Staff Meeting December 6, 2016

* Reminder on Participant Safety-

1. During outings and group activities in the community- it is imperative that we are accountable for every individual- Staff should be able to account for each individual- head counts shall be done several times during the course of an outing.
2. Staff should be reviewing and understanding each participant’s limitations and levels of assistance—Do they understand potential dangers? Crossing the street/Parking Lot? Are they within eye site at all times?
3. Minimize distractions – Use of a cell phone, staff to staff conversations, etc.

* Winter Time- weather conditions are changing— We will be forwarding some winter safety tips to all staff **– Think safety first**!
* Email Sent out—TCLE Policy on Abuse and Neglect – please review this information and if you have any questions please contact HR or the Executive Director – additional information has been sent out on general information regarding Abuse and Neglect
* Abuse and Neglect can happen at a moment’s notice (Remember to —Maintain Proper Supervision, only use the Proper Techniques in Dispensing Medications, be aware of your surroundings, monitor and report any issues.
* Use of Computers and Emails—please take precautions when opening emails- we have been experiencing a few issues with our computer system—Spam emails can expose our system to internet viruses—Emails sent by TCLE staff can be verified by the @tcle.org email address
* Reminder on Staff Trainings—Staff with birthdays in December- your expiring trainings will be due by the end of the month.
* Reminder that TCLE will be closed on December 23 and 26 in observance of the Christmas Holiday- Please check with your immediate supervisor for any modified work schedules.
* DDA will be changing the payment system in the very near future – along with these changes, it will be important for all TCLE staff to check their email accounts daily and to make sure that all daily attendance sheets are completed in a timely manner.
* Staff Party

1. Arrangements are being made – more information will be forth coming. Currently, we are scheduled for the 20th of January – The event will be held at the Holiday Inn located in Solomons
2. Voting on the menu took place and the Pasta Lovers have prevailed.

* Our fundraiser is underway- Christmas Trees are on sale