



Monthly Program Staff Meeting - Training Record

Program: Woodland Date: 12/10/24

Trainer / Facilitator(s): Karen Day

Begin: 12:30 End: 2:00 Training Hours: 1 1/2

SUBJECT / TOPICS: _____

Employees Attending:

Karen Dexter
[Signature]
[Signature]
Andrea Phillips
[Signature]

Employees not Attending:

Reason:

Excused _____ Not Excused _____

Excused _____ Not Excused _____

Excused _____ Not Excused _____

Print Name

Signature

Designated Coordinator / DSSC / CSSC

Posted to: _____ Database _____ Spreadsheet _____ Meeting Log

Filed: _____ Original

WOODLAND STAFF MEETING DISCUSSION SUMMARY 12/10/2024—Karen Day, DSPC

LD: It was mentioned that Lora's room is a little dark so it was decided we'd get brighter daylight bulbs for her room. Her memory was also brought up. It is getting noticeably worse, some days asking what day it is three to four times. Also, talking about things in the past a thought they are still happening.

CB: Buying a dryer rack was suggested for Craig's socks that cannot be dried with heat in the dryer. One will be bought when staff has time. It was also mentioned how Craig is continually needing more and more prompts for things.

JeK: Jerry has been asking to get \$20 a week instead of \$15. He doesn't really need any more money and is only asking one staff for this increase, so it was decided it was not necessary to change anything at this time. His periodic anger outbursts were discussed. Question was raised as to whether he could be put on a medication or supplement to help with this. The issue will be raised with his doctor when he has his annual physical in February.

KG: It was noticed that her toenails have been getting too long in between monthly trims. Staff will now check them twice a month, on the 1st and the 15th. Kim's checkbook was brought up and it was decided to have her turn in her check register on a monthly basis to keep the pages from getting so curled up and also so that it can be balanced on a more consistent basis. She will be given a new register as part of the "end of the month" paperwork that is done on the last day of the month.

OTHER BUSINESS:

December schedule was reviewed & updated for the rest of the month and into the first part of January.

Because of rising costs, going out to eat as a house every Friday is too expensive and it was decided that going out more like once a month is more practical. Ordering in pizza sometimes is also an option.

January's staff meeting will be on Tuesday, January 7th, 2024 at 12:30 pm.

If anyone has questions, please call Karen at 218-616-0870.

Karen Day