

## MINUTES

### Staff Advisory Council

January 21, 2025

11:00 AM –SJAB Library

**Members Present:** Chair, Tabatha Boyd – 4 members

**Guest:** N/A

**Members Absent:** 11 members

#### **Minutes from past meeting:**

Motion was made to approve the November minutes as presented. Motion seconded and carried.

#### **Intro**

Chair Tabatha Boyd welcomed all in attendance, introduced new members and went over the Staff Advisory's mission.

#### **Old Business:**

A concern was raised by a SAC member that there is a lack of supervision from CCW's when their children and cottage residents are outside. Members expressed that several emails had been sent out regarding this, but the lack of supervision is still occurring. After some discussion with SAC members the concern was sent to Program Supervisors to address the issue with their staff.

This issue was addressed during the monthly DC meeting, however, according to SAC members the issues still persist. SAC asks Program Supervisors if they can address this issue one on one with their staff during supervisions in addition to being brought to the DC Program meeting again.

**Chair Tabatha Boyd informed SAC that supervisors will be addressing these issues one-on-one with all of their staff. There were no CCW's in attendance at today's meeting, discussion for this item was tabled until the next SAC meeting, scheduled for February.**

Admin-CFO Response Requested: A maintenance request was submitted asking for an awning to be placed at the SGA back door that is close to the side of the building. There has been no response as of yet regarding the request. An awning is requested for the door as there is currently no overhang from the building covering the door and when there is rain, water falls in abundance from the roof onto the door and on any staff member who need to enter and exit the building through this door.

**SGA is still awaiting a response from the Maintenance department regarding the requested awning. Chair Boyd also emailed maintenance and copied CFO, Mrs. LuAnne Clark on 1/21 to find out the**

**status of this request. Later in the day on 1/21 a response from the Maintenance Director was received and they stated that they are still trying to work on a solution.**

**Admin-CFO Response Requested:** SGA requests modernization of the SGA lobby. New lobby furniture has been acquired and placed; however, the lobby itself is in need of some restoration. Restoration requested includes new paint, new ceiling tiles (current ceiling tiles exhibit water damage from previous water leaks), and new lighting. LED lights are requested as the lighting choice as adequate lighting is needed to show customers subtle difference in ink color, saturation, contrast, etc. of print jobs.

**Admin-CFO Response Requested:** SGA requests Admin-CFO response regarding modernization of SGA lobby. Additionally, SGA is requesting to split the break room area to create a conference space with a table and chairs needed to meet with customers. Contact for request is SGA Manager, Mr. Thomas Boyd and Graphic Specialist, Ms. Cat Scott.

**Admin-CFO Response Requested:** SGA requests parking spaces to be placed near the building entrance for customers. One or two spaces are requested. Currently there are no parking spaces near the building entrance. Customers must park on the road or on the side of the building and walk down the sidewalk or upstairs to access SGA's front entrance. This is a challenge for many of SGA's customers, especially those who are elderly and/or need to carry the items they purchased to their vehicles. SGA is requesting an Admin. response for this.

#### **New Business:**

**Admin-CFO Response Requested:** A request came up asking if it would be possible for MHCO to increase Kid\$Earn wages from \$5.00 to \$7.00 for residents 12 years of age and older. SAC believes a wage increase would be appropriate as the cost of things has gone up over the years. Additionally, SAC hopes this will help with retention of residents in the Kid\$Earn program. Many residents with jobs on campus do not show up for their assigned shift and oftentimes they do not even call. Other issues seem to be that residents do not take the Kid\$Earn program seriously and show up to their shift late and/or unprepared, wearing inappropriate clothing -such as flip-flops/sandals to work at the print shop- where closed toe shoes are required; or bringing a cell phone and using it during work hours. SAC does not believe the Kid\$Earn program prepares residents to obtain a job in the community/real-world as it should and hopes that implementation of an assignment form and appropriate consequences from a supervisor when requirements are not followed will better prepare residents for jobs in the community when that time comes. SAC discussed what consequences of not following the requirements outlined in the form could look like, one of which would be write-ups. After so many write-ups suspension from the program for 30-60 days or indefinitely would be appropriate. SAC then discussed creation of the job assignment form that would outline a resident's duties and responsibilities when working a Kid\$Earn job. Form would include where the assigned job would be located, and the requirements of the residents to maintain employment. Education Coordinator/Vocational Counselor, Ms. Taylor Parrish has agreed that she would create this job assignment form. Form is attached for review and needs approval from Administration to implement.

**Risk Management: (Risk Management Team Meeting will be held will was held 12/11)**

**Old Business:**

1. There is a large entry point in the fencing where a tree fell on 8/8/24.

After discussion with CFO on 8/20 after SAC meeting – contractors have already been contacted to fix the fencing. – update to be provided at the next Risk Management Meeting in December.

**UPDATE: The fence was repaired December 2024.**

**Risk Management New Business:**

**No new business regarding risk management was brought forward.**

**Acclamations:**

SAC is happy that an additional maintenance worker has been employed.

SAC wants to thank maintenance for placing the ice melt all around campus in heavy traffic areas to keep staff and residents safe from falls during most recent wintery weather.

With no further business to discuss meeting was adjourned at 11:48 am

***Next scheduled meeting: February 25, 2024 at 11:00 AM—SJAB***

Respectfully submitted,

Mrs. Tabatha Boyd, Council Chair

**Proposed Job Assignment form for Kid\$Earn Program:**

## **KidsEarn Contract**

**Location:** \_\_\_\_\_

### **KidsEarn Rules and Guidelines**

**Be On Time:**

- Show up for your scheduled shifts on time. Consistency and punctuality are key to your success.

**Communicate Absences in Advance:**

- If you cannot make your shift, notify your supervisor at least **3 hours in advance**.

**Follow Workplace Instructions:**

- Adhere to all directions given by your supervisor. Respect their guidance and decisions.

**Maintain a Positive Attitude:**

- Be respectful, polite, and cooperative with peers, supervisors, and anyone you interact with on the job.

**Dress Appropriately:**

- Wear work-appropriate attire. Closed-toed shoes and modest clothing are required for safety and professionalism.

**Use Technology Responsibly:**

- Cell phones and other personal devices are only allowed during breaks unless permitted by a supervisor.

**Complete Assigned Tasks:**

- Take initiative to finish all tasks assigned during your shift. Ask questions if you are unsure about a task.

### **Acknowledgment of Rules and Responsibilities**

By signing this form, I acknowledge that I have read, understood, and agreed to follow all rules and guidelines of the KidsEarn program. I understand that failure to comply with these rules may result in contact with my home supervisor and could lead to suspension from the program.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff Advisory Council January 21, 2025 – Administrator Response.

**Old Business:**

**A concern was raised by a SAC member that there is a lack of supervision from CCW's when their children and cottage residents are outside.**

As mentioned, Supervisors are expected to address this issue on an individual basis. Please let us know if you learn otherwise.

**Admin-CFO Response Requested: A maintenance request was submitted asking for an awning to be placed at the SGA back door that is close to the side of the building.**

Mrs. Clark has been in contact with SGA staff. As per her email on 2/20/25, "I have worked with them to make another list of needed improvements. I hope to get those items in motion soon." These improvements include the Awning for staff entrance, lobby remodeling, and parking area. Regarding the parking area, the best we can do is to pour concrete to provide an area for cars to pull off the road a bit further than just parking on the road. The drainage is an issue and MHCO has discussed with the Board who are not agreeable to doing an extended parking lot at this time.

**New Business:**

**Admin-CFO Response Requested: A request came up asking if it would be possible for MHCO to increase Kid\$Earn wages from \$5.00 to \$7.00 for residents 12 years of age and older.**

We can increase the rate a bit and will increase immediately from \$5.00 per hour to \$5.50 per hour for 2025 (since the budget is already in place) and then increasing to \$6.00 per hour in a future budget year. MHCO needs to take care that we do not get too close to the minimum wage and develop an employee/employer relationship. The Kid\$Earn is to reward youth for going through employment development and teaching responsibility. We cannot establish the employer relationship.

Thank each of you for sharing your thoughts and being patient as we attempt to address ideas and concerns as soon and effectively as possible.

Sincerely,

Kevin Otis

Administrator



## **MINUTES**

Staff Advisory Council

February 25, 2025

11:00 AM –SJAB Library

**Members Present:** Chair, Tabatha Boyd – 6 Members Present

**Guest:** 2 Guests Present (both of which have agreed to become members)

**Members Absent:** 4 members absent

### **Minutes from past meeting:**

Motion was made to approve the January minutes as presented. Motion seconded and carried.

### **Intro**

Chair Tabatha Boyd welcomed all in attendance, introduced new members and guests, and went over the Staff Advisory's mission.

### **Old Business:**

Chair Tabatha Boyd presented the Administrator's response from the previous SAC meeting that took place in January. SAC is pleased with the response provided. Supervisor/Clinicians will be expected to address the lack of outdoor supervision of staff children and residents with their individual teams that they supervise. CFO, Mrs. LuAnne Clark, has been in contact with SGA regarding their request for remodeling and installment of an awning and SGA is looking forward to the updates to come. Lastly, a request of an increase in the Kid\$Earn wage was accepted and approved. Kid\$Earn wages will now be \$5.50 for residents – with a potential increase coming in a future budget year.

SAC thanks Administration for their response to these items.

In discussing old business and the Administrator's response regarding the Kid\$Earn program, a question was raised asking what campus jobs are available to residents. A SAC member responded and stated that usually each department on campus has a position available to residents. CCW's and Supervisors can request a listing of available positions on campus from Education/Vocational Coordinator, Ms. Taylor Parrish.

### **New Business:**

**Program/Administrator is Response Requested by 3/25/2025:** SAC members would like to see more structured recreational activities taking place on campus that include all residents. It was noted that this would be a great opportunity for sibling sets from different cottages and programs (DC & TLC/ILP) to be able to get together and spend time with each other. A SAC member noted that MHCO does do

donor events regularly that include the entire campus, and while these events are fun for residents, and do allow them to interact with their siblings, the events do come with expectations of residents being present and interactive with donors/donor groups, so they are unable to really just go and have fun with their peers or siblings. SAC members would like to see the gymnasium open regularly throughout the week in addition to seeing a structured physical recreational activity planned for residents at least twice a month. SAC would also like to see the soccer field utilized for structured recreational activities – it was discussed that the soccer fields are an underutilized area with so much potential for recreation to take place. SAC brainstormed recreational activities that could take place for the residents:

- Volleyball (residents vs. Residents and/or residents vs. staff)
- Sack Races
- Kickball
- Relay Races
- Field Day Activities such as tug-of-war, egg and spoon races, three-legged races, obstacle courses etc.)

CCW's who were present during the SAC meeting expressed interest in the creation of a rotating schedule that would allow supervision of these recreational activities by on-duty houseparent's. The schedule would allow CCW's to take turns assisting with supervision on different day/weeks of recreational activities.

Administrator Response Requested by 3/25/2025: SAC members expressed interest in setting up an ALL-CAMPUS CLEANUP DAY. This would be a day that ALL STAFF could get together to clean and declutter different areas (such as the sock room), buildings, and departments across campus and have a pizza luncheon for everyone involved.

**Risk Management:** (Risk Management Team Meeting will be held will held 3/12)

**Old Business:**

There is no old business to communicate.

**Risk Management New Business:**

SAC members shared that a few motion lights are not working behind cottages on lower campus. Chair Boyd stated that she would put this item on the daily memo and ask that CCW's who notice any lights not working properly submit a work order to maintenance.



**Acclamations:**

SAC wants to thank maintenance again for placing the ice melt all around campus in heavy traffic areas to keep staff and residents safe from falls during most recent wintery weather.

With no further business to discuss meeting was adjourned at 11:43 am

***Next scheduled meeting: March 25, 2025 at 11:00 AM—SJAB***

Respectfully submitted,

Mrs. Tabatha Boyd, Council Chair



Thank you for your feedback and recommendations. This is intended to be the official Administrator Response to requested items.

**SAC members would like to see more structured recreational activities taking place on campus that include all residents.**

Personally, I advocate and appreciate structured recreational activities. Lauren has begun putting together activities that are more physical verses being craft focused. These include Walking Wednesday, Moving to Music, and Fitness Fun. Some are geared to developmental ages and some are all inclusive. ETB starts up again next week and seems to be well received by the residents. They seem to enjoy seeing other kids. Staff vs. Resident Volleyball is scheduled for April. Whiffle ball game is scheduled too. I will pitch for all teams that day..... I suggest we make this a tournament. We can pick all who want to play on teams. Calendar is included.

I am currently working with Lauren to get recreational activities scheduled for the entire campus. These include the items you suggested; field day, staff verses resident volleyball, kickball, whiffle ball, ultimate frisbee, and I would like to develop a lazy man triathlon as the YMCA offers – whereby participants keep track of their swimming, bike riding, and walking/running to meet a tri or sprint tri distance. The plan is to have a schedule set for the remainder of the school year and gear up for summer activities during the process. I encourage CCWs to help run events and supervise the activities. This will take coordination and communication for all to be prepared and ready. I am asking CCWs to make offers and suggestions directly to Lauren to develop more structured recreational activities.

**SAC members expressed interest in setting up an ALL-CAMPUS CLEANUP DAY.**

The help for Great Landscape Day was greatly appreciated and it was a fun time for the kids and volunteers to work alongside each other doing something positive. We put a hold on the SJAB clean up project due to getting paint tested for lead. The test I learned yesterday came back negative so we can proceed. I will work with the Admin Team to schedule a clean up day. I would ask we focus on the SJAB, Cobb Basement, and other areas as we have folks available. We will certainly make this an event to get everyone working together and involve pizza, etc. I would also ask we coordinate so we can get the shred truck here and reduce files and other stored papers that no longer are necessary. Please review the procedures to maintain we are only removing documents that are out of date or have stored copies.

These are important activities, and I fully support them getting put into place. Tabatha will share info as these get scheduled.

Thanks again for all you do.

Sincerely,

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