

Morgan Support Services Staff Meeting Information

Date: 10/16/2019

Presenter(s):

Shawna Patterson, Mickala Gilchrist, Courtney Hayes, Russell Morgan, and Dykeeta Alston

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	x	Programming
	Quality management		Resource center
	Restrictive intervention		Staff attendance
x	Staffing coming/going		Staff recognition
	Staff to staff interactions		Stakeholders
	Strategic plan		Supported employment
	Team structure		Teamwork
	Training/supervision		Other:
x	Other: personnel		Other:
	Other:		Other:
	Other:		Other:

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

Staff Meeting Notes:

Health and Safety- Shawna

Football season is approaching making sure staff is being mindful of the pws, the weather conditions, stretching before games, preventing injuries.

Programming- Mickala

Staff being mindful of the diets and food restrictions that some of the pws we support are on.

Programming- Russell

Staff being mindful the purpose why we are here

Staff setting boundaries for the pws

Horse-playing

Therapeutic Relationships

Staff staying focus being in-tune with the pws to prevent behaviors.

Five Party volunteers.

Clinical/Documentation- Courtney

Staff being mindful to check DocuSign to initial to acknowledge corrections made.

Staff submitting absence reports

Staff submitting documentation on time.

Personnel- Dyeeta

Staff need to have lunch done by 1p.

Requesting any time off including birthdays needs a two weeks notice

Staff getting to work in a timely manner.

Certificate Of Completion

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