



Monthly Program Staff Meeting - Training Record

Program: Woodland Date: 8.6.24  
 Trainer / Facilitator(s): Sam Kohrs  
 Begin: 1:30 End: 2:00 Training Hours: 1 1/2 hours

SUBJECT / TOPICS:

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Employees Attending:

Cheryl Zienke  
Sandra Phillips  
Karen Dexter  
Sam Kohrs  
[Signature]

Employees not Attending: Reason:

Excused  Not Excused   
 Excused  Not Excused   
 Excused  Not Excused

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

**WOODLAND STAFF MEETING DISCUSSION SUMMARY 8-6-2024—Sam Kohrs DSSC**

LD: Nothing was discussed about Lora.

CB: Guardianship is still being worked on. We are going to take him to Saturday service as much as possible. He is still needing lots of prompting to do things that he has done for years. Wash his socks on Sunday with his other laundry.

JeK: We need to encourage Jerry to use his walker more often. He fell at work and they are wanting him to be transported in a wheelchair but Jerry won't have any of that. So we should try to escort him out to the bus and from the bus when he gets home. His attitude was discussed again. Not much we can do for now, just document it. We are going to do Jerry's foot bath on Wednesday's.

KG: The list of cleaning that needs to be done on certain days was discussed. Kim states that she doesn't want it anymore and that it is staff's job to do. DC states that she is going to come over on Tuesday nights and cook with Kim. She states that Sunday cooking will not be happening again for a while do to staff issues.

It is ok to buy new curtain and curtain rods for JeK's area and new curtains for LD's area.

In a Storm Watch it is ok to take the clients out of the house. In a Storm Warning you should be watching the weather very closely and take cover with the clients as needed.

The staff communications on the computer upstairs is really slow. DC said that it is slow for most other houses too. ED suggested trying the computer downstairs.

We need to be watching and cleaning the dishwasher trap that collects food and debris on a regular basis.

**September's Staff Meeting will be September 3rd, 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**

12:30

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Date: 8/13/21

Time: 12:30

| Items of Concern   | Discussion/Solutions                             |
|--|--|
| asking full-time to work if hours available - KMD  |  |
| not following that "suppl list" KG   |  |
| Jek + co. worker - Twins 8/14<br>tell CB's guardian re: Picnic 8/9<br>LD's 7:30A eye appt 8/13 |  |
| curtains CZ  | OK to Buy <sup>US-new</sup> new                  |
| warning "vs" watch - weather alerts - KMD  | watch - OK to go out<br>warning - something seen |
| dishwasher - popcorn kernels   |  |
| laptop staff comm so slow!   | try downstairs                                   |

Staff Present:

Staff Absent:

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Jek's foot bath KMD

Wednesday Jek - bath

*[Handwritten signature]*

CB - pick out Diaper night before