Staff Meeting:

September 6, 2016

1. Reminder on the new procedure for leaving the facility – Do not forget to call in for any updates this needs to be completed prior to leaving the last site.
2. Reminder to maintain up to date emergency books – books should be kept in a secured placed ( locked vehicle if you are visiting a public place)
3. TCLE’s annual Golf Tournament will take place on September 30, 2016- anyone who may know of possible sponsors or golfers please contact Laurie Dorsey directly- [dorseylm@tcle.org](mailto:dorseylm@tcle.org) or ext. 14
4. Please note that next week is Direct Support Appreciation Week; please check your emails daily for upcoming events.
5. Parent Night was a success- we had 35 to 40 individuals attend; there was discussion on the community based programming and subminimum wages. For community activities, please make sure that parents and care providers are given ample time to make the necessary arrangements for outings (such as giving at least two to three days’ notice if one needs to bring money in for an event). As for the discussion on the wages, families have been notified that during the course of the next several months the hours and wages will be changing.
6. **Not discussed at the staff meeting, but please remember the following:** Having visitors at the center for personal reasons can be very distracting. I’m strongly discouraging anyone from having individuals that show up to our facility or any programming site for the sole purpose of just hanging out. Please monitor all visits; if a situation becomes detrimental to programming, the administration will need to enforce a visitor’s policy. If you should have any questions please contact me.

Thank you and enjoy the warm weather

* Do not forget to check emails daily
* Always review your MyMITC for any issues- remember to submit any leave requests per protocol to avoid short falls in your paycheck