



Monthly Program Staff Meeting - Training Record

Program: Pine Date: 8-1-24

Trainer / Facilitator(s): Leisha Schwitzer

Begin: 11:30 End: 12:30 Training Hours: \_\_\_\_\_

SUBJECT / TOPICS: when 2 staff complete errands/outings/walks, each client reviewed. Reviewed all the sessions Leisha attended at AARMS conference.

Employees Attending:

Cam Wilkinson \_\_\_\_\_  
Rebecca Aslake \_\_\_\_\_  
Elizabeth Andiff \_\_\_\_\_  
Margaret Paerdon \_\_\_\_\_  
Bruce Peck \_\_\_\_\_  
Sandra Phillips \_\_\_\_\_

Employees not Attending:

Reason:

Cary Dupont medical Excused  Not Excused \_\_\_\_\_  
 \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_  
 \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Leisha Schwitzer DSA Leisha Schwitzer DSA  
 Print Name Signature  
 Designated Coordinator / DSSC / CSSC

August 1, 2024

Pine staff meeting

Our Mission is to provide services which will empower persons with disabilities to live the best life possible.

Laura: Premenstrual..... give her Tylenol as a preventive. When 2 staff are working make sure she is getting out for a walk, bike ride some outside activity.

When we have 2 staff on do the grocery shopping, dump, outings, even if it is not the normal scheduled day, we are going to be short staffed and there are things we need to still accomplish.

If Tim calls family, put it on the task sheet so he isn't calling 10 times in a row. Assure Tim that they will call him back when they are available. If he needs a PRN for anxiety give him one. Tim is not to be doing stairs right now. His atorvastatin is supposedly ready to be picked up now, it has not been.

Tim has 2 pillows on his bed the one with the indent, put the smaller side where his neck goes, that is the way her prefers it.

If Joyce hasn't had a BM in three days give her MOM (milk of magnesia per her hospice RN. Keep track of her output for hospice. Hospice Chaplin is wonderful for her, she sings and claps and is very happy when he visits. Joyce will have her brother and sister-in-law visit August 2<sup>nd</sup> at 1:00. They will come with Marlys and pick her up then return her later in the afternoon.

Verna needs to get to Bemidji for her spend down, have not had an opportunity to get there.

Super green cleaner removes all of her ink marks. While in Bemidji she could look for a clip board or something to put under her writing area.

Tim spend down, Bemidji medical suggested that Tim get a doctor's order for a wheel chair and then go to be measured and MA should pay for it.

Joyce spend down ideas are simple matching clothing.

An idea that was brought up is when Leisha is working have Laura watch the Beauty and the Beast and see what or how Laura responds.

We have tickets for the great gospel comedy show. On September 28<sup>th</sup> at Jasper's.

Petty cash is to be used by staff when on outings with clients. Please don't use money out of your pockets and bring back a receipt. When out with them remember that we are role models and that we should be getting equivalent to their choices. Use common sense. With Tim remember that things get caught in his throat., blizzards from DQ should be small and no chunks. Remember to document when family take Tim out and request money to write which family member requested on his pc sheet to cover our selves since he never brings back a receipt.

Residex should always match so and so went to \_\_\_\_\_with \_\_\_\_\_.

Hospice wants us to track Joyce's output. Void and BM. We will get a chart set up for that.

I learned a new word at my training, Voluntold. I'm volunteering you to do \_\_\_\_\_ and your going to do it. LOL

Things I learned at AARMS conference:

Housing opportunities in the cities are starting hostess family housing. They take a year to match your family with a potential foster person.

Becoming a stronger you. We all need to Stand up as a society for those who can't speak for themselves. We are their voice. They are not "clients" they are individuals and should be treated at equals. Walk next to them, treat them equal, don't walk in front of them. Instead of focusing on what they can't do,

change that can't into what CAN they do. Focus on the positive. Empower them with the positive things not their disability. Practice active listening. Model self-advocacy, we can all learn from each other, they have something they can also teach us. Model positive support to them and to ourselves. Rein in on any suggestions that YOU think they SHOULD do. You can offer gentle suggestions. Example is it really world ending if they get a 12 pack of soda instead of a 6 pack.

RESILIENCE: If you can't change it, change what you think about it.

Change what you can.

Be positive.

Be flexible.

Utilize challenges as opportunities.

Take time to reflect.

Keep perspective.

When you are being negative in your head it affects everything.

Write down what your grateful for.

When you are negative, tell yourself to say 3 things that are positive.

Keep a gratitude journal, everyday write something different, can never write same thing twice. Talk to yourself out loud. Instead of just saying/writing family be specific. It rewires your brain. Like attracts like. It stops your brain from spiraling.

Grateful tree (apples)

In the community you will be judged as a Heartland Homes staff whether with someone you support or not. You are under a scope in the community and being judged. Treat every situation with a purpose and intent as if someone is watching you.

Don't be two different people.

Ethics enhance professional roles. I am a mom, daughter, sister, employee, all of these effect roles and moral principles and what you believe.

Organization ethics are the companies (employer's) vision accountability.

Personal honesty, respect and dignity in the people we care for, dignified care.

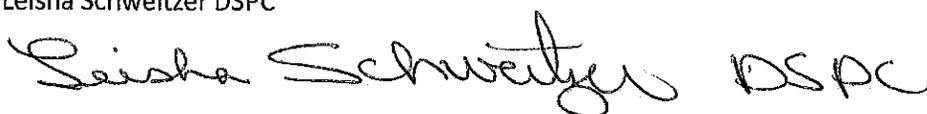
Cultural and religious sensitivity. Be mindful of those around you.

When you receive a call, be respectful and take the call out of earshot from those around you. Make a habit of walking away from others in conversations and phone calls-keep them private.

I learned a lot and am going to make it a goal of mine to work on these things I have heard.

Thank you all again you're an amazing group of co-workers.

Leisha Schweitzer DSPC

A handwritten signature in black ink that reads "Leisha Schweitzer DSPC". The signature is written in a cursive, flowing style.