



Monthly Program Staff Meeting - Training Record

Program: Spruce

Date: 9/26/24

Trainer / Facilitator(s): Jana Schweitzer

Begin: 9:30 am End: 11:00 am Training Hours: 1.5

SUBJECT / TOPICS: _____

Employees Attending:

Jana Proulx _____
Sandra Phillips _____
Ellen Albee _____
Sevi Waler _____
Pict House _____

Employees not Attending:

Reason:

Jen Volk _____ other job _____ Excused Not Excused _____
Shelly Worcester _____ Other job _____ Excused Not Excused _____
 _____ Excused _____ Not Excused _____

Jana Schweitzer
 Print Name

Jana Schweitzer DSPC
 Signature

Designated Coordinator / DSSC / CSSC

Posted to: _____ Database _____ Spreadsheet _____ Meeting Log _____ Filed: _____ Original to Office _____ Copy in Book

Staff please
read + initial

Spruce March Staff Meeting

September
~~August~~ 29, 2024

QR AB ^{MS}
EP TW AL
JV

Spruce:

- The schedule was completed through 11/1.
- October staff meeting is scheduled for 10/31/24 at 12:30 PM.
- Thank you all for your flexibility to get all shifts/times covered in October so PTO requests can be granted- you guys are amazing.
- Heartland Homes fundraising dinner is scheduled for 10/11/2024. Each program needs to provide 5 dozen treats. Volunteers and attendance is greatly appreciated. Please call office to set up volunteer time slot/job placement if able.
- Halloween party at Pineview will be happening on the 31st.
- Please make sure we are filling out time cards each shift.
- Will be working on some updates to end of month system.
- Remember that new phone system does not beep when there is a message, check for flashing light at the beginning of each shift.
- Flooring should be getting installed in basement soon.
- Yard light needs to be fixed. *electrician fix I believe last time it needed to be fixed*

GC:

- Annual meeting is scheduled for 10/11/2024
- MN Sure survey will be on 9/30 at Spruce S.P. will accompany her.

GS:

- Make sure Mario and Ipad are both charging whenever possible and especially at the end of each shift.
- Please make sure that we are documenting yes on task sheets when he is doing 1:1 activities (swimming, walks, etc...)
- Will not be joining his parents for his Florida trip this year. Karen will fly home to spend some weekend time with him.
- Please use extra caution when he is not in sight to monitor his whereabouts, he recently took the trail to the neighbors house.
- Let's make an effort to add some variety to his activity selections to try to broaden his home based interests. DSPC will post a list of ideas, please add to it with any thoughts you may have.

LT:

- Great turn out for her birthday party. Her family did a wonderful job.
- Elbow patches are spreading. Will schedule an appointment to get it looked at.
- Please leave a staff communication when briefs are getting low so they can be ordered. The prescription goes through Sanford Medical Supply out of Bemidji and we need to call when she is down to two or three packs.

VM:

- Is due for her annual physical and depo shot at the end of October. Waiting on a call back from Indian Health Services to get her scheduled.