Staff Meeting Introduction

June 10, 2016

In-service Training / location at Southern Maryland Higher Education Center

* Introduction to TCLE’s Transition Plan into an Employment First Provider- TCLE will be setting up programs that will promote community based programs for all participants. Our goal is to set programs that will provide access to the community so that each person can experience events and opportunities.
* History was reviewed – Summarized DDA’s position and compliance due date of 2019
* With the transition into Employment First- the following areas were addressed:
1. Trainings- TCLE will develop a new policy/procedure to address staff that are not incompliance with training requirements
2. Emails- it is required that TCLE staff check TCLE email accounts daily for communication
3. Time and Attendance- all TCLE staff are required and accountable for time sheets
4. Paperwork- submission of all paperwork will be monitored

TCLE reviewed with all staff that the above issues will be strictly enforced and given the direction we are taking, we cannot continue to step backwards and revisit these issues.

* All staff was given TCLE’s vision statement that summarizes changes that will be taking place that will promote community presence and participation.