

January 28th, 2025, Customized Staff Meeting 3pm

1. Program Manager Announcement -
 - a. Brianna Starr last day 12-13-24 -Louise
2. Employee Handbook updates - Louise
 - a. No changes, but be sure to review and acknowledge in STARS
 - b. Earned sick and safe time clarify
 - c. handbook review
 - Important to periodically and when directed check ADP i.e., pay information, access to the Handbook and the annual acknowledgement.
 - d. Communication – reading of information and timely response expectations.
3. Training
 - a. CDS Archive/emphasize the importance of timely lesson completion Suzie
 - b. CDS sunset, new online training STAR Services (if you are having trouble with online lessons contact the training team (trainingteam@livingwell.org) Suzie
 - c. CPR many are overdue – while not mandatory, encouraged Suzie
 - d. Emergency Procedures (smoke detectors, carbon monoxide, fire, shelter in place etc.) Brenda
 - e. Ombudsman updates – review Brenda
 - f. Recipient Rights <https://youtu.be/TqlvEP3ZDz0?si=JJiCETSjehiC29e> (2025) Brenda
4. Community Access information/reminders Brenda
 - a. Remember discounts for MN Zoo <https://mnzoo.org/us/freetoexplore/> , Science Museum (GREAT TIX) etc.
 - b. Thursday Social Club-Inver Hills Community College
Thursdays 11a – 12p February 6th – May 1st
 - c. STARS Meetings (1 Monday of every other month)
Feb 3, Ap 7, June 2, Aug 4, Oct 6, Dec 1 6-8pm
 - d. Sustainable safari -Burnsville Center and Maplewood Mall free for DSP, otherwise \$16.50
5. Miscellaneous Announcements
 - a. 2025 Mileage form and reimbursement changes to 2x per month -10th & 24th going forward Suzie
 - b. MITC/Therap reminders Suzie
(refresher on self-password updates for Therap)
 - c. ARRM Day at the Capitol March 18th <https://www.armor.org/advocacy> Brenda
 - d. Family Fun Day Como June Brenda
 - e. Quarterly Gift cards/Future DSP gifts pick up procedure
 - i. 4 cards Missy, Jeff, Mary and Deb Suzie
 - f. SharePoint updates- easier mobile view and access Suzie
 - g. Living Well, Hammer Residences merger update Brenda

