

STAFF MEETING SUMMARY

Subject: Marshall Place Staff Meeting

Date: Dec 5, 2024

Time: 10:30a-12:45p

❖ **Safety/Health Review** –

- Cold and Flu season is here – reminder to disinfect the house often and remind everyone to use good hand washing and wear gloves when assisting with cares.

❖ **Nursing Inservice (JoAnn)** – Nothing to review this month

❖ **Program policies (STAR)** –

- Recipient Rights Policy – Recipient Rights and Restriction (STAR SERVICES Lesson and Test due by 12/31/24)
- Program Abuse Prevention Plan for Marshall Place

❖ **Emergency Procedures** – Dec: Fire Drill – garage (*Amanda responsible*)

Meeting Review:

A. **Dec Calendar reviewed** – Reminder to turn in requests off by the 10th of the month prior. Calendars will be released on the 15th of the month. After the 10th of the month, staff will be responsible for filling their own shifts.

B. **Upcoming Events:**

- Christmas Party is scheduled for **December 10th**, 3:30p-5:30p at the Warren American Legion.
- Bible Study continues to be scheduled the 2nd and 4th Fridays of the month at 2p.

C. **Admin Memo** – *see attached*

D. **Behavior Plan/Data** - Behavior plans that have been written were reviewed. They are available to be acknowledged in Therap. Behavior data to be collected daily by ALL STAFF. A behavior data monitoring sheet to be

E. **House concerns** –

- Kitchen drawer to be fixed – Sam is coming home this weekend
- New locks to be installed on the closet door and front door – one lock still needs to be ordered
- Key codes to be changed on all exterior doors

Consumer reports:

Alex:

APPTS: Zoom w/ Valerie (Rural psych), Annalisa, Jolie (Alluma) come to talk with him. Met with Ruth

CONCERNS: Alex needs reminders to bathe, brush teeth, and clean up his room. He likes to snack and eat junk food. He has been pretty good at eating my suppers. He does not always eat much but will eat rest of his food an hour later sometimes.

OUTINGS: library, visit his mom's, spent thanksgiving weekend w/ sister, Blue Moose, Main st cafe, went shopping for winter gear

Weight: 156

Wayne:

APPTS: Amber deere 11/14, no med changes

CONCERNS/BEHAVIORS/NORMAL: He has had some behaviors at ODC. He is suspected of taking crackers from Alex room. He shovels, feed birds, watches tv, works on puzzles, dot to dot books, colors

OUTINGS: Church, Library, Blue moose, Main st cafe 2x (for bday), Bible study in argyle, home for thanksgiving 11/27-11/30

Weight: 197 (-1)

Outcome (ISP): Weekly, Wayne will write a letter or send a card to his mother or sister on Fridays.

Jack:

APPTS: 1/14 Amber deere, no med changes, Music therapy on Wednesdays, massage 2x

CONCERNS: Pulling bed away from wall and urinating by wall?? Closes his bedroom on regular basis now.
ICY spots: Remind Jack that you would like to check the ground by van door before he gets out of van. If there is ice, move van if you can. Assist Jack getting out of van and offer your arm, so he does not slip. Remind him to go slow and watch his feet for ice if he does not want staff assistance. He fell on 11/24

OUTINGS: Church, Library, Blue moose, Main st cafe 2x, Bible study in argyle, Holly's for the night 11/23-11/24

Weight: 177 (-1)

Outcome (ISP): Jack will work on an art project.

Brandie:

APPTS: Alluma on Tuesdays, 11/12 Jessica, 11/15 zoom w/ Nupdahl –started new morning med 11/16

CONCERNS: Has been putting objects up his butt multiple times earlier this month. Had a few big outbursts where he threw his hamper and fan base at staff, he punched a hole in wall, threw square fan to the floor, threw his dvd on floor and broke case. He did picked his toenail and it got infected. Has not had big outbursts since new morning med, but has argued couple times being semi calm

OUTINGS: Library, Main st cafe 2x, Blue Moose

Weight: 135 (+8)

Outcome (ISP): Brandie will improve his drawing skills and develop an activity that is calming for him.

The next monthly staff meeting will be held Thursday, Dec 5, 2024 at 10:30am.

STAFF MEMBERS PRESENT:

Name:		Position:	Name:		Position:
Kristal Walen	present	CEO	Cheryl Lubarski	present	DCC

Sabrina Deschene	present	PD	Mary Kay Stinar	present	DCS
Henrietta Linder	present	RN	Amanda Mock	present	DCS
JoAnn Saunders	present	LPN			
Madison Mock	EXC	ONP			

Authorized By: Sabrina Deschene, PD

Acknowledgement completed in STAR Services.

DECEMBER 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Wk 2	1 9a-8p- Amanda 8p-9a- Madison	2 NO ODC 9a-11.45a-Madison 9.30a-1p-Cheryl DCC 1p-9p- Cheryl 9p-9a- Madison BS Nupdahli 10.30a and shop after	3 GBB- 5.30p 11.45a-1p-Cheryl DCC 1p-9p- Cheryl 9p-9a- Madison BS Alluma 2.30p AT- Zoom 9.30a AT- Annalisa 10.15a	4 JO music Therapy 3p 1p-9p- Cheryl 9p-9a- Cheryl	5 STAFF MTG 10.30a NO ODC 9a-1p-Cheryl 1p-9p-Amanda 9p-9a - Amanda JO massage 4.15p	6 BBB- 6.15p 9a-1p-Amanda 1p-5p-(MM)Cheryl 5p-9p-Cheryl 9p-9a-Madison RECYCLE BIN OUT	7 9a-8p- Cheryl 8p-9a-Sabrina Sabrina on call	
Wk 1	8 9-11a -Sabrina 11-5p- Kristal 5p-9a- Madison Sabrina on call	9 11a-1p-Cheryl DCC 1p-9p- Cheryl 9p-9a- Madison BS Jessica 10a GH xmas warm legion 3.30-5.30p	10 9a-1p-Cheryl DCC 1p-9p - Cheryl 9p-9a- Madison BS Jessica 10a GH xmas warm legion 3.30-5.30p	11 JO music Therapy 3p 1p-9p- Cheryl 9p-9a- Cheryl	12 GBB- 6p 1p-9p-Amanda 9p-9a-Marykay	13 BBB- 6.15p 9a-2.45p-Cheryl 1.30p-5p- Madison 5p-9p- Amanda 9p-9a- Amanda BIBLE study 2p @ CN	14 9a-9p-Amanda 9p-9a-Amanda Kristal on call	
Wk 2	15 9a-8p-Amanda 8p-9a- Madison Kristal on call	16 BBB- 6p 11a-1p-Cheryl DCC 1p-9p- Cheryl 9p-9a- Madison BS Jessica 11am	17 11a-1p-Cheryl DCC 1p-9p- Cheryl 9p-9a- Madison BS Alluma 2.30p	18 JO music Therapy 3p 1p-9p- Cheryl 9p-9a-Cheryl	19 BS Physical 1.40p 1p-9p-Amanda 9p-9a- Amanda JO massage 4.15p (pay for massages)	20 GBB-6p 9a-1p- Cheryl 1p-5p- Madison 5p-9p- Amanda 9p-9a-Amanda	21 9a-9p- Amanda 9p-9a- Amanda Sabrina on call	
Wk 1	22 9a-8p-Amanda 8p-9a- Madison Sabrina on call	23 11a-1p-Cheryl DCC 1p-9p- Cheryl 9p-9a- Madison	24 XMAS EVE 9a-2p-Cheryl 2p-9p- Madison 9p-9a- Madison Kristal on call	25 CHRISTMAS DAY 9a-2p-Amanda 2p-9p- Amanda 9p-9a-Madison Sabrina on call	26 1p-9p-Amanda 9p-9a-Marykay	27 JO music Therapy? 9a-2.45p-Marykay 1.30p-5p- Madison 5p-9p- Amanda 9p-9a- Amanda BIBLE study 2p @ CN Kristal on call	28 9a-9p-Amanda 9p-9a-Amanda Kristal on call	
Wk 2	29 9a-8p-Amanda 8p-9a- Madison Kristal on call	30 11a-1p-Cheryl DCC 1p-9p- Cheryl 9p-9a- Madison	31 NEW YEAR EVE 1.30p-9p-Marykay 9p-9a- Marykay BS Alluma 2.30p Kristal on call	1 NEW YEAR DAY 9a-2p-Amanda 2p-9p-Madison 9p-9a- Cheryl Kristal on call	Need extra staff for BB games. BS does not want to go.			

December 2024 Staff Meeting

ESST Policy Change for 2025

Eligibility

All Marshall County Group Homes employees who work at least 80 hours a year including full-time, part-time, and direct care support employees are eligible to accrue and use ESST.

Procedures

Employees begin to accrue ESST on the employee's date of hire and will accrue one hour of ESST for every 30 hours worked up to a maximum accrual cap of 48 hours in one year.

Utilization (Effective 1-1-2025)

employees are entitled to earn sick and safe time at the rate of **one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per year.**

The full Policy will be sent to all staff on 12/6/24 via SCOMM in Therap.

Cold weather sickness Protocol

Please make sure the information provided on whooping cough and cold and flu is posted for all staff to read. All MCGH staff need to follow the winter weather illness protocol to help lessen the spread of illnesses.

Make sure the information is posted for all staff to read.

Tri-Valley and DAC bus transportation protocol

Effective 12-2-24 the protocol for notifying Tri-Valley and DAC when a client or clients are not going to be riding the bus are attached. Use this protocol and do not text the Tri-Valley Driver. Also, we still need to notify DAC when CS is not riding as they need to know they do not have to wait for them at River place.

Notification needs to happen as soon as possible so that they can all plan for their day and plan routes.

MCGH Liability and Property Insurance

MCGH has had to retain a new insurance company for our commercial insurance due to the current company deciding to exit the group home insurance market in the state of MN.

Because MCGH has several vehicle claims and a VA claim this is making it very difficult to find insurance. Christensen Group who is our insurance representative feels that we will obtain insurance however the cost for the premiums will increase between 50 and 75 percent. That is an estimated \$20,000 increase.

It is extremely important that staff and family members of staff are not at the facilities when not clocked in and working. There is no exception.

Should an injury happen to an employee not on the clock or a family member of an employee that is there for personal reasons, MCGH insurance **will not** cover them, and we run the risk of losing our insurance. **This is an extremely important protocol to follow.**

All staff that are at the facility **MUST** be there for work related reasons and **MUST** be clocked in.



Earned Sick and Safe Time Policy Accrual Method

Effective 01-01-2025

Marshall County Group Homes Inc. provides Earned Sick and Safe Time (ESST) to eligible employees.

Eligibility

All Marshall County Group Homes employees who work at least 80 hours a year including full-time, part-time, and direct care support employees are eligible to accrue and use ESST.

Procedures

Employees begin to accrue ESST on the employee's date of hire and will accrue one hour of ESST for every 30 hours worked up to a maximum accrual cap of 48 hours in one year.

Utilization (Effective 1-1-2025)

employees are entitled to earn sick and safe time at the rate of **one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per year.**

- Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall.
- When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts **(until either the yearly or overall limit is reached).**
- When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1st and ends on December 31st.

The terms under which employees are permitted to use this leave are set forth below.

- Employees may use ESST under this policy in increments of 15 minutes.
- Employees will not be paid for any unused sick and safe leave upon termination of employment.
- Employees must use at least **1 hour of sick leave per occurrence.**
- All employees begin accruing hours on the first day of work, regardless of whether they are full-time or part-time.
- **New Hires**-Following 90 calendar days of employment, sick and safe leave may be used as described above.

Leave under this policy may be used for the following reasons:

1. An absence resulting from an employee's own mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
2. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - a. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - b. Obtain services from a victim-services organization;
 - c. Obtain psychological or other counseling;
 - d. Seek relocation due to domestic abuse, sexual assault, or stalking; or
 - e. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergency.
5. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergency.
6. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

Family members under the ESST policy includes:

- employee's child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, step- parent, mother-in-law, father-in-law, grandchild, grandparent, or registered domestic partner,
- any individual related by blood or affinity whose close association with the employee is the equivalent to a family relationship.

Notice

- If the need for leave is foreseeable, you must provide at least 7 days' notice.
- If unforeseeable, provide notice as soon as practical.
- Employees are required to contact the program director (PD) or program supervisor (PS) by phone call.
- They can be reached at the office during business hours or by their cell phone after hours.
- Should staff not be able to reach them, they may call the Chief Executive Officer (CEO).
- The notice should include the expected length of the absence, if known.

Employees who use sick or safe time leave for **more than 3 consecutive absences** may be required to:

- provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.
- In the case of an unforeseen need to take leave, for example, the illness of an employee or their family member or in the case of an emergency, notice should be given by the employee as soon as practicable (and before the start of the work shift).

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under Local, State, or Federal law, including leave taken pursuant to the Family and Medical Leave Act (FMLA).

Restoration

Upon return from leave, you will be returned to employment at the same rate of pay you were receiving when leave commenced, plus any automatic adjustments in your pay scale that occurred while you were on leave. You will also retain all accrued pre-leave benefits of employment and seniority as if there had been no interruption in service.

Retaliation

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.



STOP THE SPREAD OF GERMS

Wash your hands and wear gloves!



This is the most important line of defense against germs.

DISINFECTING

Disinfect common areas often throughout the day

- Doorknobs**
- Toilets**
- Sinks**
- Light Switches**
- Kitchen area**
- Dining areas**
- Bathroom**

Cold versus Flu

Signs and Symptoms	Cold	Influenza (Flu)
Symptom onset	Gradual	Abrupt
Fever	Rare	Common; lasts 3-4 days
Aches	Slight	Common; often severe
Chills	Uncommon	Fairly common
Fatigue, weakness	Sometimes	Usual
Sneezing	Common	Sometimes
Chest discomfort, cough	Mild to moderate; hacking cough	Common; can be severe
Stuffy nose	Common	Sometimes
Sore throat	Common	Sometimes
Headache	Rare	Common

- These include [taking steps for cleaner air](#) and [hygiene practices](#) like cleaning frequently touched surfaces.
- More information is available about core and additional prevention strategies.
- Cover coughs and sneezes.
 - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
 - Wearing a mask is an additional prevention strategy that you can choose to further protect yourself and others. When worn by a person with an infection, masks reduce the spread of the virus to others. Masks can also protect wearers from breathing in infectious particles from people around them.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, and mouth. Germs spread this way.
- You can improve air quality by bringing in fresh outside air, purifying indoor air, or gathering outdoors. Cleaner air can reduce the risk of exposure to viruses.

Managing Pertussis: Think, Test, Treat & Stop Transmission

THINK of pertussis in anyone with these symptoms, regardless of vaccination history

- A cough of any duration in a person who has been notified of a close exposure to pertussis,
- A paroxysmal cough of any duration, with whooping, post-tussive vomiting/gagging or apnea, or
- A persistent cough of unknown etiology, lasting more than seven days.

TEST for pertussis

Based on the guidance in the table, collect a specimen using a nasopharyngeal (NP) swab, wash or aspirate for PCR or culture. Collect serum for IgG.

- **Do not test if symptoms are not present.** It is unlikely that *B. pertussis* can be recovered through testing if the patient is not experiencing symptoms.

Interpreting Test Results

Test	Timing of specimen collection	Test result interpretation
PCR (results within 24-96 hours)	Best if collected within first 2-3 weeks of cough. PCR will detect non-viable organisms present, even in persons who have been treated with antimicrobials; however, false negatives can occur and are more common later in the illness.	(+) Positive: Confirms <i>B. pertussis</i> if clinical and/or exposure history support the diagnosis of pertussis. (-) Negative: Does not rule out <i>B. pertussis</i> infection. Consider clinical presentation.
IgG Serology (results can take up to a week)	In general, specimens are best collected at 2-3 weeks or later after onset of cough. Collected earlier in cough illness can lead to false negatives.	(+) Positive: Likely pertussis, although should be interpreted in combination with recent pertussis vaccine history (can give a false positive) and in combination with each lab's specific panel. (-) Negative: Likely negative for pertussis.
Culture (results can take up to 10 days)	Best if collected within first 2-3 weeks of cough. Recovering the organism is unlikely beyond 3 weeks of cough or in patients who have received antimicrobials. False negatives are common even early in the illness.	(+) Positive: Confirms <i>B. pertussis</i> infection. (-) Negative: Does not rule out <i>B. pertussis</i> infection. Consider clinical presentation.

TREAT and report suspected and confirmed cases

- Use Erythromycin, Azithromycin, Clarithromycin, or Trimethoprim-Sulfamethoxazole for treatment. **If 21 days have already elapsed since cough onset, treatment is not recommended, as it will not improve outcome.**
- Prescribe antimicrobial prophylaxis (same regimen as treatment) to persons who are close contacts of pertussis cases.
 - Asymptomatic contacts receiving prophylaxis should not be excluded from their usual activities.
 - Symptomatic contacts should be evaluated for pertussis.
- For recommendations on pertussis treatment and prophylaxis of case contacts, see [Pertussis Treatment and Prophylaxis](http://www.health.state.mn.us/diseases/pertussis/hcp/treatment.html) (www.health.state.mn.us/diseases/pertussis/hcp/treatment.html).
- Laboratory confirmed and clinically diagnosed cases are reportable.
- Call your local health department if you have questions.

Whooping cough

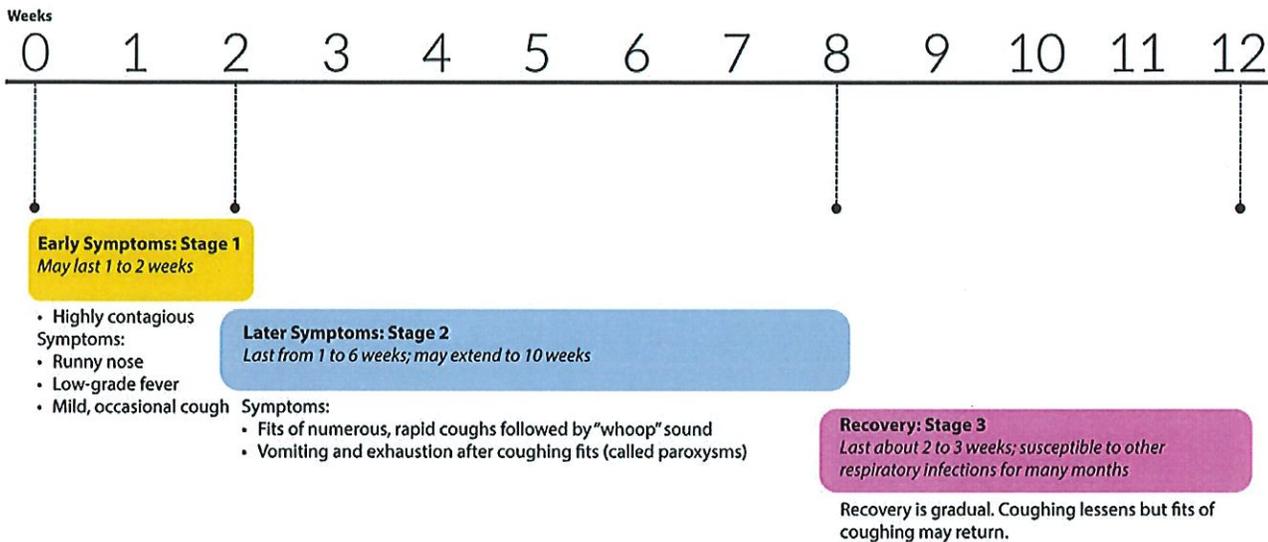
Whooping cough

Whooping cough appears similar to a common cold early on. Symptoms are highly contagious.

Early symptoms can last for 1 to 2 weeks and usually include:

- Runny or stuffed-up nose
- Red, watery eyes
- Low-grade fever (less than 100.4°F)
- Mild, occasional cough

Whooping Cough Disease Progression



[cdc.gov/whoopingcough](https://www.cdc.gov/whoopingcough)



Later symptoms

Rapid, violent, and uncontrolled coughing fits

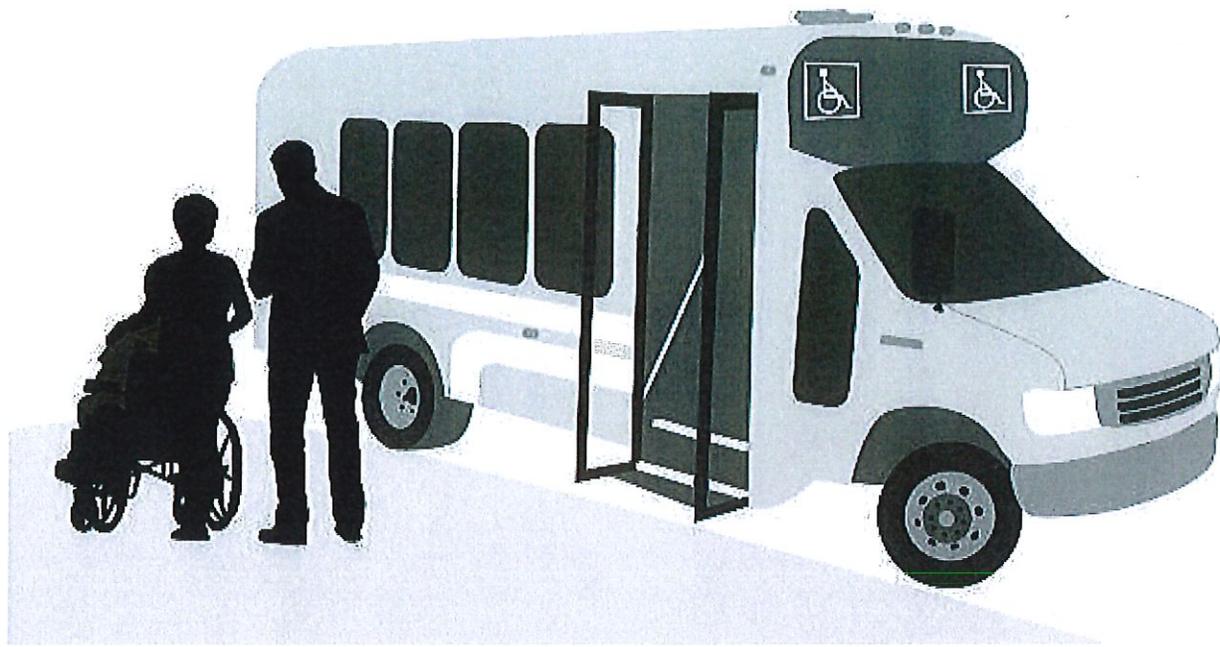
One to 2 weeks after the first symptoms start, people may develop paroxysms, known as coughing fits. These coughing fits usually last 1 to 6 weeks but can last for up to 10 weeks. The cough generally gets worse and becomes more common as the illness continues.

Coughing fits can cause people to

- Make a high-pitched "whoop" when they inhale after a coughing fit
- Vomit during or after coughing fits
- Feel very tired after the fit, but usually seem well in-between fits
- Have difficulty sleeping at night
- Struggle to breathe

Vaccinated people may not get as sick

- Whooping cough vaccines work but aren't perfect. For people who've been vaccinated but still get whooping cough, their illness is generally milder.



Protocol for notifying Tri-Valley Bus and DAC Bus

****You must notify the appropriate bus when clients are not going to be riding for ANY reason. (sick, appointment or weather)**

DAC Bus:

- Planned absence
 - Email Vivian
 - vmckewin.egfdac@midconetwork.com
- Non-Planned short notice
 - CALL the DAC-218-773-0530
 - Staff are there at 730am.
 - Tell them who is not riding and why. (sick or weather)

Tri-Valley Bus:

- Need to notify Tri-Valley for BOTH ODC and DAC clients
- Tri-Valley wants an email sent to transit@tvoc.org OR call 800-201-3432 and leave a message.
- They **do not** want us to text Rob. This is because in the event they have a different driver they want the contact information the same.

Cedar south-Please give River Place a courtesy call when there is **no one riding the bus.**