



Futures Explored, Inc.

MONTH AT A GLANCE ~ NOVEMBER 2014

TO: ALL STAFF & BOARD MEMBERS

HEALTH AND SAFETY	Trainings(due)- Staff: Sexual Harassment Prevention - Consumers: Don't Be A Victim Drills(due)- Flood Drill Inspections(due)- Site Inspection Vehicle Inspection Reports(due) Driver Trainings(due) Monthly- Please inspect Fire Extinguishers!- and document! (initial tag)
Friday, October 31	NOON-Due to Jenny- Job Coach ADP, mileage; Court House/Nifty Thrift ADP t/s must be complete; ATT enclave EOM paperwork; SE consumer casenotes & monthly schedules>off site casenotes emailed/FAXed to Jenny; Job Coach schedules posted in & VTE offices!!! 3pm- Enclave paperwork due to supervisors!!>>Progress reports on SE trainings due to Accounting (Laf.-on SE computer; VTE-emailed)!! 3pm- Day Prog., VTE consumer attendance & CHANGES TO ATTENDANCE e-mailed to Accounting >> INCLUDING: Mobility Training, Designated other billing, Community Contracts record of hours and/or billing/invoices
Monday, Nov. 3	9am-PAYROLL-Timecards in ADP must be complete! October mileage tracking forms / reimbursement requests due to supervisors Due- Job Coach schedules posted in SE & VTE offices- turn in SE casenotes
4 Tuesday	
5 Wednesday	10am-12noon- East Bay Legislative Committee- Will, Carl, Josh
6 Thursday	10am- Health and Safety Committee meeting- Lafayette United Methodist Church, Maggie Mae Lounge, 955 Moraga Road, Lafayette 94549 >> See Dienne's email sent on Monday, 11/3/14 for list of attendees 12:30 pm - FA/CPR Instructor Meeting Instructors' meeting with Barbara
7 Friday	*****NO DIRECT DEPOSIT THIS PAYDAY***** PAYDAY- PLEASE SEE AARON'S EMAIL FOR PAYROLL DELIVERY Jenny - Court House payroll delivery & pick up monthly casenotes/ISPs signed by consumers>original mileage/& ALIVE reimbursement request forms>NO FAXES, BE GREEN!
10 Monday	9:30am-3:30pm – with ½ hour lunch break at 12:30pm - <u>STAFF TRAINING CLASS</u> , Lafayette United Methodist Church, Fireside Room, 955 Moraga Road, Lafayette, CA 94549>Barbara & Lindsey- Mel Thomson, John O'Hara, Tress Cathey, Nick Folkes, Nancy Johnson, Sara Johnson, Kathy Loomis, Hilrey Watson, Yolanda Smith Due- Job Coach schedules posted in SE & VTE offices- turn in SE casenotes
11 Tuesday	***** HOLIDAY – VETERAN'S DAY *****
12 Wednesday	**Approved October Mileage & Reimbursement originals due to Aaron from supervisors**
13 Thursday	9:30am-3:30pm – with ½ hour lunch break - <u>FIRST AID/CPR TRAINING CLASS</u> - GARDEN ANTIOCH, 625 W. Fourth Street, Antioch 94509 / 925-756-0817>Josh & Angie: Amandria Banks, Brennan Taylor, Nick Folkes, Kala Freeman, Presha Ponnell, Randy Thomas 9:30-11:30am- Alta RC- PAC meeting- Will Instructors' meeting with Barbara 3:20pm- Job Coach meeting at Futures Explored
14 Friday	9:30-11:30am- RCEB-PVAC meeting- Will ADP due to Jenny by 1pm
17 Monday	9am-PAYROLL- Timecards in ADP must be complete! Due- Job Coach schedules posted in SE & VTE offices- turn in SE casenotes
18 Tuesday	MANAGEMENT MEETING – 10am at Lafayette United Methodist Church
19 Wednesday	9:30am-4pm- Employment First Training in Sacramento- Jenny, Jose, Kelly 9:30-11:30am- DD Council meeting- Will
20 Thursday	10am-3pm- Self-Determination meeting- Will 3-5pm- Alta Board meeting- Will Instructors' meeting with Barbara December Assessments due to Liz: K.Leigh Alfrey, Tom Biasotti, Rayma Price, Bindu Shah, Abby Townsend
21 Friday	PAYDAY- PLEASE SEE AARON'S EMAIL FOR PAYROLL DELIVERY Jenny - Court House payroll delivery 1:15-2:30pm- DYNAMICS

24 Monday	Due- Job Coach schedules posted in SE & VTE offices- turn in SE casenotes
25 Tuesday	
26 Wednesday	NOON-Due to Jenny- Job Coach ADP, mileage; Court House/Nifty Thrift ADP t/s must be complete; EOM paperwork; TDS casenotes & monthly schedules>off site casenotes emailed/FAXed to Jenny; Job Coach schedules posted in & VTE offices!!! 3pm- Enclave paperwork due to supervisors!!>>Progress reports on SE trainings due to Accounting (Laf.-on SE computer; VTE-emailed)!! 3pm- Day Prog., VTE consumer attendance & CHANGES TO ATTENDANCE e-mailed to Accounting >> INCLUDING: Mobility Training, Designated other billing, Community Contracts record of hours and/or billing/invoices Instructors' meeting with Barbara
27 Thursday	***** HOLIDAY - THANKSGIVING DAY (PAID) *****
Friday, Nov. 28	***** HOLIDAY - DAY AFTER THANKSGIVING *****
Monday, Dec. 1	9am-PAYROLL-Timecards in ADP must be complete! November mileage tracking forms / reimbursement requests due to supervisors Due- Job Coach schedules posted in SE & VTE offices- turn in SE casenotes
2 Tuesday	
3 Wednesday	
4 Thursday	Instructors' meeting with Barbara
5 Friday	*****NO DIRECT DEPOSIT THIS PAYDAY***** PAYDAY- PLEASE SEE AARON'S EMAIL FOR PAYROLL DELIVERY Jenny - Court House payroll delivery & pick up monthly casenotes/ISPs signed by consumers>original mileage/& ALIVE reimbursement request forms>NO FAXES, BE GREEN!

CONSUMER ISP/IPP MEETINGS: Dan Kaswan (11/5>10am>Home>Liz); Charmayne Orina (11/12>3pm>Fut.>Domnita); Paul Bain (11/12>3pm>Fut.>Liz :Not confirmed; Emily Lucchesi (11/17>3pm>Fut.>Domnita); Jeannine Denoyer 11/18>11am>Fut.>Liz); Bryce Tobie (11/19>3pm>Fut.>Domnita)

STAFF BIRTHDAYS: Marvin Carroll & Kathy Loomis (11/1); Rochelle Carr (11/5); Kristen Montgomery (11/10); Brennan Taylor (11/11); Cindy Sanders (11/13); Dria White (11/15); Eric Barker & Nick Folkes (11/18); Ofelia Chamberlain (11/19); Ciara Bulatao-Lee (11/21); Penny Musante (11/22); Hilrey Watson (11/27); Heather Hackett & Rod Lester (11/29)

STAFF VACATIONS: SUPPORTED EMPLOYMENT: Jenny McKeon 11/24, 25, 27 ,28; Tam Cornwall 11/12; Ina Dekker 11/10; Kelly Miller 11/10