HEARTLAND HOMES INC.

Monthly Program Staff Meeting - Training Record

Program: Woodland **Date:** 5-7-24

Trainer / Facilitator(s): Sam Kohrs

Begin: 12:30 **End:** 2:00 **Training Hours:** 1hr 30min

SUBJECT / TOPICS:

Employees Attending:

Karen Dexter
Sandy Phillips
Kenn
McKenzie Grey
[illegible]
Cheryl

Employees not Attending: **Reason:**

Excused ____ Not Excused ____

Excused ____ Not Excused ____

Excused ____ Not Excused ____

Samantha Kohrs
Print Name

Signature
Designated Coordinator / DSSC / CSSC

Posted to: ____ Database ____ Spreadsheet ____ Meeting Log Filed: ____ Original

WOODLAND STAFF MEETING DISCUSSION SUMMARY 5-7-2024—Sam Kohrs DSSC

LD: Lora had her semi-annual meeting the morning of this meeting. Her guardian is very pleased with Heathland Homes and would like his other 2 sons to become clients.

CB: There has been some times that Craig's lunch box has come home with uneaten food in it. Also it has been coming home with food all over in the inside of it. These things seem to have resolved themselves but we will keep an eye on it. Craig's mom passed away on 4-25-24. Many questions were asked, some answers were given. If you have any questions, please ask Sam and she will talk with Sandy. Many things are being worked on with Craig guardianship and other legalities.

JeK: Jerry gets his $15 on Tuesday mornings, try not to change this. Jerry also needs new underwear. Staff has told him that he does and he refuses to buy them. Bill is going to talk with him. Bill would like it if we could purchase Jerry's recliner locally.

KG: Kim has not been taking her keys to get in the house to work. It was decided that we will not make her as she has lost them before. We need to keep asking Kim if she wants to go to the movie and if there is someone that she would like to invite, even tho she says no. We need to document that we have asked and she has refused. Kim should be getting her toe nails trimmed every two months. DSSC will make an appointment for her to see Dr. Benson and have him refer her to St. Joe's nail care.

All clients paystubs should be put in Sandy's box after they have been recorded on their petty cash sheets under Direct Deposit.

There was a mistake on the calendar from the DAC in regards to the day they are closed for Memorial Day. They are closed May 27th not the 20th.

June's Staff Meeting will be June 4th, 2024 at 12:30 pm.

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

Sam Kohrs

WOODLAND
STAFF MEETING AGENDA

Date: 5-7-24
Time: 12:30p

Items of Concern	Discussion/Solutions
CB - food left in lunch box several times	
KG - not bringing key to work	doesn't need to - staff will unlock door
~~[illegible]~~ - SK - 9:15 same day each week - less confusing	tuesday morning
Jek - needs new underwear - KD	Bill will talk
crooked thermostat - KD	Bill fixed
KG move	Keep asking - keep documenting
DAC closed 5:00? - KD	

Staff Absent:

Day off
NO WORK

Snap local

SK - Circle

pay stubs to Sandy tru

KG - have rout - every other month