

March 9, 2023

AGENDA:

1. Introductions of new staff.
2. Introduction of new manager/home share coordinator and her role.
3. New HR company and new contracts.
4. Running Service Records - formatting, submissions, and intro to new form.
5. Annual Summaries.
6. First Aid Training
7. Accreditation.
8. Monthly staff meetings/training.

MINUTES

1. Introductions of new staff.
2. Introduction of new manager/home share coordinator and her role.
 - Welcome to Nikki!
 - Helping out with the home share people, as well as management tasks such as supervising new staff, helping with participants' support needs, admin tasks, and accreditation.
3. New HR company and new contracts.
 - As preparation for accreditation, we hired an HR company. As such, we have new contracts that we will be sending out to workers who started with us prior to July 2022.
 - We also have new a new policy and procedure manual and health and safety manual which will eventually be available for download on our website.
4. Running Service Records - formatting, submissions, and intro to new form.
 - New forms allow you to summarize your activities for the month. You can also write daily records if that is what works best for you.
 - The goal of the new forms is to make it easier on you when submitting your notes.
 - New forms now have a save and submit later button.
 - Link is only good for 30 days.
 - You need to click on submit for the notes to actually be submitted at the end of the month.
5. Annual Summary Reports
 - Due by April 30, 2023 for any individuals whom you have worked with for 6 months or more.
 - These reports go to CLBC to update them on the progress and goals of the individuals.
6. First Aid Training
 - We are organizing in house FA training. Please let Nikki know if you are interested in joining.
7. Accreditation
 - We are going through accreditation this year. This means that we will be tightening our systems up and ensuring all our files are up to date.
 - If there are any people that are interested in helping out with a health and safety committee, please let us know.
 - You may be contacted next year for an interview with the accreditor. More information about this will be provided when the time comes.
8. Monthly staff meetings/training.
 - We are going to start doing monthly meeting again. We'll keep you posted about when these will start.