



JULY ALL-HANDS MEETING

Reminders

Internal Operations

Social Committee

Service Project Summary



REMINDERS



Loading/Unloading at HQ

- Remove all trash, empty containers, and anything not being used that day
 - Wheelbarrows should be removed if they are not needed
 - Bags of soil moved back to the trailer if they are in the truck
 - Keep them twisted shut so they stay neat
 - Rain gear should be brought inside every day if not needed

Garbage & Recycling

- Refrain from putting loose garbage into the dumpster
- Pack ripped debris bags into a single bag in each truck; throw them away when full.
- Stack empty plant containers behind the shed in the sanctuary.
 - Remove inorganic debris, which can go in the trash
 - Pieces of rock/masonry can go to Eco!
 - Remove organic debris (should happen on site, go in debris bag, pile, or off to Eco)
- Larger volumes of inorganic debris that is from client sites, especially projects, should be neatly stacked by the wheelbarrows to be taken to the dump.

The dumpster at HQ gets emptied **once every two weeks.**



Personal Belongings

- Remove all your personal belongings from the truck at the end of the day
 - You may not be in the same truck tomorrow
 - Trucks aren't big enough to store your stuff in addition to the crew using it that day.
 - More likely to lose or damage your stuff
 - There are spare handtools for use in an emergency, but not enough for everyone
- Label your stuff, especially things we all have
 - Name or initials in your sweatshirt, neck gaiter, kneepads, etc.



Total cost of replacing
personal tools +
pouch:
\$98 crew
\$120 leads

Tool Count

- Not getting completed
- We need to keep track of our tools in order to be able to do our jobs
- If something is missing, it's up to the crew who counted to follow up.
- If a tool is removed for some reason, note the reason in the blank space at the bottom of the tool count sheet

Trialing a New Procedure with this:
Morning Tool Count during the Loading
process

When a tool is noted as missing, take a
moment to reach out to the previous
counter (good thing we put our initials,
right?)

If no solution, reach out to the previous
lead

If still no solution, escalate to
info@homesowngardens.com

If there's an extra tool, please bring it into

Tool Count



Tool Repair Procedure:

- If something breaks while you are using it
 - Fill out and attached repair tag
 - Bring the tool into 101 at the end of the day, put it in the Maintenance In box
 - Set it somewhere the lead will be able to easily grab it
 - If not, grab it in the morning
 - Grab a loaner from 101
 - Email maintenance@homesowngardens.com
- Check the Maintenance Out box for your repaired tool!

NIOSH Training

- Sign off on the acknowledgement in Paychex to confirm that you've received the Stinging Insects training



August All Hands Meeting

- Tuesday, August 8th
- 6:30 – 11:00 am
- T-shirt Design voting!

Company Wide Expectations



EFFICIENCY



CRITICAL
THINKING



PROFESSIONALISM



SAFETY



INTERNAL OPERATIONS

Requesting Time Off

- Please submit time off requests more than two weeks out
 - Once schedules are posted, please arrange to swap a shift.
- Schedules are posted on Fridays, but they are arranged during the week ahead
- Our operational hours and our office hours don't line up exactly
 - If you submit on Friday at 5:15pm for Friday two weeks from now, that isn't actually submitted until Monday at 9am.

Requesting Unpaid Time Off

Oh sweet, the Minnesota State Fair is coming up at the end of August! I want to go on the opening day! I'd better put in for time off that day so I can get my cheese curd on! Hello, Sheep barn!!

I want to work 40* hrs

- Put in 1 hour of unpaid time off
- You will be scheduled for 40*hrs of work time that week, just not on the date you specified.

I want to work fewer than 40* hours

- Put in 10 hrs of unpaid time off
- You will be scheduled for 30* hrs of work time that week

*or your normal number of weekly hours per your hiring agreement.

Shift Swapping Reminders



Shift swapping must occur within the same week of the calendar.



The biggest issue is on Saturdays

Because they fall on different weeks, your swapped shift creates two weeks of overtime to occur.

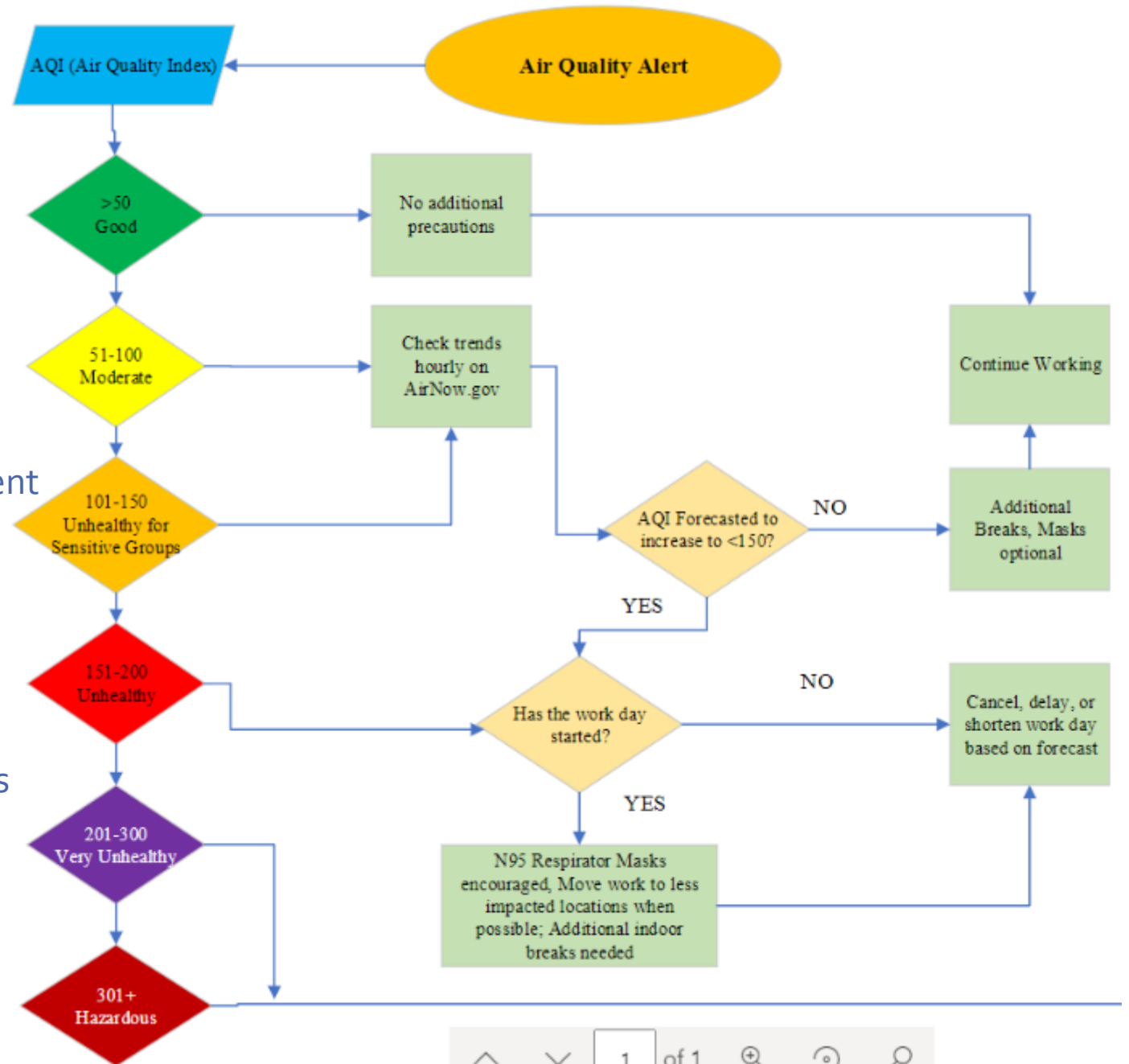
- You now work 30 hours one week and 50 hours the next.
- Your swap partner does the reverse.



Calculating overtime on a weekly basis of >40hrs per week is a big bonus to you, but this is the one drawback.

Air Quality Alert Procedure

- Currently in Draft form
- Working with guidelines from CA law, no current guidance exists from OSHA
- AirNow.gov
- Using hyperlocal data when available
- Masking encouraged, more frequent breaks, using the Air Recirculation setting in the trucks
- MNLA is using these drafted standards from HSG to distribute to the industry pros in our region. #flattered



Holiday Time Off

- Automatically put in paid time off for Friday, June 30th, and Monday, July 3rd.
- If future holiday time off



Schedules and Timing and Saturdays and...

Ivy is going out several times a week now

This helps us be more efficient! Yay!

It balances out Saturdays, which would otherwise require more people to work on them in order to get everyone their scheduled hours per week



SOCIAL COMMITTEE

Cruise Director Angie

Social Events

Wabasha Caves Tour & Picnic

Sunday, July 30th, 10:45am

MNLA Saint's Game

Wednesday, August 16th

- IDEAS?! Email them to Angie!
abanks@homesowngardens.com

Thank you for
RSVPing
Yes OR No



😊 Smile Tickets! 😊

- Fill them out
 - Turn them in
 - Smile!
-
- Envelopes in the trucks with blanks
 - Coffee can in 101 to turn them in





T-Shirt Design Competition!

- Submit by July 29th
- We will vote on the designs at our August All Hands