



Monthly Program Staff Meeting - Training Record

Program: Depot

Date: 2/27/24

Trainer / Facilitator(s): \_\_\_\_\_

Begin: 9:30 End: 11:00 Training Hours: 1.5 hrs

SUBJECT / TOPICS: 1m Wheel Chair/Cleaning, 1m bottom

Employees Attending:

Brianna P  
Rachel G  
Tsaijah M  
Cyndi B.

Employees not Attending:

Jess Reason: Other Job Excused  Not Excused \_\_\_\_\_  
Excused \_\_\_\_\_ Not Excused \_\_\_\_\_  
Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Brianna Phillips  
Print Name

Brianna Phillips  
Signature

Designated Coordinator / DSSC / CSSC

## Staff meeting Feb 27<sup>th</sup>, 2024

Reminder of board meeting if anyone wants to attend. Isaiah mentioned the rain gutter needing to be moved along the back of the garage. Where it is placed now the water seems to be running into the garage. It was also asked if we could possibly put a window film on the doors of MKs apartment. With TH being outside more now, he seems to be looking in the windows, looking for staff which seems to be causing some behaviors from MK. DSPC will ask to see if it is a possibility. Mk seems to be needing reminders on a few things she has done as routine. She has been talking with her hands a lot lately. Please remind her to keep both hands on her walker while walking. We can talk after she walk to where she is going. Also remind her to use her breaks. She seems to be forgetting to put them on at the table. Also staff has noticed shes needed a few reminder to use her apron at dinner times. Staff assist with her wheel chair belt as she seems to struggle with this a little bit.

TH has been talking to his mom about wanting different CDs. He wants her to bring a graduation CD. She is going to look for one to bring him.

JM- Dr. Doll suggested a preventive spray for her bottom. This would be a daily spray to see if it helps keep breakdown away. Staff all agreed on trying this to see if it would help. Staff will message Dr. Doll back and tell her we would try it. Also JMs BMs have been super loose. Her chair has been soiled a lot recently. Staff did put her chair in the shower and washed it. There was still a smell to her chair so staff took it all apart and cleaned it well. It was discussed if we could get some type of

removeable back for her chair. JMs could possibly get a new chair as it has been over the 5 or 7 years. Staff will look into this further. Also there was a smell coming from JMs room. Staff found promote in her toy drawer that had spilled/spoiled. All were reminded that JM should not be fed in bed. She is not to be in bed over 8 hours overnight. It is in her protocol that she be fed in her wheelchair in the upright position.