

The Arc of Delaware County
Weekly Supervisory Meeting

Name: Dorothy Dashwood
Date: 10/21/13

Supervisor: Dee O'Neill
Time: 10:30am-11:30am

***The Measuring Stick:**

1. Do I know what's expected of me at work? YES

2. Do I have the materials and equipment I need to do my job right? YES

3. At work do I have the opportunity to do what I do best every day? YES

4. In the last seven days, have I received recognition/praise for doing good work? YES

5. Does my supervisor/co-worker seem to care about me as a person? YES

6. Is there someone at work who encourages my development? YES

7. At work does my opinion seem to count? YES

8. Does the mission/purpose of The Arc make me feel my job is important? YES

9. Are my co-workers committed to doing quality work? YES

10. Do I have a best friend at work? YES

11. In the last six months has someone at work talked to me about my progress? YES

12. This last year, have I had the opportunities at work to learn and grow? YES

***First Break All the Rules By Marc Buckingham and Curt Coffman**

Agenda Items

Follow Up From Previous Meeting

1. DO informed DD that BR is in the loop of the structure for Front Office lunch schedule and agrees with the time frames discussed.
2. DD has sent the notification/meeting request through Meeting Wizard for review/wrap up of the 10 day training manual and is awaiting responses from BR and ML. DD will follow up with them.
3. DD will be sending HF and KP more information (things they can do) tomorrow for their upcoming trip to NYC. Thank you. ☺
4. IRMA/CHOICES' forms - DD has collected most for IRMA. Still trying to find ones for CHOICES. DD will send a follow up email this week.
5. DD received positive feedback from staff and TWS about the arrangements she made for the NYSARC Convention. Thank you. ☺
6. DD has followed up with KS about the MSC surveys' process this year. KS has already started some of the surveys in person with TWS. DD may have to mail out a few to some advocates and KS will notify her by November 1st with the details.
7. There are many new changes to the 624 and 625 P&P. BR is reviewing them and will pass along to DD to reflect for the manuals.
8. DD's work on the training binder is ongoing but not a priority for BR.
9. Site visits (RFI, CCS, MRF) pending.

New Business

1. DD will be QC'ing this afternoon, if all goes well.
2. LCEDs were given to DD today to distribute to DDSOs and to be attached to ISPs for distribution. KS had done all the copying and alphabetizing. DD will speak with KS and assure her that this is part of DD's responsibility. DD will also speak with BR to assure KS does not create more work for herself, considering her existing workload, and that she delegates this type of work to DD.
3. The Measuring Stick questions were reviewed. At this time, DD's feelings/responses are positive about all questions. We will continue to review these on a weekly basis and if there are ever any questions, concerns and/or issues, DD will seek DO as she always has. Thank you.
4. DD thanked DO for helping her with her tracking agenda (running list organized by priorities with the most sensitive in red to track pending projects/tasks). DD really appreciates the feedback that will help her be stronger in her role. You are welcome! DO appreciates DD always responding to DO's coaching/tips/suggestions in a positive and receptive manner. ☺

ASSESSMENT

Unifying Principles	Strengths	Needs
Those We Serve Come First	<p>Following up with KS regarding MSC surveys.</p> <p>Sharing comments from TWS and staff regarding NYSARC Convention with DO.</p>	<p>Continue building onto/breaking down and utilizing details of the running list organized by priorities, on a daily basis.</p>
Commit to Excellence	<p>Following up to assure 10 day training meetings are scheduled/confirmed.</p>	<p>Proof work prior to handing off (review details on forms, spreadsheets, letters, and correspondence thoroughly).</p>
Be Dedicated	<p>Preparing for 624 & 625 P&P changes from BR.</p>	
Employee Satisfaction	<p>Being appreciative and receptive to DO's coaching.</p>	
Communicate Effectively	<p>Keeping DO informed of your projects.</p> <p>Giving positive feedback not only about the "Measuring Stick" questions but about the Agency on a regular basis.</p>	
Be Innovative		

Signature: _____

Date: _____