CEDAR NORTH/CEDAR SOUTH
STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: July 10, 2024

Inservices:

- Safety/Health Review – All outside doors are to be locked at all times on CS and CN. There is a family member of an individual that is to have no contact with that individual so the doors are to be locked for safety. All outside doors on CN and CS MUST be locked at all times. There is an active VA case and a part of our requirement was to keep the doors locked. This is an order from the Marshall County Law Enforcement. Give SO the code so she has access. The code for the doors is 8832.

- Emergency Procedures – July – Fire Drill Bedroom #5 – CP, JW Rooms (CS – Laura, CN – Carol, Joy)
  NEED: June – Blocked Exit Fire Drill (east door to large deck) (CN -Lori)

- EE Policy Book: 7.0 Benefits (located on Star Services and Sharepoint)

- Program Policies: (STAR) Emergency Procedures: Severe weather – hail, thunderstorm, natural disaster – fire, tornado.

- Nursing Inservice (Henrietta): Review Medication Administration. There will also be a medication administration test assigned to all staff in Star Services.

Meeting Review:

A. **July Calendar Reviewed**: Please let Cindy know if you have days you cannot work by the 15th of the month prior. Any requests made after the 15th of month prior will need to be filled by the staff member making the request. Also remember that if you are sick or need last minute time off that you send a group text showing you have tried to fill your shift before you approach the office for help. Thank you for working together to fill shifts. (see attached July Schedules)

B. ***STAR Services*** - Reminder to go onto STAR Services regularly and make sure you have completed all that is assigned to you. The website is https://mcgh.edvance360.com/.

C. **Weekend Differential Change** (see attached memo with examples)

D. **New Petty Cash Form** (see attached example form)

E. 2025 **Holiday Rotation:** The MCGH Board of Directors decided that The Marshall County Fair will be added to the 2025 holiday rotation so staff that have time off this year will not be able to request it off in 2025. A limit of 1 day off request will be approved. This is not a part of the paid holidays.

F. **Giving out information regarding staff and individuals:** It is extremely important to follow the Data Privacy and HIPPA regulations in regard to giving out information about staff and individuals. MN Statutes state the following can be shared by the employer as long as it is given to the employee at the same time. This information is only allowed to be given by the Administration.

   Minnesota statutes allow an employer to give reference information including **dates of employment, compensation history, job description and**

duties, training and education provided, and documented acts of illegal conduct, as long as the same information is mailed to the employee at the same time. MCGH only verifies dates of employment. The only way any other information is shared is if we are asked by the past employee to be a personal reference.

MCGH employees are not allowed to give out any information regarding other employees. Should you receive a call asking questions you need to state-***"I will be happy to take a name and number and have our Administration office get back to you."*** Should someone come to the door you need to ask for ID. If you do not know them, you need to verify they are who they say they are. Never let anyone in the homes if you are unsure of who they are. Again, you may not give out any information that is related to any client or employee. That includes dates and hours worked, phone numbers or anything else.

Should this be done it is in violation of a law and it can be a reason for termination.

G. **Staffing Patterns:** Staffing patterns are being submitted to the county. These are effective 9/1/24. As of 9/1/24, there will not be any changes to staffing and individual schedules. In August of 2025, requests for changes can be made and if it is possible changes can be implemented for 9/1/25. The ONLY exception for a possible change is for medical purposes with adequate physician documentation.

H. **CN Individual Reports**:

- Dylan: DIET – REGULAR DIET- WEIGHT – 181.9 (+1.5)
  Starting in June he attends the ODC Mon-Thurs. He did Argyle Grocers coupons on the 7th and 14th. And also delivered meals those Fridays. He went home on the 18th and they went to Mayo Clinic for an appointment regarding his seizure disorder. Everything went well. He had Chinese food from the food truck uptown on the 10th. He went home on the28th, his mom picked him up for lunch and then they went home he had a wedding on Sat. The 29th. Denese, Dylan's mother, sent Dylan's recent blood pressure readings to Jeremy Houser, PA and it was decided to start him on a blood pressure medication.
  - Outcome: Choose a community site to do volunteer work with at least 1x/week.

- Jean: DIET – DIABETIC DIET, 1/2C SERVING PORTIONS, SOFT FOODS, MEATS CUT INTO SMALL BITES -WEIGHT 152.9 (-1.2)
  She had music therapy on the 5th and the 12th. She went to The Dell on the 1st for supper with her housemates and staff. She still gets massages x2/month. On the 12th she went to Crookston to get her baclofen pump filled and out to McDonalds for lunch. On the 16th she went out with sister to St. Hilaire for lunch and for her birthday. On the 17th it was her birthday and she got many cards. On the 10th she got Chinese food from the food vendor in Argyle. She had Bible Study on the 11th. On the 20th she went to Warren for an outdoor concert and out to eat at Main Street Cafe. On the 26th she had a CT scan in Crookston and out to lunch at Main Street Cafe. On the 29th she went to Fargo Zoo and out to supper at Krolls Diner. Brittany Swenson, Kittson County Case Manager continues to look for placement for Jean. Yesterday, we met with a staff member from Hillcrest Nursing Home in RLF and this seems to be pretty optimistic for placement.
  OT/PT Exercise Program: PROM lower extremities BID; swallow/tongue exercises assigned by SLP; body massage EOW, propel own wheelchair daily.
  - Outcomes: 1. Have her hometown newspaper read to her weekly.
    2. Jean will assist with meal preparation 1x/week.

- Hailey: DIET – REGULAR DIET - WEIGHT: 155.4 (+1.4)
  Continues to go to horse therapy on Monday mornings and then out to lunch after, it is usually with sister and staff. She went to The Dell on the 1st. On the 7th, 14th,and the 28th she went to the dances at Listen Center in Grand Forks. Out for supper to Pizza Ranch on the 14th and 28th. She participated in Bible Study on the 11th. She is going to therapy on Tuesdays and Thursday's, her

parents take her otherwise we do. She had a haircut on the 19th at Shear Designs. We had Chinese food from food truck uptown on the 10th. She went home on the16th for Father's Day and sister's birthday. On the 20th we went to warren for an outdoor concert and ate at Main Street Cafe. She went to Park River Bible Camp June 24-27. On the 29th she went to the Fargo Zoo and out for supper at Krolls Diner with her housemates and staff.
Outcome: Weekly, Hailey will explore new leisure activities so she can identify interests she enjoys and can do during her free time.

- Sandra: DIET – TO HAVE 2-3 CARB CHOICES AT EACH MEAL; SNACKS ARE TO BE 1 CARB – WEIGHT: 179.7 (+3.8)
  She continues to work at Argyle Builders Supply on Wed and Fridays. She went to The Dell on the 1st with her housemates and staff. She goes to church every Sunday on her own. She went to the LISTEN Center dances on the 7th, 14th and the 28. On the 14th and 28th she went to Pizza Ranch for supper. On the 4th went to see her son. On the 10th she had Chinese food from food truck in Argyle. Bible Study on the 11th. She got a haircut on the 19th at Shear Designs. On the 20th she went to the outdoor concert in Warren and out to eat at Main Street Cafe. On the 29th went to the Fargo Zoo out to eat at Krolls Diner with her housemates and staff.
  Outcomes: 1. To participate in at least 2 dances/month at LISTEN Center in Grand Forks
  2. Sandra will prepare and cook a meal for herself 2 times per week

CS Individual Reports:

- Gary: DIET - REGULAR DIET 1/2C SERVING PORTIONS WEIGHT: 159.6 (-4.7)
  Had his annual physical Jue 17th, everything was fine, no med changes; he also had his ears cleaned out. He has been difficult some mornings to get out of bed. He seems to get anxious when his housemate is in his space, he has told staff to "keep her away". He tends to clench his fists or get a tight grip on the arm of the chair he is sitting in. He has had more spasms this past month. June 30th he fell out of bed, he bruised his right arm and his knees. On July 1st he called for help during the night, when staff went in to check on him he had his leg off the edge of the bed. July 6th he again was almost off the bed. When asked he had no answer as to what happened. There was a med error on July 3rd, he was given his 7pm meds and his 7am meds; Admin and Nurse were both notified immediately. Orders from NVHC were to monitor him through the night, taking vitals every hour for 8 hours and then every 8 hours. Nurse was contacted and on her order it was changed to 7a, 3p and 7p for 48 hours. His vitals remained stable, his family was notified and they were very understanding with the situation. He notified the DCA that a staff had goofed, she drank coffee using one of his mugs. Staff asked him what should be done, he said "Buy her a mug", staff complied. He has been refusing to do the table bike exercise, he will not go outside or play cards. Staff encouraged him to participate in a water gun fight but he chose not to. He likes getting up, toileting and taking meds and then going back to bed on his days off. He has had several phone calls and visits from family. His sister plans to come in Aug for his mother's birthday.
  OT/PT Exercise Program: PROM to lower extremities x2/day; PROM upper extremities x1/day; walking three times/day w/ gait belt if able to walk more please do, he like to use his walker; upper extremities peddle bike 5-10 minutes daily.
  - Outcomes: 1. Gary will correspond with family and friends by him making phone calls or mail monthly, with staff assistance.
    2. Once a month Gary will participate in a community outing by choosing a restaurant to eat at, with verbal prompting from staff.

- Diane: DIET – MECHANICAL SOFT, ALL MEATS PUREED, NO SERVING PORTION CONTROL; ASSIST OF 1 AT ALL TIMES WHEN WALKING WITH FRONT-WHEELED WALKER; ASSIST OF 1 FOR TRANSFERS WEIGHT: 117.0 (-0.6)

Had a short bout with Athletes foot, Tinactin and creams were applied daily. These were discontinued June 4th as it appeared to be fully healed. Her toenails are looking great, the Tea Tree Oil has been very beneficial. She continues to get massages and loves being outside. She has taken naps a few times since starting DAC on June 17th. She attends Mon, Wed and Thur along with her housemate. On June 27th her feet appeared swollen, staff immediately placed her in her recliner and elevated her feet. She has arrived home from DAC a few times extremely soiled, even through her clothes. She walks good at times, but this past month she has been more difficult at times. DAC was informed that she should only be in her wheelchair for transportation, staff is somewhat puzzled by this behavior. She has been eating and sleeping very well. She enjoyed spending 4th of July with CN staff and clients. She enjoyed being part of the birthday celebrations for two of her housemates

OT/PT Exercise Program: ambulating at handrail for 25' with assist of 1; foot/ankle exercises in am; upper extremity peddle bike 5-10 minutes daily; ROM to lower extremities 3x/day; sit to stand exercises for 30 second durations

- Outcomes: 1. Diane will participate in community outings that focus on her leisure interests in music and movies, x2/month.
  2. Diane will spend time outdoors by sitting outside with staff during warm weather months.

- Vinette: DIET – SOFT FOODS, MEAT CUT INTO SMALL PIECES, NECTAR-THICK LIQUIDS, 1/2C PORTIONS -WEIGHT 175.8 (+1.4)

Continues to attend ODC Mon-Thur. She went to Family Chiropractic June 10th to be fitted for new inserts. She picked them up June 17th. June 20th she went to the dentist and was so excited that Carol Riley was the one cleaning her teeth. No cavities. She attended Park River Bible Camp June 24th through 27th. When she returned home she had 2 bruises on her upper left arm and her right ankle was swollen. She could not tell staff what happened. She went for a ride with staff and a housemate to EGF and went to eat at McDonalds. She attended the MYND parade and went to the DQ, has been attending church and sitting outside. She has complained of pain in the back of her left knee, Aspercreme and Tylenol have been administered. He nails are looking quite good, continue to oil them daily and soak her hands Tues, Thur and Sat before pushing back the cuticles. She enjoyed a water gun fight with staff, she came into the house squirting staff and laughing about it. Staff has noticed and commented on her drooling, it seems to be getting worse. They have been asked to chart that on a daily basis. Also, staff must measure her food, she was up a little in weight. DCC has had to remove some of the food from their lunches at times. She is still getting one massage a month

OT/PT Exercise Program: Neck massage daily, exercise program BID, ride exercise bike, oral exercises daily, walking program daily w/ counting wooden pieces to track; finger board (located on living room wall) once daily; upper extremities peddle bike and pulley system.

- Outcomes: 1. Vinette will attend church services or watch church services on television twice a month
  2. Each weekday (M-F), Vinette will put her lunch items into her lunchbox, with verbal prompts from staff.

- Corrie: DIET – MECHANICAL SOFT, ABLE TO EAT FINGER FOODS, NEEDS ASSISTANCE WITH ALL OTHER FOODS, NO PORTION CONTROL - WEIGHT: 102.4 (+0.5)

June 4th Corrie had a tooth filled at Fergus Falls, he has his regular follow-up appointment on Aug 27th. He had an appointment at NVHC 6/12. HGB was 16.5; HCT was 55.4. He went home with his Aunt June 16 & 17 and 29 and 30. When he returned on the 17th he had a sunburn on his head , legs and arms. Staff applied Aloe gel immediately. He also was somewhat dehydrated, he had a large water intake the next couple of days. Corrie began attending the DAC in EGF June 17th. He will attend Mon, Wed and Thur each week. The day after his first time he was very tired and laid down in his bed after lunch and took a nap, staff had to wake him. He

has been scratched by a housemate twice, once on his head and the other time on his neck (as she went to give him a hug). He now tenses up when that housemate gets in his space. His Aunt called and informed staff that his mother is not allowed to see him under any circumstances. Corrie enjoyed having CN staff and clients join CS staff and clients for supper on July 4th. He went home on July 6th and returned the 7th. Staff from DAC have sent notes saying that Corrie is not eating or drinking while there. Staff has sent adequate notes back to the DAC on Corrie's eating/feeding schedule. He has come home thoroughly soaked a few times, when staff changes his brief they have applied barrier cream due to redness. Corrie loves going for rides, walks and just being outside watching people go past. He enjoyed the festivities of two housemates celebrating a birthday.

- Outcomes: 1. Corrie will spend time in the community, x1/month, watching community members engaged in activities (walking, shopping, playing, visiting, etc)
  2. One time per month, Corrie will eat at a restaurant, with staff assistance.

- Samantha: DIET – REGULAR 1/2C PORTIONS WEIGHT – 165.2 (-3.6)
  Moved into CS June 10th. She has had her PRN administered 5 times since then. She has gone home for her birthday and Fathers Day, and over the 4th of July. She has been homesick, but once she sees her parents she is ok. When she is scheduled to go home it is best not to tell her a specific time because her anxiety increases if they aren't here at that exact time. She has had incidents with one housemate where she has scratched him, on the head and then on the neck. When she gets close to him staff MUST watch her closely. When she gets loud just remind her to be quieter. Her teacher, Mary, came and had a meeting with DCC, DCA and Cindy to give us some insight as to her behaviors and how to redirect her. Lately she had been sleeping really well, however, most nights she starts in by 7 pm asking if she can go to bed yet. Several times after getting her 8pm meds she does fall asleep so staff has to wake her up at 9. One day when in her room she was telling staff that she hears voices in her head, also she doesn't want to watch Bluey because it makes her have nightmares. She has enjoyed going for rides, walks, filling the bird feeders and going to Horse Therapy. At times she doesn't care for what meal is being served, if this happens just ask her if she would like a sandwich. She will let you know if she is still hungry or not. Staff has asked her several times to do puzzles and she say "NO". She does enjoy sitting on the deck with staff and housemates.

Meeting Minutes, Policies and Trainings to be acknowledged in Star Services by each staff member.

The next monthly staff meeting will be held Wednesday, August 7th at 8:45am.

STAFF MEMBERS PRESENT:

Name:		Position:	Name:		Position:
Kristal Walen		Administrator	Janelle Fick	exc	DCS
Cindy Gratzek		RPS	Helen Gilster		DCS
Henrietta Linder		RN	Laura Kostrzewski		DCS
JoAnn Saunders		LPN	Kathleen (Rose) Juenke	via zoom	DCS
Carol Urbaniak		DCC	Lori Weber		DCS
Rachel Lopez		DCC	Marilyn Huderle		DCS
Kim Kostrzewski		DCA	Jennifer Yutrzenka		DCS
Patsy Whitlow		DCA	Margaret Deschene	exc	DCS
Joy Edgar		ONP	Darla Groff	exc	DCS
Angela Wick		ONP	Karjmella Williams	exc	DCS
Liz Anderson		DCS	Sara Bring		DCS
Cheryl Lubarski	exc	DCS	Amy Wheeler	exc	DCS

Authorized By: Cindy Gratzek, RPS

July 2024 Staff meeting Information.

Differential Pay for weekend shifts

MCGH Board of Directors voted to move the weekend pay to weekend differential pay at a rate of $2/hour. This was determined to make it more of a benefit to anyone who works regardless of how many hours they are at.

Differential Pay effective July 7, 2024

Differential rate=$2/hour

Differential pay will be applied to hours worked starting at 4p Friday until 8a Monday. Monday until 8a must be part of the Sunday overnight shift to be paid differential.

Differential pay will be listed as weekend shift on your paystub.

Here are some examples of how it will work:

Employee A:
-Works full time 40 hours a week
-Picks up open shift on Saturday 8a-4p-(8hrs)
Saturday wages are now calculated:
16.33*1.5=$24.50/hr (OT Rate)
$24.50*8hrs=$196.00 (OT Pay)
$2*8hrs=$16.00 (differential pay)
$196+$16=$212.00 Total

Employee B:
-Works part time less than 35 hours a week
-Picks up open shift on Saturday 8a-4p-(8hrs)
Saturday wages are now calculated:
16.33/hr * 8hrs= $130.64 (hours calculated at regular hourly rate)
$2*8hrs=$16.00 (differential pay)
$130.64+$16=$146.64 Total

** this would be the same pay if it remained hourly wage plus $2 more an hour to pay at $18.33/hr for the weekend. **$18.33*8=$146.64.**

The benefit of this is that regardless of the situation all employees receive differential pay.

Marshall County
Group Homes, Inc.

EXAMPLE

MONTHLY PETTY CASH RECORD

Name: First and Last Name Month/Year: _____(**one month per form**)

		PETTY CASH				SIGNATURES	
Date	**Description** Needs to include details of purchase if a detailed receipt is not available.	Receipt Received Y/N	Deposit	Withdrawal	**Balance**	**Staff Signature** (staff person managing funds used at time of purchase)	**DCC/DCA Signature** (signature states that petty cash was counted and verified)
7/1/24	Beginning balance Must always be the first line				$75.00		
7/5/24	River Cinema Movie Ticket, Small popcorn and small drink	Y		$18.00	$57.00		

Notes:

JULY 2024 CEDAR SOUTH SCHEDULE (AS OF 7/10/24)

Sunday	Monday SK	Tuesday CP, DS, SK	Wednesday SK	Thursday SK	Friday GB, SK, VL, CP, DS	Saturday
	1. SK Horse Therapy Sara off	2.	3.	4. Cindy on call All home	5. Sabrina on call 4p All home	6. Sabrina on call
DAC closed July 1-5 CP, DS, SK home M-F GB & VL home TH/F	6a-4p-Rachel Rachel take SK therapy 8a-4p-Laura 4p-8p-Rose 4p-8p-Amy 8p-8a-Angela	7a-4p-Sara 8a-8p-Patsy 4p-8p-(LK) Rose 8p-8a-Laura	6a-4p-Rachel 8p-4p-Patsy 4p-8p-Rose 4p-8p-Amy 8p-8a-Angela SK AT HOME @ 1p	4th of July Holiday 8a-8p-Patsy 8a-8p-Rose 8p-8a-Laura SK AT HOME	6a-4p-Rachel 8a-4p-Sara 4p-9p-(RJ) Angela 4p-8p-Amy 9p-9a-Angela SK AT HOME	9a-9p-Patsy 8a-4p-Rose 4p-8p- Amy 9p-9a-Amy SK AT HOME
7. Sabrina on call	8.SK Horse Therapy	9.	10. Staff Mtg	11.	12. 4p Cindy on call	13. Cindy on call
9a-3p-Amy 8a-4p-Rose 3p-8p -Amy 4p-8p-Helen 8p-815a-Liz SK AT HOME	6a-4p-Rachel Sara take SK therapy 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-Sara 8a-8p-Patsy 4p-8p-Laura 8p-8a-(LK) Jenn	6a-4p-Rachel 8a-4p--(PW) Sara 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	6a-4p-Rachel 1a-8p-Patsy 4p-8p-Laura CS Pickup warren 3p 8p-8a-Laura	7a-4p-Rachel 8a-4p-(SB)Patsy 4p-8p-Amy 4p-9p-(DG)-Rose 9p-9a-(DG)Angela	9a-9p-(DG) Amy 8a-4p-Laura 4p-8p-Angela 9p-9a-(DG)(RL)-Amy
14. Cindy on call	15. SK Horse Therapy	16.	17. Sara off	18.	19. Kristal on call 4p	20. Kristal on call
9a-9p-(DG) Amy 8a-4p-Laura 4p-8p-Helen 9p-8a-Angela	6a-4p-Rachel Rachel help CN 930-1p 8a-4p-Sara 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-(SB) Rachel 8a-4p-(PW)Sara 4p-8p-Laura 4p-8p-(PW)-Amy 8p-8a-Laura	6a-11a-(RL)Liz 11a-4p- 1p-4p-(PW) 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	6a-4p-Rachel 1p-4p-(PW) Sara 4p-8p-Laura 4p-8p-(PW)-Amy CS Pickup warren 3p 8p-8a-Laura	6a-4p-Rachel 8a-4p-Sara 4p-8p-Rose 4p-8p-Amy 9p-9a-Amy SK AT HOME	9a-9p-Amy 8a-4p-Rose 4p-8p- 9p-9a-Amy SK AT HOME
21. Kristal on call	22.SK Horse Therapy	23.	24. Parade	25. FAIR	26.Sabrina on call 4p FAIR	27. Sabrina on call FAIR
9a-8p-Amy 8a-4p-Rose 4p-8p-Helen 8p-8a-Liz SK AT HOME	6a-4p-Rachel Rachel help CN 930-1p 8a-4p-Sara 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-(SB) Rachel 8a-4p-(PW) Sara 4p-8p-Laura 4p-8p-(PW)Amy 8p-8a-Laura	6a-4p-(RL)Sara 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	6a-4p-(RL) 1a-8p-Patsy 4p-8p-Laura CS Pickup warren 3p 8p-8a-Laura	7a-4p-(RL) 8a-4p-(SB)Patsy 4p-8p-Amy 4p-9p-(DG)Helen 9p-9a-(DG)Angela	9a-8p-(DG)Patsy 8a-3p- 3p-9p-Rose 9p-9a-(DG)Rose
28. Sabrina on call	29.SK Horse Therapy	30.	31.			
9a-9p-(DG) Patsy 8a-4p- 4p-8p-Helen 9p-8a-Angela	6a-4p-(RL)Sara Sara take SK therapy 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-(SB) Rachel 8a-8p-Patsy 4p-8p-Laura 8p-8a-Laura	6a-4p-Rachel 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela			

JULY 2024 CEDAR SOUTH SCHEDULE (AS OF 7/10/24)

Sunday	Monday SK	Tuesday CP, DS, SK	Wednesday SK	Thursday SK	Friday GB, SK, VL, CP, DS	Saturday
	1. SK Horse Therapy Sara off	2.	3.	4. Cindy on call All home	5. Sabrina on call 4p All home	6. Sabrina on call
DAC closed July 1-5 CP, DS, SK home M-F GB & VL home TH/F	6a-4p-Rachel Rachel take SK therapy 8a-4p-Laura 4p-8p-Rose 4p-8p-Amy 8p-8a-Angela	7a-4p-Sara 8a-8p-Patsy 4p-8p-(LK) Rose 8p-8a-Laura	6a-4p-Rachel 8p-4p-Patsy 4p-8p-Rose 4p-8p-Amy 8p-8a-Angela SK AT HOME @ 1p	4th of July Holiday 8a-8p-Patsy 8a-8p-Rose 8p-8a-Laura SK AT HOME	6a-4p-Rachel 8a-4p-Sara 4p-9p-(RJ) Angela 4p-8p-Amy 9p-9a-Angela SK AT HOME	9a-9p-Patsy 8a-4p-Rose 4p-8p- Amy 9p-9a-Amy SK AT HOME
7. Sabrina on call	8.SK Horse Therapy	9.	10. Staff Mtg	11.	12. 4p Cindy on call	13. Cindy on call
9a-3p-Amy 8a-4p-Rose 3p-8p -Amy 4p-8p-Helen 8p-815a-Liz SK AT HOME	6a-4p-Rachel Sara take SK therapy 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-Sara 8a-8p-Patsy 4p-8p-Laura 8p-8a-(LK) Jenn	6a-4p-Rachel 8a-4p--(PW) Sara 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	6a-4p-Rachel 1a-8p-Patsy 4p-8p-Laura CS Pickup warren 3p 8p-8a-Laura	7a-4p-Rachel 8a-4p-(SB)Patsy 4p-8p-Amy 4p-9p-(DG)-Rose 9p-9a-(DG)Angela	9a-9p-(DG) Amy 8a-4p-Laura 4p-8p-Angela 9p-9a-(DG)(RL)-Amy
14. Cindy on call	15. SK Horse Therapy	16.	17. Sara off	18.	19. Kristal on call 4p	20. Kristal on call
9a-9p-(DG) Amy 8a-4p-Laura 4p-8p-Helen 9p-8a-Angela	6a-4p-Rachel Rachel help CN 930-1p 8a-4p-Sara 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-(SB) Rachel 8a-4p-(PW)Sara 4p-8p-Laura 4p-8p-(PW)-Amy 8p-8a-Laura	6a-11a-(RL)Liz 11a-4p-(RL 1p-4p-(PW) 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	6a-4p-Rachel 1p-4p-(PW) Sara 4p-8p-Laura 4p-8p-(PW)-Amy CS Pickup warren 3p 8p-8a-Laura	6a-4p-Rachel 8a-4p-Sara 4p-8p-Rose 4p-8p-Amy 9p-9a-Amy SK AT HOME	9a-9p-Amy 8a-4p-Rose 4p-8p- 9p-9a-Amy SK AT HOME
21. Kristal on call	22.SK Horse Therapy	23.	24. Parade	25. FAIR	26.Sabrina on call 4p FAIR	27. Sabrina on call FAIR
9a-8p-Amy 8a-4p-Rose 4p-8p-Helen 8p-8a-Liz SK AT HOME	6a-4p-Rachel Rachel help CN 930-1p 8a-4p-Sara 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-(SB) Rachel 8a-4p-(PW) Sara 4p-8p-Laura 4p-8p-(PW)Amy 8p-8a-Laura	6a-4p-(RL)Sara 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	6a-4p-(RL) 1a-8p-Patsy 4p-8p-Laura CS Pickup warren 3p 8p-8a-Laura	7a-4p-(RL) 8a-4p-(SB)Patsy 4p-8p-Amy 4p-9p-(DG)Helen 9p-9a-(DG)Angela	9a-8p-(DG)Patsy 8a-3p- 3p-9p-Rose 9p-9a-(DG)Rose
28. Sabrina on call	29.SK Horse Therapy	30.	31.			
9a-9p-(DG) Patsy 8a-4p- 4p-8p-Helen 9p-8a-Angela	6a-4p-(RL)Sara Sara take SK therapy 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela	7a-4p-(SB) Rachel 8a-8p-Patsy 4p-8p-Laura 8p-8a-Laura	6a-4p-Rachel 1p-4p-Patsy 4p-8p-Rose 4p-8p-Amy CS Pickup warren 3p 8p-8a-Angela			