

Staff Minutes

7-7-2008

Present; Marie, Angela, Trona, Gerry, Elaine, Caryn, Cheryl and Jeff.

- Newsletter VOP-Next year we will change from VOP to a VISION Spotlight. Each month we will highlight individuals, groups, events and sponsored classes. Anything cool, new, encouraging or positive. We will still have an Educator Highlight in each newsletter.
- Gerry-needs you're additional to the newsletter. He is going to include the changes in the building (switching of rooms). He would like it if Mary Lee Couch would give him a few words on the experience with the Frontiers in Science.
- VISION Newspaper-The first one for the new year will be out in September.
- Marie-Discussion with her issue of being over hours last week. She was asked to continue to document on her time sheet and have Caryn sign off.
- Jennifer and Marie did a great job getting our rooms moved around. We want to be sure to recognize all their hard work at the training tomorrow.
- Staff must let the front desk person know if they are not going to be in on their regular scheduled hours. The missed hours must be preapproved at staff meeting or the hours will be taken off of the staff members vacation time/pay. The approval by staff must be approved and in the minutes the week prior to the absence.
- Hour accountability-Discussion over how this may look for staff members. If you work at home your documentation must be clear and detailed. We may want to turn in our documentation monthly. Trona will look at the time sheet Marie uses and see if it will work for other staff members. Future staff meetings-this year there are not going to be a lot of changes or contract negotiation going on. Therefore we can use the time to debrief about work loads-projects-hours. We should not need anyone to cover additional time at the front desk during staff meetings; again we hope not to be long.
- **Trona will be gone Monday (7/14) and Thursday (7/17). She will be working on projects for the program.**
- TDS-new phone in Grand room does not work correctly. Marie will get the TDS people back in.
- Please review the new Conflict of Interest page for the Employee Handbook.
- Discussion over conflict that old Learner has with Durable Good.
- Angela has created new Crossover Forms and process to ensure that all Learners are enrolled where they need to be.
- Discussion over the Hiring Committee-hiring's will take place later today. We want to hire five RCs and three HQs. We will give the 5 Learners participating gift cards. Sonic \$15
- Our new cleaning guy-Jose is doing a **great** job.
- Sara Sharer will have set office hours and a work space in the office. How can she best help our program? What will her role be? We need to help her understand the Delta program, its Learners/Families and employees. We think that she might be great with PR and Grant Writing Committees. Could we get the Stewards involved in the grant writing process?
- Cheryl has old DVHCP items stored at her home garage. She will put them into her yard sale for the program and return the money made to the office.