

CEDAR NORTH/CEDAR SOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: November 6, 2024

Time: 8:45a-11:00a

Inservices:

- ❖ **Safety/Health Review** – Keep all walkways clear; sprinkle ice melt (if needed), make sure snow shovels are accessible. Sorenson Construction will be moving snow from big areas, Tony Safranski and family will be shoveling sidewalks and ramps.
- ❖ **Emergency Procedures** – November – Living Room - Carbon and Smoke Detector/Fire Drill CS (Rachel or as assigned), CN (Lori or as assigned)
- ❖ **EE Policy Book:** Completed for 2024
- ❖ **Program Policies:** Vulnerable Adult Maltreatment Reporting and Internal Review (STAR SERVICES Lesson and Test due by 11/30/24)

Meeting Review:

- A. November Calendar Reviewed:** Please let Cindy (CN) or Sabrina (CS) know if you have days you cannot work by the 10th of the month prior. Any requests made after the 10th 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 DCC and/or DCA. Thank you for working together to fill shifts. Coverage needs to be approved by RPS or Admin. (see attached November Schedules)
- B. AssetHR:** How to correct punches? Any questions? When to use “Transfer” – if you are the DCC and are covering for another staff member, then use the labor code “DCS”; if you have worked on CN and are switching to CS.
- C. Halloween Party:** The party was a great success! Thank you to the Planning Committee for organizing the party and to the staff for getting the individuals dressed and to the party. For future events, homes will be asked to sign up to assist with setting up, cleaning up, helping in the kitchen, etc.
- D. Argyle Santa Day:** December 7th is Santa Day and CN and CS have been invited to come early to the party to partake in the activities and see Santa. The event will be at the Argyle Community Center.
- E. Bible Study:** Bible Study has resumed the 2nd and 4th Fridays of the month at 2p. Can we rotate between CN and CS which side will host Bible Study? Yes
- F. House maintenance:** Jason will be fixing the door on the south side of the house that walks onto the large deck. The striker plate was not lining up correctly so the door wasn't closing. He removed the plate so the door will close but now there is a large gap in the door.
- G. CN Individual Reports:**

- Dylan: DIET – REGULAR DIET- WEIGHT – 184.6 (-.8)**
Appts: Had his Annual Meeting at the ODC (10/7), haircut and lunch with mom
Concerns: None
Outings: Cont. to prepare sale ads for Argyle Grocers and deliver meals on Fridays, ate at The Dell twice, played piano at NVHC twice, Bible study, plays keyboard twice, Halloween Party at Legion in Argyle and Halloween party at ODC.
Exercise: Dylan rides a bicycle daily (either inside or outside) and will go for walks with staff.

 - **Outcome: Choose a community site to do volunteer work with at least 1x/week**
- Hailey: DIET – REGULAR DIET - WEIGHT: 154.0 (-1.9)**
Appts: Play therapy on Thursday's, haircut on 10/15.
Concerns: Ask her to clean up mess in the living room before outings and bedtime
Outings: The Dell x2, Argyle Fall Fest then to RLF to see Jean, then supper at Sparky's in RLF, Home for the day, Movie EGF, Halloween party at legion in Argyle, LISTEN Dance and supper at Roadhouse Café and Movie EGF and DQ.
OT/PT Exercise Program: Encourage Hailey to get up and walk/exercise every hour when she is at home.

 - **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 AND 1/2C PORTIONS; SNACKS ARE TO BE 1 CARB – WEIGHT: 176.1 (-8.3)**
Appts: Labs drawn (10/7) for Dr. Panwalker, Oncologist appt (10/10). Urology appt with Nicole Straus (10/11), met with Amber Ott, Alluma at the house (10/7, 10/14, 10/21, 10/28), continue to work on divorce paperwork. Amber feels that Sandra needs to meet in person at the Alluma. She met with Dr. Brenda King, Psychologist (10/22). Dr. Brandt, PCP for annual physical (10/22). **Protection Order against her estranged spouse (this was to be acknowledged in Sandra's IAPP in Therap)** Sandra continues to work on Wednesdays and Fridays at Argyle/Stephen Builders Supply and the Argyle Enterprise Building on Thursdays.
Concerns: Encourage her to keep making good food choices.
Outings: Attended the Fall Fest in Argyle then to RLF to see Jean and had supper at Sparky's, had breakfast in Warren after bloodwork, spent time with her son at McDonald's and went to the library in Warren, breakfast at Perkin's, movie in EGF, Warren to register to vote, Halloween party at legion in Argyle, Bible study, church on Sunday's, concert in TRF, The Dell for housemates birthday, Dance at Listen Center and supper at Roadhouse Café, movie and DQ.
Exercise: Sandra is encouraged to exercise daily on her own, choosing what she wants to do for exercise.

 - **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
- Vinette: DIET – PUREED FOODS, HONEY-THICK LIQUIDS, 1/2C PORTIONS -WEIGHT 175.1 (-1.7)**
Appts: Skin Dr. On the 23rd Rebecca Schultz, on the 17th Eye exam
Concerns: Gets red in groin area
Outings: The Dell x2, Argyle Fall Fest then to RLF to see Jean and supper at Sparky's, bible study x2, MCGH Halloween party at the Legion in Argyle, Perkins after appointment, Dance and supper Roadhouse Cafe, a movie and DQ and a Halloween party at the ODC.
OT/PT Exercise Program: Neck massage daily, exercise program BID, ride bike outdoors or exercise bike, walking program daily w/ counting wooden pieces to track; finger board (located on living room wall) once daily.

- **Outcomes:** 1. Vinette will attend church services or watch church services on television twice a month
- 2. Monday - Thursday, after returning from the ODC, Vinette will unpack her lunchbox and put her dirty dishes in the sink and place her lunch box on the kitchen counter.

CS Individual Reports:

- **Gary:** DIET - REGULAR DIET 1/2C SERVING PORTIONS WEIGHT: 175.7 (+7.8)
Appts: No Dr appointments. MN Choices mtg with Cassie from Soc Serv. Covid and Flu shots. Massage twice a month
Concerns: There were 6 T-logs stating that Gary was quite upset with his housemate during her behaviors. He has told staff “she scares me”. It was decided that Gary will shower in the evening now.
Outings: ODC 4x week; Halloween Party. Bible Study did not go well, his sister suggested that he be given the choice to watch tv in his room if he doesn’t like the noise. She feels he doesn’t need to participate. Staff did discuss with him that he needs to let whoever the ON staff is to shower him in the morning. He enjoyed a pizza party at the ODC. Several phone calls and visits from family. His brother, sister in law and niece attended the Halloween party.
OT/PT Exercise Program: PROM to lower extremities daily; PROM upper extremities x1/day; walking three times/day w/ gait belt if able to walk more, please do, he likes to use his walker;
 - **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: 122.3 (+.6)
Appts : Dentist in Fergus Falls, Covid and Flu shots.
Concerns: Letting go of walker too soon, laughing when staff tries to redirect her. Putting too much food in her mouth and using her fingers instead of her spoon. Following a discussion about her eating/pocketing food/putting large amounts in her mouth it was decided it would be beneficial for her to have a swallow study. Henrietta will put a message to Jill Smith in MyChart. It was decided that Diane will continue to shower in the mornings.
Outings: The MCGH Halloween Party at the Argyle Legion. Attends the DAC 3 days/week.
OT/PT Exercise Program: plantar fascia exercises to feet/ankles daily in am, upper extremity peddle bike 5-10 minutes daily; PROM to lower extremities 3x/day; sit to stand exercises for 30 second durations 5-10 reps, ambulate with walker, gait belt and 1 assist during the day
 - **Outcome:** 1. Diane will participate in leisure activities of her interests in music, eating out and movies, in the community, 1x/month.
- **Corrie:** DIET – MECHANICAL SOFT, ABLE TO EAT FINGER FOODS, NEEDS ASSISTANCE WITH ALL OTHER FOODS, NO PORTION CONTROL - WEIGHT: 103.8 (+5.3)
Appts: Covid and Flu shots. Corrie got a new bed through Altru CornerHome.
Concerns: He appears extremely tired after DAC, doesn’t eat his lunch real well. When he is home he does take a nap in the afternoon. He doesn’t like when his housemate is too close to him. He is very lonesome for his Aunt, asks for her quite often during the day. Will contact his aunt to see if she could come to the house for a visit on the weekend or a day when Corrie is home. Corrie was found on the floor during one of his bed checks, staff is to keep his bed against the wall, double check that railings are secure and place his blue mat on the floor next to his bed. Rachel stated Corrie’s showers will be changing to the pm.
Outings: The MCGH Halloween party at the Argyle Legion and DAC 3x week

Exercise Program: Ambulate 2-3x a day for 30 ft with a gait belt and two staff.

- **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 – 160.9 (+0.4)**

Appts: No appts in October. She does have an appt on Nov 14 (parents are taking her)

Concerns: Aggressive behaviors, outbursts, being in housemates “space”. Staff was noticing that Sam was scratching her vagina and/or groin area, it happened more than once. Mother was called and she basically said that it was not a new behavior. If staff sees this behavior just have her go wash her hands, and wash her peri area with a washcloth and chart the behavior in her T-logs. She had her PRN 4 times this past month **but only 1 behavior incident report was completed**. She had intentionally urinated and had a BM in her brief, gagged herself and thrown items in her room; her magnetic calendar, nightstand toys, and knocked her picture off the wall. During the night staff heard noise and went to check on her and she had taken the mattress completely off her bed. Another night she began yelling at 10:30pm and continued this behavior until 2am. Staff’s daughter had broken her arm so Sam was going around the house hitting her arm on things saying “I want a broken arm”. Staff did explain to her that she doesn’t really want that to happen because it would hurt. The weekends she wasn’t going home her dad came on Sun and took her to GF shopping and out to eat. Her Trazadone was increased to 150mg daily (**has sleeping improved? Staff stated that she still has good nights of sleep and poor nights**) and her showers have been switched to mornings as Sam prefers to shower then. Staff stated that Sam is ready for bed before her pm meds are due to be administered – Henrietta will change the Trazadone and Melatonin to 7p and the second dose of Melatonin to 8p. Staff reported that sometimes she falls asleep between 7p and 8p and when they wake her to give her the 8p dose of Melatonin she is not happy and will struggle to fall back to sleep again. Sam and her parents were agreeable to rearranging Sam’s bedroom as it was difficult to maneuver into her closet and make her bed/pull out her bed to retrieve items she had thrown behind it. Sam said she liked the rearrangement. Sabrina suggested looking into a floor mat that is thicker and more comfortable for Sam to play on or maybe lay down on to rest.

Outings: The MCGH Halloween Party and her sister Katie joined her there, School Mon-Fri, church, Dollar General, haircuts and out for lunch.

Exercise Program: Encourage Samantha to exercise/ambulate short distances daily

- **Outcome: Samantha will participate in a community leisure activity, of her choice, 2x/month.**

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

The next monthly staff meeting will be held Wednesday, December 4th at 8:45am.

STAFF MEMBERS PRESENT:

| Name: | | Position: | Name: | Position: | |
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| Kristal Walen | exc | Administrator | | | |
| Sabrina Deschene | | PD | Janelle Fick | DCS | |
| Cindy Gratzek | | PS | Helen Gilster | DCS | |
| Henrietta Linder | | RN | Laura Kostrzewski | DCS | |
| JoAnn Saunders | | LPN | Sara Bring | abs | DCS |
| Carol Urbaniak | | DCC | Lori Weber | DCS | |
| Rachel Lopez | | DCC | Marilyn Huderle | DCS | |
| Kim Kostrzewski | | DCA | Jennifer Yutrenka | exc | DCS |
| Patsy Whitlow | exc | DCA | Margaret Deschene | | DCS |
| Joy Edgar | exc | ONP | Darla Groff | exc | DCS |
| Angela Wick | | ONP | Amy Wheeler | | DCS |
| Liz Anderson | | DCS | Cheryl Lubarski | exc | DCS |

Authorized By: Cindy Gratzek, PS