

Staff please read & Initial

TW AL
JB CA

Spruce Staff Meeting

January 25th 2024 12:30-2:00 pm

 COPY

Spruce:

- Next meeting is scheduled for 2/29/24 at 12:30 pm.
- Schedule was done thru March 2nd.
- DC reviewed Heartland Homes Policy and Procedures for reporting maltreatment of adults and minors. Policy can be reviewed in the green section of the policy and procedure handbook located on bookshelf in office.
- Will get a lock for med cupboard.
- Part time staff will be first option for appointments starting before 3 PM. Appts should be scheduled for after 3 if at all possible. There will be no staff time when clients are not home.
- All financial transactions should be coming out of the checkbook whenever it is possible, not the debit card. There is a limit and more room for error with debit transactions.
- Mandatory in-service scheduled for 2-7-24 from 11-2 at Calvary Lutheran Church, the makeup date is scheduled for 2-13-24 at 5 PM
- We will be transitioning to a system where each client has a designated outing day per week to ensure that they are getting one on one time with staff. Mondays=VM, Tuesdays=GC, Wednesday=LT, Thursdays=GC we will be starting this on 1/29/24. I will follow up for feedback at next meeting. GS
- Drew months for fire drills January=Jana, February=Ellen, March=Jana, April=Rich, May=Jana, June=Jana, July=Rich, August=Ashley, Septemer=Ellen, October=Tina, November=Ashley, December=Tina.
- Garage wall is bubbling near garage door.
- Bathroom rugs need replacing.

GC:

- Will schedule a follow up chiropractor appt. She was very excited to pull into his office last month for her first visit in quite a while.
- Waiting to hear back from Calvary on birthday party options for her 70th.
- Lent services start 2-14 at 4 and 6 PM. Staff will facilitate her

Garage

at 5 PM

attendance.

- Needs to have form notarized sent by guardian. Staff will support her to the courthouse to complete the task.

GS:

- Swimming is part of programming and needs to be a priority. Staff has supported him to reach this goal twice since last Thursday. Will continue to offer swimming to him on a twice a week basis (Wednesday, Thursday, and possibly Sunday) as staffing permits.
- Mom will be picking him up on the 31st at 9AM. He will have his annual and a dental appt during this home visit. They will then leave for Florida, and will be dropping him back off late on the night of the 8th.
- Need to pick up a secondary pill grid to ensure proper med release for his visit.
- **LT:**
- Had annual visit this week. Doctor has requested family history and Hepatitis B shot status. A prescription for briefs was ordered but has not come in at this time.
- New time of day clock came in, will get it set up for her in hopes it will help nighttime confusion.
- Need to check under window covering in bedroom, has been in place for an extended period of time.
- Would like to attend a concert at the high school on 2-3. Will look into more details.

VM:

- Will look into new chair for her bedroom.



Monthly Program Staff Meeting - Training Record

Program: Spruce

Date: 1/25/2024

Trainer / Facilitator(s): Jana Schweitzer

Begin: 1:00pm End: 2:30pm Training Hours: 1.5

SUBJECT / TOPICS: _____

Employees Attending:

Jeni Waley _____
Sandra Phillips _____
Ellen Alber _____
Rich Dause _____
Ashley Upmua _____
Eva Brown _____

Employees not Attending:

Reason:

Jen Volk _____ other job _____ Excused Not Excused _____
Shelly Worcester _____ Other job _____ Excused Not Excused _____
 _____ Excused _____ Not Excused _____

Jana Schweitzer _____
 Print Name _____ Signature _____
 Designated Coordinator / DSSC / CSSC

Staff Meeting Agenda

Jan.

February 2024

GS swimming - Noodle - Wed, Thurs, Sun
Trip - meds -

Chiro - reschedule, Ken bus

GC - chiro, notary form

Wed 14th church lent 4/6,

LT - appt, chiro, clock, look at window

Concert H.S. Feb 3, Bone Density Feb 7 no call multi

briefs, pharmacy
VIN - Mom, Chair for bedroom?

24 hrs

Shifts - appts / client time + tv - amazon Dog in

Debit Card / checking - USA checkbook info

In service dates - where possible

appts

mon/T/Wed Thurs

fridge lock for meds

outing days - VIN/LT. GS.

gun lock

Next meeting - 2-29

Schedule -

Task Sheets

Basement

garage wall

Reporting maltreatment adult/minor

policy book

BR rugs

Fire Drills