Staff Meeting:

July 5, 2016

1. Reminder: July 8, 2016 at 10am, TLCE will be holding our annual HVFD carnival day- It will be hot, so please take additional precautions- making sure everyone drinks plenty of water, sunscreen is applied , use the Air condition building for cooling, minimizing the time spent outside on rides making sure that individuals are given breaks ect… Some participants will be identified and will need to monitor.
2. TCLE received a generous donation from the American Legion Post in Ridge Maryland- $3,800. A thank you goes out to that organization.
3. **Reminder: Every outing will require staff conducting a head count and being responsible for the whereabouts of all participants. This has been reviewed several times already – Given all the different hazards, this cannot be an option. Any staff person not conducting counts will be subject to disciplinary action.**
4. Use of the checkout communication board-it hascome to our attention that phone numbers are being compromised- TCLE has changed our procedure- your immediate supervisor will provided special instructions- TCLE will be using a paper form that will be submitted to the office for all outings- this will be done for all sites- The purpose of this procedure is to assist the center in the event of an emergency.
5. Opening of the new store- Our new store located in California Maryland will take place on July 23, 2016 at 9:00
6. Trainings- we have conducted a review of all the training sections and have identified that a few of the trainings have been omitted for some staff. Please check your MyMITC training site to verify that you do not have any out of compliance trainings.
7. **DRESS CODE** It has been observed over the past several weeks that some staff have taken a very relaxed stance on our dress code policy. TCLE will take the following position on the dress code ( with additional changes in the near future):

CHANGES OR ENFORCEMENT

1. No open toe shoes will be worn by any staff person in any position within our organization. This is policy that our Workers Compensation Carrier is requiring TCLE to follow.
2. No T-shirts with any prints, designs, etc.
3. No shorts ( unless an event would dictate and approval from your immediate supervisor)
4. No leggings
5. No Tank tops

TLCE will be reviewing each program area and additional dress code changes will be modified- If TCLE establishes a specific dress code for our Vintage Values Stores then any staff person whose participant programming takes place at that store will be required to follow the dress code set forth.

If you should have any questions concerning the minutes please email me. Thank you