

Meeting Agenda and minutes

First 10 minutes was conducting a patient schedule audit

Announcements:

-Welcome our newest member Zach. We tried to come up with a nickname for him, but I'm not sure if it will stick. For now, we can call him Blitz.

-Work anniversaries: Happy Anniversary to Tracy and Eduardo! Tracy has been with LA for "all the years" and Eduardo has 2 years.

-Everyone must download the WhentoWork app and set up their account and notification preferences and such. This is where you will go to check the work schedule, submit time-off requests, shift swaps/pick-ups, and to do mass communications.

- Please review the attached documents in the email. It is a new guidebook for all employees. It will be given to new employees to help them gain foundational knowledge. It's important that ALL the employees go over it so WE ARE ALL ON THE SAME PAGE!

-Recovery: we need to have better narratives when people come in for recovery. We will have more training on this in the near future. There will also be a Recovery Evaluation and make it a better service.

-We will be extending our hours ASAP, which means there will be some schedule shifts. Starting in February, we will be opening on Saturdays. Again, which means some schedule adjustments

-We are building out a new training program. We are in the process of finalizing the details, but we are hoping to get it rolled out as soon as possible.

-Social Media: She is in charge of doing the posts for Instagram, but we still need to be doing stories every day. This needs to be more organized and uniform. Meaning, the font and filter needs to be the same for every story, and only record vertically. If you are the one posting the story, Lucas must give his approval first. Everyone is encouraged to take pictures and video!

-PLEASE FOLLOW, COMMENT, AND LIKE Live Athletics posts on social media, especially instagram!! It will help us get more views. Even if you comment with a simple emoji or thumbs up, it's a huge help!

Training was done by Melissa.. Thanks Melissa!!!

- It was on PRI. The videos can be found on the following link...

www.liveathletics.com/employee-training