



Monthly Program Staff Meeting - Training Record

Program: Woodland Date: 6-24-24

Trainer / Facilitator(s): Sam Kohrs

Begin: 12:30 End: 2:00 Training Hours: 1 1/2 hours

SUBJECT / TOPICS:

Employees Attending:

McKenna King

Karen Gortner

Janet

Bill Simpson

Employees not Attending: Reason:

Sandy Phillips out of town Excused Not Excused

Cheryl Zierke out of town Excused Not Excused

Sam Kohrs _____

Print Name _____ Signature _____

Designated Coordinator / DSSC / CSSC

WOODLAND STAFF MEETING DISCUSSION SUMMARY 6-4-2024—Sam Kohrs DSSC

LD: If Lora is eating in her room, please make sure that you clean up after her. There has been a lot of food left on the floor and under her chair. There was a discussion had about her forgetfulness and also about her disagreeing with staff.

CB: We are going to start washing his socks on Sunday with the rest of his clothes. They are to be washed separate on delicate and air dried.

JeK: Bill is going to talk with Jerry about buying new underwear and socks. Sandy is going to talk with Jerry's sister-in-law about him not wearing so much stuff on his belt and in his pockets. There is staff concern about possible fungus on his toes. An appointment will be made for his ears to be cleaned and his toes to be checked.

KG: Kim going to the movie was discussed. She states that she needs the ok from Bill or Sandy to take money out of the bank for her to go. This is not true, she is just using it for an excuse. Kim went to Dr. Benson. He said that staff can cut Kim's toenails. DSPC talked with Kim, staff is going to cut her toenails on the 1st of every month.

Bill contacted the man that has been working on our dryer during the meeting. He left a message for him to come and check it again as it is not drying the clothes.

Communication was discussed. Any time there is a schedule change, if someone comes in late or leaves early and you are working, please put it on the calendar.

Friday Out To Eat is not set in stone. It is preferred that clients be taken out any day during the week. It doesn't always have to be Friday. It can cause problems with the clients getting to into that is the only day that they can go out to eat.

July's Staff Meeting will be July 2nd, 2024 at 12:30 pm.

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

Sam Kohrs

O/E on Fridays -
Sandy not happy ??

**WOODLAND
STAFF MEETING AGENDA**

Date: 6-4-24

Time: 12:30

Items of Concern	Discussion/Solutions
Jek's water pushing plastic (the fridge) ? keep	
The "dryer" not drying to	Bill called
CB's "Todo's" schedule: Sox, haircut schedule, eye glasses - too small Polish vs. Jakes keep	Socks wash on Sunday ✓ Eye opp
Kim movie - money to go "approved by Sandy & Bill"	Kim using money for excuse
Jek's talk to sister in law - keep	talk to Sandra
Jemy's pockets - sister in law?	
Jek's - new underwear & sock keep (toe fungus - ?)	Bill will talk

Staff Present: Better Communication Please ~~keep~~ Staff Absent:

KG
P
S
Sandy

Toenails KG