



Monthly Program Staff Meeting - Training Record

Program: Woodland Date: 1/7/25

Trainer / Facilitator(s): Karen Day

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

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

Employees Attending:

Karen Duxter \_\_\_\_\_  
Cheryl Zierke \_\_\_\_\_  
Jessie [unclear] \_\_\_\_\_  
Sandy [unclear] \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employees not Attending:

Reason:

Sam Kohrs unknown Excused \_\_\_\_\_ Not Excused \_\_\_\_\_  
 \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_  
 \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Karen Day  
 Print Name

Karen Day  
 Signature  
 Designated Coordinator / DSSC / CSSC

**WOODLAND STAFF MEETING DISCUSSION SUMMARY 01/07/25--Karen Day, DSPC**

CB: It was brought up that Craig has not been able to go to church due to only one staff and conflicting times of housemates and their church times. Some brainstorming was done as to how we can get him there more often. The ED said he can do it sometimes, but not on a regular basis. It was mentioned that a staff from another house has expressed a willingness to bring him as she is someone he knows and was used to seeing every week when he used to go with his mom. DSPC will follow up on this to see what can be worked out.

KG: Kim has not been able to walk much due to the alley and road out front being like a skating rink. So that she can continue walking as much as possible, a decision was made to give her a ride to the sidewalk when there are two staff working and then have her call staff when she leaves Walgreens so staff can pick her up at the sidewalk to get the mail and bring her home. This will just be temporarily until we get more snow coverage and/or it isn't so icy.

JK: Nothing specific was discussed about Jerry.

LD: We got six boxes of Lora's Ensure and we talked about whether she really need that much and if she can even go through it before we will have to generate a new doctor's order for a refill like we had to do this last time.

**OTHER BUSINESS:**

January schedule was reviewed & updated for the rest of the month and into the first part of February. Suggestion was made to change the short shift time to 2:15-7:15 because there are so many days when ON staff has to come in late and short shift is having to adjust their start time from 2:30 to 2:15. Just this month there are at least 10 week-days when this change has been needed. ED said he didn't see a problem with it but wanted to run it by the DC first before any official change is made.

It was noted that the thermostat has been turned up to 78 a couple times and has been quite warm in the house when ON staff has come in the afternoon to start their shift. Everyone was reminded to make sure to turn it down to around 70 in the morning when they leave for the day.

The Becker's bought the house a lot of goodies and a few gift cards for local businesses for Christmas. They also gave money for Woodland staff to go out to eat. It was discussed where we might like to go sometime in the next couple months. We will also buy a thank you card for the Beckers for their generosity.

**February's staff meeting will be on Tuesday, February 11th, 2024 at 12:30 pm.**

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

**Karen Day**