

Morgan Support Services Staff Meeting Information

Date: 10/02/19

Presenter(s):

Shawna Patterson, Ron Brooks, and Russell Morgan

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
	Health and safety		Human rights
	Incident report		Medication/MAR
	Person-specific info	x	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	x	Teamwork
	Training/supervision		Other:
x	Other: Accountability		Other:
x	Other: Cleaning/Chores		Other:
	Other:		Other:

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

Staff Meeting Notes:

Introduction/Opening the Floor to staff to express any concerns or comments- Shawna

Programming- Ron

The importance of teamwork

Holding people accountable for their actions

Ensuring that daily chores are being done

Not throwing trash in flower pots in front of the building

For the pws who smoke need to be held accountable for sweeping up cigarette butts.

Coverage, the importance of making sure the person you are providing services for is covered when staff leave early.

Staff recognition- Russell

Employee of the Month- Courtney Hayes (August) and Dupree Hall (September)

Open Floor for questions, concerns, or comments.

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