



Monthly Program Staff Meeting - Training Record

Program: Spruce Date: 8/29/24

Trainer / Facilitator(s): Jana Schweitzer

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

SUBJECT / TOPICS: _____

Employees Attending:

Jeni Walden _____
Sandra Phillips _____
Ellen Albee _____
Ashley Huppert _____
Rob House _____
Lina Brown _____

Employees not Attending:

Reason:

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

Print Name

Signature

Designated Coordinator / DSSC / CSSC

STATE Please read (L) (S) (A) (U) & INITIAL

Spruce March Staff Meeting

August 29, 2024

EA
JB
RA
TW
JI

Spruce:

- The schedule was completed through 10/1.
- September staff meeting is scheduled for 9/26/24 at 12:30 PM.
- DSP day is scheduled for 9/10 from 11-1 at HH office, there will be two food trucks with three meal options and ice cream, gifts, and door prizes. One hour may be added to timecard for those who attend, attendance is not mandatory but encouraged.
- Thank everyone for the extra effort to get everything cleaned up and ready for inspection.
- Exercise bike has been moved to shed, will look into ordering parts.
- Weekend differential will be Midnight Friday to Midnight Sunday, there is a weekend differential option on time cards, please let DSPC know if you have any questions.
- Prescription paperwork should go in DC file on wall to ensure we have the most up to date paperwork.
- ED was notified of foggy windows in tv room, GS, and VM bedrooms, and cracked tile in middle bathroom.
- Will be updating pictures before next staff meeting, please send DSPC any you would like displayed.
- If there is a time discrepancy from your schedule to actual hours worked, please leave a brief explanation in the comment section of your time card.
- Turkey/Ham dinner, silent auction is scheduled for 10/11.
- When writing a check or using the debit card the sticker needs to be put directly on the back of the receipt.
- Outings should be rearranged according to appointment schedules for the week, DSPC will work on making any changes and putting them in staff communications for the upcoming week whenever possible.

GC:

- Prolia shot is scheduled for 9-5.
- Lots of adventures lately; Stillwater, Peace Gardens, Nephew's wedding, Brainerd zoo. What a wonderful summer.
- She did end up needing to get a tooth pulled at her appointment on 8/27, they also fixed her cracked tooth. Please monitor for any changes in eating habits, or signs of discomfort.

GS:

- Make sure Mario and Ipad are both charging whenever possible and especially at the end of each shift.
- Podiatry and dental appointments have been scheduled for September, guardian will facilitate.

LT:

- Supplements have been DC'ed per Dr. Harmon.
- Jack Pine Showcase is scheduled for 9/2. Guardian will be picking her up at 2:00, following the showcase they will go out for an early dinner before returning home.
- Family has verified her birthday party, 9/21 1:00-3:00 at Calvary, invitations will be out soon.
- AL has volunteered to assist her with going through her closet and taking out items that she doesn't wear.
- It has been noticed that she is not putting her CPAP back on correctly (either not turning it on or the mask down on her chin) She will need assistance when she gets up at night to make sure it is working properly.

VM:

- Her mood/refusal of her Monday outings should be charted or made note of, if she refuses on Monday she will need to wait until the following week with the exception of special circumstances.
- Eye appointment has been scheduled for 9-27.
- Annual visit is due in October DSPC will call for an appointment this week.