May 2, 2016

Staff Meeting Minutes:

* Reviewed the procedures for checking emails daily- for the month of May information regarding the Policies and Procedures for Email and Internet Usage will be sent out to all staff –
* Reminder that TCLE will be holding an In-service training day at the Southern Maryland Higher Educational Building located off of Airport Drive June 10, 2016 8-4 .
* Reminder on using the MyMITC system checking daily and being accountable for all punches.
* Reviewed the status on Cash Bash Tickets-
* Discussion on TCLE’s Transition into an Employment First/Community Base Program

Open discussion on suggestions regarding the Monthly Staff Meetings-

* Maybe the first Monday of each month is not the best day- there seem to be a consensus that Monday in general is a busy day and many staff have a tendency to forget-
* Instead of holding the meeting at 3:15 could the staff meetings be held prior to 3?

For July 5, 2016 we will have our monthly staff meetings on the first Tuesday of each month and will start the meeting at 2:40 – No meeting will be held in June – since we will have a staff in-service day.