HEARTLAND HOMES INC.

Monthly Program Staff Meeting - Training Record

Program: Spruce **Date:** 4/25/2024

Trainer / Facilitator(s): Jana Schweitzer

Begin: 12:30pm **End:** 2:00pm **Training Hours:** 1.5

SUBJECT / TOPICS:

Employees Attending:

Jana Schweitzer
Ashley Lipnica
Ellen Alber
Rich Rouse
Sandra Phillips

Employees not Attending: **Reason:**

Jen Volk	other job	Excused X	Not Excused
Shelly Worcester	Other job	Excused X	Not Excused
Terry Wallen	medical appt	Excused X	Not Excused

Jana Schweitzer — Jana Schweitzer

Print Name — Signature

Designated Coordinator / DSSC / CSSC

Posted to: ____ Database ____ Spreadsheet ____ Meeting Log

Filed: ____ Original to Office ____ Copy in Book

Jen Volk

Staff please read + initial

MW
RR AL
EA AB
TW
61

Spruce March Staff Meeting

April 25th, 2024

Spruce:

- The schedule was completed through 6/1.
- May staff meeting is scheduled for 5/30/24.
- Fridge cleaning will be done on Thursdays going forward to ensure completion before shopping is done.
- When it is a staff's rotation to do a fire drill, please also check the furnace filter, change if needed, and fill out furnace filter form located on the furnace.
- Door alarms will be back in use for the warmer months, batteries are currently dead but will be replaced by 4/28.
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GC:

- Birthday cake has been ordered for PU on 4/28 at 9 AM, her gift has been purchased, supplies for party will be bought today, article was in the paper, and it will be announced at the service on Sunday.
- Will be meeting her brother Chris in Royalton on 5-3 at 3:30 for a weekend visit. The details will be confirmed at a later date after contacting all staff. She will need to get picked up in Royalton on 5-5 at 3:30

GS:

- Karen will come to Spruce on 4-28 at 9 AM and spend time with GS until bringing him to GC's party at 11:30.
- Will contact Karen about possible magnesium supplement for stool softening.

LT:

- Wondered away from house through the woods on 4/23, staff ran to catch her and she stated she was looking for her family. Looking into a gate for the deck, in the meantime staff needs to be in attendance when she chooses to spend time outside and monitor closely for wandering.
- Bouts of increasing confusion and hyper fixation have been observed.
- Her sister came for a brief visit on 4/24 and discussed her wandering, the time with her sister seemed to really lift her spirits.

VM:

- Struggled with having her peer come over to celebrate her birthday. Will attempt to give her exposure to those social settings to improve her skills.
- Will look into inviting her peer from the DAC to go out for coffee.