



Monthly Program Staff Meeting - Training Record

Program: Trail View Date: 12-9-24

Trainer / Facilitator(s): Shanette Hemenway / Bill Simpson

Begin: 1:00 End: 2:00 Training Hours: 1

SUBJECT / TOPICS: \_\_\_\_\_  
 \_\_\_\_\_ NL tests & maintenance \_\_\_\_\_ Christmas gifts clients  
 \_\_\_\_\_ MC Dr apt tracking \_\_\_\_\_ Snow Removal  
 \_\_\_\_\_ Mileage sheets up to 200 miles \_\_\_\_\_ Medical Notes

Employees Attending:

\_\_\_\_\_Shanette Hemenway\_\_\_\_\_

\_\_\_\_\_Autumn Thompson\_\_\_\_\_

\_\_\_\_\_Pam Martin\_\_\_\_\_

\_\_\_\_\_Jill Harky\_\_\_\_\_

\_\_\_\_\_Lynn Eschens\_\_\_\_\_

\_\_\_\_\_Bill Simpson\_\_\_\_\_

Employees not Attending:

Reason:

\_\_\_\_\_Kelly Dudley\_\_\_\_\_ Vacation \_\_\_\_\_ Excused  Not Excused \_\_\_\_\_

\_\_\_\_\_Robert Malen\_\_\_\_\_ icy roads \_\_\_\_\_ Excused  Not Excused \_\_\_\_\_

\_\_\_\_\_Aydia Tompen\_\_\_\_\_ no car \_\_\_\_\_ Excused  Not Excused \_\_\_\_\_

\_\_\_\_\_Shanette Hemenway\_\_\_\_\_

Print Name

\_\_\_\_\_Shanette Hemenway\_\_\_\_\_

Signature

Designated Coordinator / DSPC / CSSC

## Staff Mtg Notes 12/9/24 1:00-2:00

Norman's mouth rinse is a topical for his teeth, to be applied with his toothbrush, using a cup, then put on each tooth. He may swish with the remaining in the dixie cup. Please ask if you do not know how to do this. Norman must brush his teeth before putting in his partial daily.

When plans are made with Maja for whatever it is, leave it as is and don't bring it up again till the day of. "stick to the plan." Is the best route.

Ken's debit card pin will arrive soon. He can keep the pin or create a new one. Please document when it arrives and make a note in his locked moneybox.

Maja is proud of her new tree for Christmas and her family seems happy about it too.

Ken should think of ideas for his son's gift. Shopping with Sharon on Sat Dec 14<sup>th</sup> wants to buy \$100 gift card for Dale from Target. Those can also be purchased at Walgreens if he doesn't get one on the trip.

Please get people motivated for exercising right away before the dark evening comes. Take advantage of weather, school walking and or Walmart. Norman needs to keep moving and loves to dance with Maja in the living room to music. 20 min is something!! Weekends preferably before outings.

NL "fighting" please interrupt this behavior and ask Norman what's going on. "shooting" ect should we document this on a chart?

Weekend vacuuming & dusting of living rooms staff help ensure it gets done, menus can be made once 2<sup>nd</sup> staff arrives if it is more helpful.

Medical appointments please chart in Residex& note about the appointment example flu shot under MEDICAL NOTES or any other medical apt. Questions ask your co worker!! We help each other out!

Positive reinforcement goes a long ways. We are role models, so please praise clients for the good they do, also guys on mowing sweeping ect.

Use one word for Lindsay when being inappropriate, "independence" and she will know what this means.

No more salting sidewalk with out staff supervision. A whole bag of salt was used in one day by KE, its tracking in terribly and very messy and more cleanup. STAFF DO IT OR ASSIST WITH KEN. A little goes a long ways.

Snow removal: if 4 inches or more plow comes, please shovel all sidewalks either way, have clients involved and proper warm snow pants boots, facemasks on and have fun with it.

Dec 16<sup>th</sup> LG to Moorhead meet at 1 if possible. Will be down to 1 staff most of the days that LG is gone, preferably Fridays too. Thanks for your part in this too.

We appreciate all you do here at heartland homes & we also appreciate what each person contributes to her role in a DSP here at Trail View. Thank you all for what you do ! Keep up the great teamwork!!!!



Our Mission "Is to provide residential services to people with developmental disabilities & help them live the best possible life."

Monday Jan 6<sup>th</sup> next staff meeting 1:00