has been restored- I’m asking that anyone who maybe experiencing problems please email me the issue so that we can address the issue quickly.
7. **Licensing Review-**  We have received a very favorable review and everyone should be proud- GREAT JOB EVERYONE! We only had a few minor issues-Just as a reminder-- Staff are required to maintain trainings- please make sure that all trainings are kept up to date throughout the year. Remember that the submission of all paperwork needs to be done in a timely manner. At the current time, the 2nd of every month, your monthly progress notes are to completed and submitted, remember your daily attendance sheets must be completed and submitted to Laurie, If you should have any questions please contact your immediate supervisor.
8. **Not discussed at the staff meeting but please remember the following:** Having visitors at the center for personal reasons can be very distracting. I’m strongly discouraging anyone from having individuals that show up to our facility or any programming site for the sole purpose of just hanging out. Please monitor all visitations, if a situation becomes detrimental to programming – the administration will need to enforce a visitor’s policy. If you should have any questions please contact me.

Thank you and enjoy the warm weather—

* Do forget to check emails daily
* Always review your MyMITC for any issues- remember to submit any leave request per protocol to avoid short falls in pay checks…