



Monthly Program Staff Meeting - Training Record

Program: Spruce

Date: 6/27/2024

Trainer / Facilitator(s): Jana Schweitzer

Begin: 11:00 am End: 12:30 pm Training Hours: 1.5

SUBJECT / TOPICS: _____

Employees Attending:

Jeri Waden

Aspen Lippert
Rick Rouse
Allen Albee
Camryn Phillips
Jana Brown

Employees not Attending:

Reason:

<u>Jen Volk</u>	<u>other job</u>	Excused <input checked="" type="checkbox"/> Not Excused <input type="checkbox"/>
<u>Shelly Worcester</u>	<u>Other job</u>	Excused <input checked="" type="checkbox"/> Not Excused <input type="checkbox"/>
_____	_____	Excused <input type="checkbox"/> Not Excused <input type="checkbox"/>

Jana Schweitzer
 Print Name

Jana Schweitzer OSSE
 Signature

Designated Coordinator / DSSC / CSSC

— Staff please read (two sides) + initial

Spruce March Staff Meeting

June 27, 2024

JV
EA AB
QR AL
PW TW

Spruce:

- The schedule was completed through 8/3.
- July staff meeting is scheduled for 7/25/24.
- Task sheets are now two sided.
- Please continue to send any good photos of clients that you may have, will be updating pictures throughout Spruce on a monthly or every other month rotation to attempt to rotate with current events.
- Purchased a new phone system, will get it set up in the next few days.
- We need to attempt to not have staff reimbursements to avoid violating state policy. If needed to we will have to return to Spruce to get the check book/petty cash, etc...
- If a reimbursement is unavoidable please make sure to be thorough with record keeping, who is getting reimbursed and that it is a reimbursement.

GC:

- Tina will schedule a chiro appt., it is unclear if Dr. Gottenborg will take her insurance, we will verify.
- A air purifier was purchased for her bedroom.

GS:

- Magnesium has been taken off his med list, guardian is not interested at this time.
- His PRN sleeping medication is not to be used, Mom is working on a DC order at this time.
- His follow up visit for hospital stay has changed to 6/28, someone from the office will take him.
- Seeing a very energetic happy mood for him since his discharge, but VERY staff needy/dependent.
- Please make sure we are detailed in our charting- any behaviors or new trends we are seeing, sleep disturbances, bathroom issues, etc... The more information we have the easier it is for us to have continuity of care not only between our staff but also with his entire team. The more information his medical providers have at their disposal the clearer the picture they have of his current status and if the changes that were made are successful or if more need to be made.

LT:

- Annual visit is scheduled for this afternoon, 6/27/2024. She is VERY excited for her meeting and to see her family.
- Has come home from work with extra pads on a couple occasions- will contact DAC to find out what system they have in place for her there.
- Multiple Jack Pine Stables events coming up, Akeley parade on June 30th, Walker parade on the 4th of July and Brainerd house show July 27th. Staffing may

be an issue for parades but will talk to guardians to see if they attend.

VM:

- Is slated to go furniture shopping on July 1st. She has been patiently waiting and is looking forward to looking for a bedroom chair(possibly small recliner), and a large dresser for her room.
- Seeing a bit of a rise in refusals and negative disposition from her lately. She is not currently due for a depo shot.