

Morgan Support Services Staff Meeting Information

Date: 07/24/2019

Presenter(s):

Shawna Patterson, Russell Morgan, and Mickala Gilchrist

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
x	Documentation		Facility maintenance
x	Health and safety		Human rights
	Incident report		Medication/MAR
	Person-specific info		Programming
	Quality management		Resource center
	Restrictive intervention		Staff attendance
	Staffing coming/going	x	Staff recognition
	Staff to staff interactions		Stakeholders
	Strategic plan		Supported employment
	Team structure		Teamwork
	Training/supervision		Other:
	Other:		Other:
	Other:		Other:
	Other:		Other:

Attach minutes here:

or write them out on the following page.

Staff Meeting Notes:

Health and Safety- Shawna

Bomb Threat procedure and provide handouts., went in detail over handout and created bomb threat signal

Staff Recognition- Russell

Employee of the Month- Shunea Merritt

Clinical/Documentation- Mickala

Submitting EGGs and declined EGG's in a timely manner.

Declined EGGs should be turned in no later than 10a of the next day.

Certificate Of Completion

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