



**Monthly Program Staff Meeting - Training Record**

Program: Community Date: 4/4/24

Trainer / Facilitator(s): Sandie Lenander

Begin: 8:30 End: 10:00 Training Hours: 1.5

SUBJECT / TOPICS: vehicles, Progress notes, time cards  
clients unsupervised in building, Making sure doors/windows  
are shut, Riding lessons, 2nd Street Stage,

**Employees Attending:**

- Cindy K \_\_\_\_\_
- Larry N. \_\_\_\_\_
- Nan R \_\_\_\_\_
- Laurie T \_\_\_\_\_
- Michelle F. \_\_\_\_\_
- ~~She~~ Sue M \_\_\_\_\_
- Amie H. \_\_\_\_\_

**Employees not Attending: Reason:**

Linda G \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused

\_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

\_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Sandie Lenander \_\_\_\_\_  
 Print Name Signature  
**Designated Coordinator / DSSC / CSSC**