October 4, 2016

Staff Meeting

* Review of using Social Media during company time- it was encouraged for all staff to make sure that company time was not being used for the use of social media. It was stressed that individuals should be very cautious about posting items on social media that could be perceived by others as threatening or bullying- TCLE wanted to remind all staff about postings and not to encourage others to post items that could associate them with a grievance.
* Informed staff of the Sub Committees formed by MACS to address the transitioning plan into an Employment First Community Based Program- TCLE has 8 staff that have completed some type of training on this topic and will continue to send additional staff.
* Open enrollment for Health Insurance starts- TCLE will be forwarding packets to staff. If you are receiving Health Benefits from TCLE and you have no changes with your coverage, then no action is required from you. If you are a new staff person and are eligible for benefits, please see Tiffany immediately for instructions on how to register. Individuals who are not on the health plan will be required to sign the declination form again. Tiffany will be sending out information on this. Any staff person who has the Health Plan and wants to make changes, information/instructions will be provided. PLEASE remember: due to HIPAA regulations, TCLE is not allow to submit this type of paperwork for you.
* General Information about a grant that is being worked on was provided – this is a class project for a young man- the hope is that TCLE can benefit with the work being completed.
* Golf Tournament- special thank you goes to Laurie Dorsey- we had a number of staff that helped out that day- and a thank you goes out to each and every one.
* Safety- reminder about Building Safety – please remember to check doors and windows when you leave—be very cautious of your surroundings
* STORM- plan accordingly for the storm- for those individuals working with PS participants that live alone, you must make contact with them concerning supplies and phone numbers. Be careful- I will forward updates via email to all staff as information is updated.