Staff Meeting

November 30, 2018

Starting at 6:00 pm

Meeting called by: Joan Bogle

Please note: Caregivers who are able to view the agenda sent should use it to follow what is being covered.

To participate in this mandatory conference call please dial our conference number at (1-605) 475-2875 - you will then be prompted to diat the access code 8047449; once you have done so please press pound (#) to join the conference call.

Some of you may experience difficulty in gaining access to the conference; just hang up and try again at least twice. If you have done so and still cannot gain access, call the office at (862) 268-0885.

Phones should be on mute so as not to disturb the meeting with background noise (ie: dogs barking, television etc.)

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Good evening everyone and welcome to the staff meeting for November.

The agenda for this meeting is as follows:

* Roll call: 6:00-6:05 pm
* New Office Manager - Helaine Guerino she will be available from 9-5 M-F. Her direct line is (862) 268-0885. Helaine will be handling the scheduling, billing assisting in chart review etc. Please contact Helaine with any questions or concerns and she will direct the call to either Joan or Lisa as needed.
* Clocking in and out is crucial. If you do not clock out, your tasks are not completed, you will be required to come into the office and complete your tasks prior to the end of the pay week or you will not be paid.
* Calling out sick/any changes that need to be made on the schedule you must speak with a live person. Leaving a text or voice mail is unacceptable.
* We are continuing to review all employee files. It is imperative that all medical files are up to date. If medical files are not up to date, you will not be able to work.
* Please make sure you read and sign a copy of the NJ Sick leave act. We need a signed copy for your file. There will be “black out” dates. For example, the day before the holiday, the holiday itself and the day after the holiday, when you may not use the sick leave. Documentation from a doctor WILL be required if you are sick on the Black out days..The holidays that are considered “black out dates” are: Christmas Day, New Years Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving.That would be considered an unforeseeable event. If you use the leave If you are ill on the day that you are scheduled to work, we ask that you notify the office at least 3 hours prior your shift so that your shift may be covered. That is also an unforeseeable event. For anyone that has started working with us before October 29th, you will be eligible to start using your accrued hours on February 26, 2019. A new policy will be sent out on this. If you need additional information call the office.
* There is a new policy added to the Policy and Procedures Manual stating the employer must be able to reach or contact the employee during working hours and when they are travelling to work. All employees must have a reliable source of communication method so the employer can relay any emergencies or changes to the employee and vice versa. The employee must be able to return calls or texts within 1 hour during working hours.
* Everyone must have a temporary I.D. badge, if you don’t have one remind Lisa during your next aide supervision and she will take your picture and send one to you.
* All inservices must be completed. We are currently working on uploading additional educational material to our new website: Caringtouch.net, visit the “employee portal” watch the videos and “resources” to complete the quizzes. All CHHA are required to complete 12 hours of inservice yearly to sustain your license.
* We hope to see you all at the Holiday Party on December 8 @ 6:00pm. It will be held at the Hibiscus, 270 South Street, Morristown, NJ 07960. Please call Helaine to advise if you are coming and bringing a guest. The cost of a guest is $35.