

Morgan Support Services Staff Meeting Information

Date: 07/10/2019

Presenter(s):

Dykeeta Alston and Ron Brooks,

Attach Sign-In Sheet here: or list attendees on the following page.

Information Covered:

	Employee benefits		Cell phone policy
	Community involvement		Confidentiality
	Cultural Diversity		Customer service
	Documentation		Facility maintenance
x	Health and safety		Human rights
	Incident report		Medication/MAR
	Person-specific info	x	Programming
	Quality management		Resource center
	Restrictive intervention	x	Staff attendance
	Staffing coming/going		Staff recognition
	Staff to staff interactions		Stakeholders
	Strategic plan		Supported employment
	Team structure	x	Teamwork
	Training/supervision		Other:
	Other:		Other:
	Other:		Other:
	Other:		Other:

Attach minutes here: or write them out on the following page.

Staff Meeting Notes:

Personnel- Dykeeta Alston

Dress Code, provided handouts and discussed in detail what is and isn't appropriate for work.

Timelessness, staff getting to work on time, if staff continues to have inconsistencies with being prompt disciplinary action will take place.

Accepting constructive criticism

Reading up the books on the pws

YMCA is taking donations for canned food drive

Health and Safety/Programming- Ron Brooks

Keeping hand sanitizer and any other supplies locked up

When do document an incident report , that entitles to knowing when to report an incident and properly documenting the incident.

Transporting- one on one's can help groups transport, however they have to be going to the same destination

Being mindful of administering meds on time

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