



Monthly Program Staff Meeting - Training Record

Program: Woodland Date: 2-13-24

Trainer / Facilitator(s): Sam Kohrs

Begin: 10:30 End: 2:00 Training Hours: 1 1/2 hours

SUBJECT / TOPICS:

Employees Attending:

Sandra Phillips
Mary Kay
Cheryl Zierke
Karen Coexter

Employees not Attending:

Reason:

Karen Day personal Excused Not Excused
Bill Simpson vacation Excused Not Excused

Samantha Kohrs Excused Not Excused
Print Name Signature
Designated Coordinator / DSSC / CSSC

**WOODLAND
STAFF MEETING AGENDA**

Date: 2-13-24
Time: 12:30

| Items of Concern | Discussion/Solutions |
|---|---|
| orange tape on wheels on wheelchair - kid | tape on hooks on wheelchair |
| LO's personal needs check fluctuates - kid no camp | check with car about insurance cover ensure pay for notice |
| part-time staff denied hours when under 40 hours - kid | full time minimum 35 part time minimum 20 out less than 35 |
| Did we stop taking clients shopping when 2 staff? - kid | Jill doesn't need to shopping for mail |
| | |
| | |
| | review vna/rabe adult and minor |

Staff Present:

Staff Absent:

policy

Sandy

WOODLAND STAFF MEETING DISCUSSION SUMMARY 2-13-2024—Sam Kohrs DSPC

LD: Lora is not to be put to bed before 10pm. This is to prevent bed sores. We should try to not let her stay in bed more than 7 hours at a time. The bus drivers have asked us to put a bright colored tape on the loops they need to be putting the hooks in when she is being secured on the bus. This is ok to do. Lora will not be attending camp this year as it is too expensive. DSPC will be checking with Lora's doctor to see if a prescription can be wrote for Ensure and a donut for her to sit on because of her hemorrhoids. The ED is rep payee for Lora. Her personal needs check was discussed because of how much it fluctuates. Rent keeps going up so he is making sure that there is enough money in her account to pay it. On that months that she has foot care, staff can take her to the bank and withdraw the money that is needed.

CB: Craig is not to be put to bed before 9pm. If you are going swimming with Craig you need to be in the water with him. If a client from another house wants to go with him, staff still needs to be in the water with them. Craig needs to be doing his laundry on Sunday. He can start it before he leaves but he needs to be finishing it when he gets back. He has plenty of time since he can't go to bed before 9pm. Please make sure that Craig's TV is turned to something that is friendly for him to watch. Also if you change it while he is gone, please change it back to a channel that he will like. That way when it is turned on it goes back to a channel that is appropriate for him.

JeK: Make sure that we are wiping down his area of the table. He picks up what he drops but it still leaves residue on the table that we need to be cleaning up.

KG: Staff discussed the situation with Kim getting \$45 a week for groceries and eating and cooking with her. Her apartment is still not clean. When staff tries to clean, she has an attitude and states that staff is not to touch her things. It will be discussed with her that is she wants eating and cooking back that she needs to do a better job cleaning and treating staff better if they want to help her clean. It is fully expected by the ED that if there is 2 staff here and there isn't anything needing to be done out of the house or with another client, that the second staff should be downstairs with Kim. If staff is down there cleaning every day or every other then it shouldn't be that hard to keep clean. And staff needs to be moving furniture and cleaning under things.

Part time hours were discussed. Now that we have more staff, we need to be watching part time staff's hours a little bit more closely. If a person is hired for part time and they work full

time hours, the state will question why they are not offered full time benefits. Part time staff is minimum of 20 hours a week but less than 35 hours. Full time is minimum of 35 hours a weeks.

Clients need to be doing their menus and shopping like how it was before Covid. Monday Craig looks at the ads, picks out what to have and then staff take him to the store and he cooks that night. Jerry picks out his meal on Sunday and usually shops on Sunday, but he doesn't need to shop if he doesn't want to. He then cooks on Tuesday but once again if he doesn't want to cook he doesn't have to. It is ok if he just picks out the menu. Lora looks at the ads, picks out what to eat, and then goes shopping on Wednesday night. She cooks on Wednesday.

It is the staff that is working that day who decides with the clients what will be going on that day. If a client asks to do something on a day that you are not working, tell them that they need to talk with staff that is working that day.

It was an unwritten rule when another staff worked here that we were to start clients laundry in the morning before we left. There isn't a client here that has that much laundry that we need to be starting it before we leave. If you choose to do it, great. But it is not required.

Reviewed where to find policy for Reporting Maltreatment of a Vulnerable Adult or Minor.

March's Staff Meeting will be March 5th, 2024 at 12:30 pm.

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

Sam Kohrs