



Monthly Program Staff Meeting - Training Record

Program: Woodland Date: 12-24

Trainer / Facilitator(s): Pam Kohrs

Begin: 12:30 End: 1:00 Training Hours: 1/2 hours

SUBJECT / TOPICS:

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Employees Attending:

Sandra Phillips

Cheryl Zieske

Karen Boyer

[Signature]

Employees not Attending:

Reason:

Rakon Day Personal Excused  Not Excused

Mckenzie Gitz medical Excused  Not Excused

Samantha Kohrs Excused  Not Excused

Print Name

Signature

Designated Coordinator / DSSC / CSSC

1-02-24

# WOODLAND STAFF MEETING AGENDA

Date: 1-2-24  
Time: 12:30

Items of Concern	Discussion/Solutions
pls explain DATA COLLECTION JUD X or No KIM	
KQ misses work after surgeries? JUD	no restrictions
Thank you cards to Beckers? JUD	office will send
kim off 1/8 work? JUD	Sandy took care of

Staff Present:

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Staff Absent:

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**WOODLAND STAFF MEETING DISCUSSION SUMMARY 1-2-2023—Sam Kohrs DSSC**

LD: There was a gift card that was suppose to go to Kent from Lora for Christmas. It did not make it to him when she gave him the card. DC will mail it to him.

CB: Nothing was discussed about Craig.

JeK: Jerry is still eating all his food in his lunch box at break time. It's his choice. We are still to send the extra half a peanut butter sandwich.

KG: Kim had been trying to keep her apartment cleaner but she still has a long way to go. Kim's cataract surgery was discussed. DC will be taking her to all appointments. DC has all the information that is needed and she will relay it to us as needed. There is no restrictions.

All data entry will be done on the computer now. Sandy showed staff how to enter data and use the program. Any questions please ask.

All money in cash form or check form that is donated to the house needs to be given to the office. The office needs to be notified if a gift card is given to the house, so they can make sure a Thank You card is sent. DSSC will take list of gifts to office so that thank you card can be sent. The house will be doing on also.

**February's Staff Meeting will be February 13th, 2024 at 12:30 pm.**

**If anyone ever has questions, don't hesitate to call Sam 218-255-2262.**

**Sam Kohrs**