



Monthly Program Staff Meeting - Training Record

Program: Woodlawn Date: 7-2-24  
 Trainer / Facilitator(s): Sam Kohrs  
 Begin: 12:30 End: 2:00 Training Hours: 1 1/2 hours

SUBJECT / TOPICS:

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Employees Attending:

Cheryl Zierke  
Karen Webster  
Sandra Phillips  
Sam Kohrs  
Bill Simpson

Employees not Attending:

Reason:

Mckenzie Birtz clinic appt Excused  Not Excused   
 Excused  Not Excused   
 Excused  Not Excused

Samantha Kohrs [Signature]  
 Print Name Signature  
 Designated Coordinator / DSSC / CSSC

**WOODLAND STAFF MEETING DISCUSSION SUMMARY 7-2-2024—Sam Kohrs DSSC**

LD: When applying baby powder, please try to not get it all over the bathroom. Lora's brother is serving as pastor at Pinewood Assembly of God Church (?). It would be good for her to be asked if she would like to attend his church instead of going to her church. I believe service is at 10am.

CB: We will be taking Craig to Calvary Lutheran Church on Saturday nights when staffing allows. It is at 5:30pm. Short shift will need to check their hours earlier in the week and make sure that they will not be going into overtime if they stay to take him.

JeK: Jerry has had a short temper lately. Not sure what is going on.

KG: Kim seems to have a lot of snack foods again. It is ok to throw away some of the opened ones in the back.

Reminder to start sheets in the morning. Lora is Friday, Craig is Wednesday, Jerry is Saturday and Kim is Mondays. We have to watch Kim and Jerry. Sometimes we have to remind them or ask them if they have did it.

The shopping list is to be done Saturday night after the ads have come in the paper. Then shopping can be done on Sunday after second staff gets here.

Please note that August staff meeting is the second Tuesday in August. If this doesn't work for you, please let me know. We didn't discuss it at July's meeting.

**August's Staff Meeting will be August 13th, 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: 7-2-24  
Time: 12:30

Items of Concern	Discussion/Solutions
Reminder to start sheets in the morning	LD Fri CB - Wed Sat - Jek Mon - KG
baby powder	try to be more careful when doing
Kim snacks	covering her cabinet ok to throw old stuff away
JK razor	taken care of
LD - not going to church "with one staff" - KED	shopping list - done Saturday night shopping Sunday afternoon
CB church / sat short shift	CB day -
CB's snack bases	art already talked about

Staff Present:

Staff Absent:

(5:30  
Clarity  
CB's)

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Shirley 10:30 am