



Monthly Program Staff Meeting - Training Record

Program: Spruce Date: 10/31/24

Trainer / Facilitator(s): Jana Schweitzer

Begin: 12:30 pm End: 2:00 pm Training Hours: 1.5

SUBJECT / TOPICS: _____

Employees Attending:

Rich Rouse _____
Aina Brown _____
Ashley Lippert _____
Ellen Albee _____
Jandra Phillips _____
Ben Walen _____

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 DSFC
Signature

Designated Coordinator / DSSC / CSSC

Spruce March Staff Meeting

October 31, 2024

Spruce:

- The schedule was completed through 12/1.
- November staff meeting is scheduled for 11/21/2024 at 12:30 PM.
- Upcoming dates to make note of
 - Jack Pines Fundraiser 11/15 Red Roof Inn
 - Flooring installation 2nd weekend in November
 - Turkey Trot 11/28
 - Year end party 12/5
- Task sheets need to be used on each shift. Make sure that the work is being distributed evenly between ON and short shifts. Completing the workload requires a team effort and please make it a priority to make sure that everyone is putting in an even effort.
- At a minimum clients need to be dressed with AM meds given before leaving your ON shift unless of extenuating circumstances(client illness, staff leaving early, etc...) but this should be rare exceptions and not the norm.
- We need to price check hamburger before purchasing, often Aldi's will have a sale on organic hamburger making it cheaper than Isaacson's.
- Client withdrawals need to be done on both petty cash sheet and the savings/checking transaction sheet to ensure proper paper trail and to ensure that they are easily balanced when we get monthly bank statements. Subtract from checking and add to petty cash in all areas.
- Went over inspection list from county visit: Location of fire extinguishers, fire plans, emergency kit, first aid requirements and location, phone list's locations, and location of reporting policies, emergency procedures, and abuse prevention plan. Please see attached sheet with details and contact DSPC with any questions.
- Client Thanksgiving plans are TBD. Will update with information as we receive it.
- Spruce Christmas party will be similar to last year's the date will be set at the next staff meeting. It was discussed and decided to have a potluck this year.
- Have been receiving comments about phone usage from staff. Please refer to the Heartland Homes policy on phone usage. Make sure that you are maintaining proper phone usage while on the clock.
- Clients need to be taken to Walgreens for flu shots on their next outing days. DSPC will print off appointment sheets and leave the date blank they will be in upcoming appt folder. Please make sure they get filled out.

GC:

- Annual physical is scheduled for 11/27 at 8:10 AM. DC will take her. Topics to address are toenail, and patches on scalp.
- Make sure her shoe inserts are changing into the shoes she chooses each day and that her socks are pulled up.

GS:

- Will be PU on the 7th from the DAC by Karen for a dental appointment. They will bring him back on the 8th or 9th depending on how things go.
- Neuropathy in feet seems to be worsening, noticing it especially when barefoot(at

shower time) will talk to guardian about shower shoes of some sort.

LT:

- Have been seeing increase in struggling with not going out each day, jealousy over housemates outings. Staff will plan a bigger outing for her to go out of town for some shopping/dinner. Staff will update DSPC when the plan is made.
- Her prescription drug coverage has changed. She needs to bring form to Walgreens before she PU meds anytime after 11/4. Please take her on her next outing day. DSPC will post sheet on bulletin board

VM:

- Had her annual physical on 10/29 followed by an outing to Bemidji. Doctor will put in a referral to get more in depth seizure testing done to see if her seizure meds are still needed.
- Will be needing another spend down. Possible ideas are a recliner for living room and an Ipad.
- Her floors are not getting cleaned when she does them independently. Staff needs to offer assistance in helping her to do a good job. If she refuses staff needs to make sure they are still getting done.

Staff Meeting Agenda

October 2024

G.C. Annual, cologuard
Shoes inserts
Socks
Toe/head

L.T. 11-4 presc sheet
big outing

V.M. A.L. Annual

~~Outing~~
Floors?

- IPAD, chair? will games?

Rescheduled

G.S. 7th PU DAC home 8th or 9th, neuropathy
- Flu Shots -

Jack Pine FR 11-15 Red Roof Inn

General: Turkey Trot Flooring 2nd weekend Nov

Dates - Year end 12-5

* Task Sheets, even distribution, dressed AM
Burger Aldis

Client withdrawals - from v + to p.c.

Thanksgiving

Cheat Sheet

Freezer

Christmas party/gifts

Phones -

Inspection Cheat Sheet

Emergency Kit located downstairs in the small three drawer stand by the table. This is weather related and contains items such as first aid kit, water, urinal, toilet paper, flashlights, yahtzee, granola bars.

Fire plan is located in each bedroom and on bulletin board which is now in laundry area.

Fire drill reports are in orange folder in file cabinet in the very front.

Fire Extinguishers are located underneath the kitchen sink, hanging on the far side wall of the garage, and hanging on the wall to the right of the door in the storage area of the basement.

First aid/spill kit/and more flashlights are located in the cupboard with the scale in the dining room.

Phone lists are located on the bulletin board in office, in cupboard above phone in kitchen. There are emergency phone numbers are posted on bulletin board in laundry room, kitchen cupboard, and on office wall. .

Internal and External reporting policies regarding maltreatment of vulnerable adults is located in policy and procedure(black book) on bookshelf in office, it is in green section listed as maltreatment of vulnerable adults. It is also posted on bulletin board in laundry room.

Both the abuse prevention plan and the emergency procedures are posted on bulletin board in laundry room.