



**Monthly Program Staff Meeting - Training Record**

Program: Spruce Date: 12/19/24

Trainer / Facilitator(s): Jana Schweitzer

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

**SUBJECT / TOPICS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employees Attending:**

Jeni Wilson \_\_\_\_\_  
Tina Brown \_\_\_\_\_  
Ellen Albee \_\_\_\_\_  
Arielle Lippert \_\_\_\_\_  
Sandy Phillips \_\_\_\_\_  
Rob Poewe \_\_\_\_\_

**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**

Staff please read + initial  
(2 sided)

## Spruce ~~March~~ Staff Meeting

December 19, 2024

AL EA  
RR  
JB  
jv

### Spruce:

- The schedule was completed through 2/1
- January staff meeting is scheduled for 1/30/2025 at 12:30 PM.
- Upcoming dates to make note of
  - Inservice 1/16 11:00-2:00 Calvary Lutheran Church
  - Winter Formal(Disco themed) 1/19 Details to come.
  - Kelly D.'s retirement party 1/15 Details to come.
- With the finishing of the basement, basement cleaning needs to be added to weekly tasks. It will be added to Thursdays. Fridges and laundry room will move from Thursday to Fridays.
- Santa visiting house w/ client gifts following 12/19 staff meeting.

### GC:

- Bedwetting occurrences are increasing. Will monitor for the next thirty days and then discuss possibility of overnight depends.
- Family noted some weight gain on Thanksgiving home visit. Would like us to monitor her sugar intake.
- Efforts to gain stool sample for Cologuard testing has been unsuccessful. All staff please continue to make attempts.
- Will be being dropped off in Royalton with her brother on the 23<sup>rd</sup> at 3:00 and PU on the 26<sup>th</sup> at 2:30.

### GS:

- 2<sup>nd</sup> Mario was brought to the cell phone doctor in Brainerd and repaired.
- Homes visits over the holidays have not been verified at this point. Karen will update as decisions are made.

### LT:

- Increasing anxiety/confusion harder to redirect out of hyper fixations. Often focused on things/events that are unintentionally fabricated or not based in reality. Discussed talking with guardians about looking into possible medication options to alleviate some of her distress.
- DSPC will continue to work on getting her a functioning MyChart.
- Annual physical/labs are scheduled for 1/24. Will look into blood levels and discuss the need for vitamins/supplements possible anxiety treatments.
- Ear wax needs to be cleaned from hearing aid to ensure it stays functioning properly.
- Will be dropped off in Bemidji on 12/24 at noon and Andrea will bring her home on 12/26.

### VM:

- Depo is scheduled for 1/14 at 3:00. Staff will contact Dr. Hager about the length of time she has been on it and if it is advisable to find an alternative.
- Staff has noted weight gain. Look for options/shopping snack alternatives that will promote physical activity(walking at school, bike, swimming, etc..)
- 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. \*\* Pulled this from November meeting notes, continues to be something to work on. Discussed again at 12/19 staff meeting.

- Rearranged her bedroom she is very happy with the results.
- Went shopping for a new living room recliner. Thoroughly enjoyed the process and is very proud of her new piece of furniture.
- Showing signs of struggling with the upcoming holidays.