

CEDAR NORTH/CEDAR SOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: December 11, 2024

Time: 8:45a-11:30a

Inservices:

- ❖ **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. A fever is considered 100.4 with regards to being able to come to work. Staff need to be fever free for over 24 hours without fever-reducing medication to be able to come to work. New ice melt has been purchased and is in the garage. Please use this blue ice melt as it works until it dissolves.
- ❖ **Emergency Procedures:** December -Bedroom #1 Smoke Detector/Fire Drill (CS – Rachel and Patsy; CN – Carol and Kim)
- ❖ **Admin Memo:** *See attached with explanations*
- ❖ **EE Policy Book:** Completed for 2024
- ❖ **Program Policies:** Recipient Rights Policy – Recipient Rights and Restriction (STAR SERVICES Lesson and Test due by 12/31/24)
Program Abuse Prevention Plan for CN and CS (located on the house bulletin board)

Meeting Review:

- A. **December 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. 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 December schedules)
- B. **Christmas Party:** The MCGH Christmas party was on December 10th, 3:30p-5:30p at the Warren American Legion. It was a very nice party and several individuals stated they had a great time. Kudos to the Planning Committee and to all staff that assisted in making the party a success!
- C. **Argyle Santa Day:** December 7th was Santa Day and CN and CS were invited to come early to the party to partake in the activities and see Santa, at the Argyle Community Center. Several individuals participated in the event. Thank you to CN/CS staff for taking individuals.
- D. **Argyle Mall Christmas Celebration:** On Tuesday, December 17th there will elementary classes singing at the Mall at 1:30p and 2:15p; DN will also be playing piano that day.
- E. **Bible Study:** Bible Study has resumed the 2nd and 4th Fridays of the month at 2p.
- F. **House maintenance:** CS -Jason fixed the door on the south side of the house that walks onto

the large deck. The wall and around the basement door are ready to be painted. Jeff Anderson said he will put a door frame around the basement door when we notify him the painting is done. Cindy will talk to Jeff about repairing the ceiling in the bathroom hallway and in the large bathroom. CN- the living room walls need patching and the cracks need to be repaired. Then the living room can be painted and a pallet wall can be put up on the fireplace wall.

G. House concerns:

- Look into cross-training staff to be able to work on both CS and CN; especially on storm days.
- Asset HR – some staff are having to obtain 2 security codes every time they punch in. Cindy will ask Kristal about this issue.
- Transportation for ODC and DAC – Starting next Monday, 12/16, all drop off and pick up will be done outside the overhead garage door at River Place (individuals can then sit inside the garage while waiting to be transferred to another vehicle) Cindy will call the DAC, Tri-Valley and Sabrina will talk to RP. ALL staff scheduled to work on CS in the afternoon, during DAC pick up time, are to be assisting with transportation. This is to be rotated between all staff that work during that shift. Please provide Cindy with a schedule of which staff is driving which days.
- Snow Removal on CS– Cindy will ask Brandon Sorenson to please push the snow back between the east sidewalk and the electric pole (this will give a couple more parking spaces on CS)

H. CN Individual Reports:

- Dylan: DIET – REGULAR DIET- WEIGHT – 184.5 (-0.1)
Appts: Warren Eye Care on 11/25.
Concerns: None
Outings: Cont. to prepare sale ads for Argyle Grocers and deliver meals on Fridays, had lunch at Mainstreet Café, shredded papers at MCSS, played piano at NVHC. Dylan went home for Thanksgiving 11/27-12/2.
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: 156.7 (+2.7)
Appts: Play therapy on 11/7.
Concerns: Remind Hailey to keep her stuff out of walkway in living room, no pillows or blankets in front of closet or middle of living room for safety reasons.
Outings: Attended church twice this month; went to her parents home two weekends; went with staff and housemates to visit a friend (former MCGH employee) in TRF; LISTEN dance and supper in Grand Forks on 11/15; went to a movie in EGF on 11/23. Participated in the Santa Days in Argyle and the MCGH Christmas Party.
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: 179.1 (+3.0)
Appts: Sandra met with Dr. Brenda King on 11/8; Amber Ott, Alluma on 11/5, 11/12 and 11/26; Dr. Wu, Psychiatrist and Pulmonology on 11/12. 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: Godel Library 2x, Church on Sunday's, Outing in TRF on the 11/2, Crookston for son's birthday 11/5, visit with step-dad in Grafton on 11/9, also The Dell for supper, Dance and supper at Roadside Cafe on 11/15, Bible Study on 11/22, and supper and concert in TRF and went to a movie on the 11/23 in East Grand Forks.

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 174.8 (-0.3)

Appts: Amber Deere, Mental Health NP and Thompson's Café in Cavalier on 11/7; PT for her kyphosis on 11/14 – has new exercises; massage on 11/5. Has a PT appt again on 12/5. Cindy will send a message in Altru MyChart asking about an order for a back brace. Will need to add her back exercises to her case notes – Carol will let Cindy know when to add them.

Concerns: None

Outings: On 11/2 went with staff and housemates to visit a friend that lives in TRF; attended church on 11/3, 11/10 and 11/17; went for a drive and ate at The Dell on 11/9; had lunch at Mainstreet Café, supper at Roadside Café in Grand Forks and went to the LISTEN Dance on 11/15; went to a movie in EGF on 11/23.

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: Dr. Roller on 11/26, no medication changes; Recheck in 11/18/25. NVHC on 12/2 and was tested for COVID, Strep and Influenza – all were negative. A message was sent via mychart asking if he should have a urine test for a UTI due to increased urgency and incontinence of urine.

Concerns: There were times when he was upset with housemate during the housemates behaviors. He refused to lay on his bed for one of his massages, Carol, Massage Therapist, was able to do it in his wheelchair, that same day he was also reluctant to transfer from his wheelchair to his recliner. There was a med error, Henrietta and Poison Control Center was called and he did just fine. On 11/30, he began coughing, running a fever and being incontinent of urine. He was tested for Covid and it was negative.

Outings: ODC 4x week; Spent a day with his family on 11/24 for a pre-Thanksgiving celebration.

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 – PUREED FOODS AND NECTAR THICK LIQUIDS, 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 : Had a swallow study completed and was recommended to be on a pureed diet with

Concerns: Diane still has days when she lets go of the walker too soon. She is willing to work on table activities, even heading to the table without staff suggesting it. She is doing great with pureed foods and thickened liquids. This past weekend she had a cough, Robitussin was given PRN: No fever

Outings: Attends the DAC 3 days/week. Participated in the MCGH Christmas Party.

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 – MEATS PUREED, ALL OTHER FOODS MECHANICAL SOFT, ABLE TO EAT FINGER FOODS, NEEDS ASSISTANCE WITH ALL OTHER FOODS, NO PORTION CONTROL - WEIGHT: 99.8 (-4.0)

Appts: Has a swallow study scheduled for this Friday, 12/6 with Diane Woolsey, SLP at NVHC.

Concerns: Corrie went through a period of not wanting to eat from 11/21-11/25. He would consume liquids. He has also had many days where he is quite tired. This past weekend he has had a runny nose and been sneezing but no fever.

Outings: Walk with staff, spent time with his aunt on the 11/9 and 11/28. He continues to attend DAC Mon, Wed and Thur. Corrie fell asleep during Bible Study. Participated in the MCGH Christmas Party.

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 – 160.2 (-0.7)

Appts: She had an appt on Nov 14 (parents took her)

Concerns: Given her PRN 10 times since the 6th of November. There is no mention of needing it during school hours and parents have not said that they have had to give her any while at home..She has had outbursts of screaming, yelling, biting, scratching and hitting herself. She did scratch one of her housemates during an outburst. When in her room she will throw items across the room. She complained of not feeling well before Thanksgiving, she was tested for covid and it was negative. She was running temps ranging from 99.5 to 101.1, Tylenol was given PRN. Henrietta, RN typed a summary of Samantha's behaviors 10/15-11/26 and this was emailed to her parents. They said they are going to email Dr. Asagwa, Psychiatrist to ask about a medication change. Her mother also stated that things are not going well at school for Samantha and they plan to have a meeting with the Principal.

Outings: Picked up by dad for the day twice, went to Warren with staff to eat out and she bought a Barbie. She went home for Thanksgiving but did not return due to being ill. Her parents were going to take her to the Altru Walk-In Clinic on Saturday, 11/30; her dad texted on 12/3 stating they were keeping her home until Sunday, 12/8 and were going to call her PCP for an antibiotic.

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, January 8th at 8:45am.

STAFF MEMBERS PRESENT:

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

Authorized By: Cindy Gratzek, PS

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

Pertussis (Whooping Cough) Facts

What is pertussis?

Pertussis, or whooping cough, is a disease that affects the lungs. Pertussis bacteria are spread from person to person through droplets produced during coughing or sneezing. A person with pertussis develops a severe cough that usually lasts four to six weeks or longer. Pertussis can be very serious, especially in infants.

What are the symptoms of pertussis?

The first symptoms of pertussis are similar to a cold: sneezing, a runny nose, possibly a low-grade fever, and a cough. After one or two weeks, the cough becomes severe, such as:

- The cough occurs in sudden, uncontrollable bursts where one cough follows the next without a break for breath.
- A high-pitched whooping sound occurs when breathing in after a coughing episode. Whooping is less common in infants, adults, and people who have received pertussis vaccine.
- Vomiting during or after a coughing spell.
- The person's face or lips may look blue from lack of oxygen.
- The cough is often worse at night.
- Between coughing spells, the person seems well, but the illness is exhausting over time.
- Coughing episodes gradually become less frequent, but may continue for several weeks or months until the lungs heal.

What are complications of pertussis?

- Pertussis in infants is often severe, and infants are more likely than older children or adults to develop complications.
- The most common complication of pertussis is bacterial pneumonia.

- Rare complications include seizures, inflammation of the brain, and death.

Who gets pertussis?

- Anyone of any age can get pertussis.
- Teenagers and adults account for more than half of reported cases.
- Cases in school-age children are increasing.
- Older children and adults usually have less severe illness, but they can still spread the disease to infants and young children.

Is there a vaccine for pertussis?

There are two pertussis vaccines: DTaP and Tdap. Both vaccines are given in combination with tetanus and diphtheria. Your age determines which vaccine you should receive and how many doses you need. Talk to your health care provider to find out more.

Pregnant women should get Tdap during the third trimester of **each** pregnancy. If Tdap wasn't given during pregnancy, the new mother should get Tdap right after delivery.

Timing of Tdap: If you haven't received Tdap yet, you should get it even if you recently received Td vaccine. Ask your health care provider for Tdap at your next visit.

People who have completed some or all of the recommended vaccinations for pertussis may still get pertussis disease but will generally have a milder illness.

Is there a lab test for pertussis?

Yes. To test for pertussis, the nasal passages are swabbed. Material on the swab is then examined in the lab for the presence of pertussis bacteria.

How is pertussis spread?

The bacteria are found in fluids from the mouth and nose of someone with pertussis. The bacteria

PERTUSSIS (WHOOPIING COUGH) FACTS

are spread when fluid containing the bacteria gets in your nose or mouth. This can happen when a person with pertussis coughs or sneezes on you, or by touching the fluid and then touching your eyes, nose, or mouth. In general, a person is at greater risk of getting pertussis if they are within three feet of someone with pertussis for at least 10 hours a week.

The period between exposure to the bacteria and onset of illness is usually seven to 10 days but may be as long as 21 days.

When and for how long can a person spread pertussis?

Pertussis is most infectious (most likely to spread to others) early in the illness.

People who have pertussis but have completed five days of antibiotics can no longer spread the disease.

People who have the disease but do not take antibiotics can spread the disease during the first three weeks they are coughing. Note: The cough will generally last longer than three weeks until the lungs are healed.

Can pertussis be treated?

Pertussis can be treated with antibiotics, but treatment may not cure the symptoms. However, antibiotics will reduce the spread of disease to others.

Antibiotics lessen the symptoms if given during the early stages of illness. When antibiotics are started later in the illness, the damage from pertussis is already done and the cough will last until the lungs heal. Pertussis bacteria die off naturally after three weeks of coughing. If antibiotics are not started within that time, they are no longer recommended.

Antibiotics are sometimes also given to close or high-risk contacts of persons with pertussis to

prevent or lessen the symptoms. Antibiotics to prevent pertussis are generally limited to those who are household contacts or high-risk contacts of the pertussis case. High-risk contacts include infants less than 1 year of age, pregnant persons, other immunocompromised people, and those who have contact with high-risk people.

How can pertussis be prevented?

Vaccinate all children on time and make sure adolescents and adults receive Tdap. This is the best way to prevent pertussis. You can also:

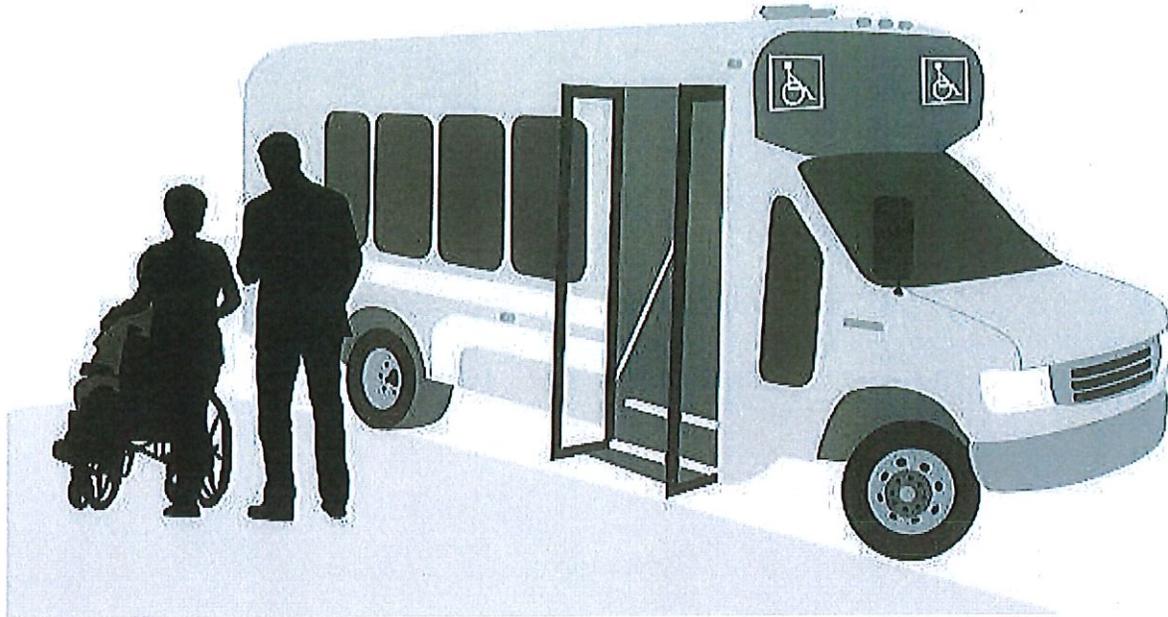
- Avoid close contact with others who are coughing or otherwise ill.
- Wash their hands often.
- Stay at home if ill.
- Cover their cough with a tissue or cough into their sleeve.
- Seek medical attention if they develop pertussis-like symptoms or have been exposed to someone with pertussis.

If you have pertussis, stay at home, and avoid close contact with others until you have taken antibiotics for at least five full days and are no longer infectious to others. If you are not taking antibiotics, stay at home for at least three weeks after your cough began.

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-5414
www.health.state.mn.us/pertussis

12/03/2024

To obtain this information in a different format, call: 651-201-5414.



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.

DECEMBER CALENDAR CEDAR SOUTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Patsy- Rachel on call SK home	2 SK Home	3SK Home	4 CS Pickup warren 3p SK Home	5 CS Pickup warren 3p SK Home	6 On Call Carol/Sabrina SK Home	7 Santa Claus Day On Call Carol/Sabrina SK Home
8a-4p-Amy 4p-8p-(HG)Amy 4p-9p-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-(AW) Jenn	6a-9a-Rachel 9a-6p-Amy 1p-8p-Patsy 6p-8p-(LK)Angela 8p-8a-(LK) Angela	6a-6p-Rachel 1p-8p-Amy 6p-8p-Angela 8p-8a-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Laura 8p-8a-Laura	7a-4p-Sara 8a-4p-Amy 4p-8p-Rachel 4p-8p-Sara 8p-9a-Amy	9a-4p-Amy 8a-2p-(LK)Rachel 2p-9p-Angela 4p-8p-Marilyn 9p-9a-Amy
9p-8a-Angela	8p-8a-(AW) Jenn	8p-8a-(LK) Angela	8p-8a-Angela	8p-8a-Laura	8p-9a-Amy	9p-9a-Amy
8 On Call Sabrina/Carol SK Home til 4p	9 CS Pickup warren 3p	10	11 CS Pickup warren 3p Staff Meeting (rescheduled)	12 CS Pickup warren 3p	13 Bible Study On Call Kim/Kristal SK home	14 On Call Kim/Kristal SK home
9a-7p-Amy 8a-4p-Patsy 4p-8p-Helen	6a-6p-(RL)Amy 1p-8p-(PW)Laura 6p-8p-Angela	6a-9a-Rachel 9a-4p-Amy 1p-8p-Patsy 4p-8p-Laura	6a-6p-Rachel 1p-8p-Amy 6p-8p-Angela	6a-1p-Rachel 1p-4p-(RL)Amy 4p-6p-(RL)Liz 1p-8p-Patsy 6p-8p-Laura	7a-4p-Sara 8a-4p-Amy 4p-8p-Rachel 4p-9p-Amy	9a-4p-Rachel 8a-2p-Laura 2p-8p-Angela 4p-8p-
7p-8a-Liz	8p-8a-Angela	8p-8a-Laura	8p-8a-Angela	8p-8a-Laura	9p-9a-Angela	8p-9a Rachel
15 On Call Kim/Kristal SK home	16 CS Pickup warren 3p	17	18 CS Pickup warren 3p	19 CS Pickup Warren 3p	20 On Call (SK Home) Sabrina/Rachel	21 On Call Sabrina/Rachel (SK Home)
9a-4p-Angela 8a-4p-unable to fill 4p-8p-Helen 4p-730p-Cindy 7:30p-9p-Liz 9p-8a-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Angela 8p-8a-Angela	6a-9a-Rachel 9a-4p-Amy 1p-8p-Patsy 4p-8p-Laura 8p-8a-Laura	6a-6p-Rachel 1p-8p-Amy 6p-8p-Angela 8p-8a-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Laura 8p-8a-Laura	7a-4p unable to fill 8a-4p-Amy 4p-8p-Rachel 4p-9p-Amy 9p-9a-Amy	9a-4p-(RL)Amy 8a-2p-Laura 2p-8p- 4p-9p-Amy 9p-9a-Amy
22 On Call Sabrina/Rachel (SK Home)	23 NO DAC (SK Home)	24 CMAS EVE On Call Kristal	25 CMAS DAY On call Sabrina	26 NO SCHOOL/DAC (SK Home)	27 NO SCHOOL On Call Patsy/Kristal	28 (SK Home) On Call Patsy/Kristal
9a-4p-Amy 8a-4p-Patsy 4p-9p-Amy 4p-8p-Helen 9p-8a-Liz	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Angela 8p-8a-Angela	8a-2p-Patsy 8a-2p-Amy 2p-8p-Patsy 2p-8p-Helen (SK Home) 8p-8a-Laura	8a-6p-Rachel 8a-2p-Amy 2p-8p- 6p-8p- (SK Home) 8p-8a-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-(LK)Amy 8p-8a-(LK)Amy	7a-4p-Sara 8a-4p-Amy 4p-8p-Sara 4p-9p-Amy (SK Home) 9p-9a-Angela	9a-4p-Patsy 8a-2p-Laura 2p-9p-Amy 4p-8p- 9p-9a-Amy
29 On Call Patsy/Kristal	30 NO SCHOOL/DAC	31 NO SCHOOL/DAC				
9a-4p-Amy 8a-4p-Patsy 4p-8p-Helen 4p-9p- (SK Home) 9p-8a-Angela	6a-6p-Rachel 1p-8p-Patsy 6p-8p-Angela 4p-9p- (SK Home) 9p-8a-Angela	8a-2p-Amy 2p-8p-Helen 8a-2p-Patsy 2p-8p-Laura (SK Home) 8p-8a-Laura				

2024 CEDAR NORTH December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8a-4p-Sara 4p-8p-Jenn	2 Only SO home 8-130p 6a-2p-Margaret 12p-8p-Kim	3 Only SO home 8-130p 6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	4 STAFF MTG Only SO home 8-130p SO appt TRF 6a-3p-Carol 12p-8p storm day(KK) 5-8p (KK) Jenn	5 Only SO home 8-130p 6a-3p Carol 1p-8p-Kim	6 Carol on call DN Meals/Coupons All Clients Home 6a-4p-Margaret 8a-8p-Kim 4p-8p-unable to fill	7 Carol on call Admin-Sabrina- Santa claus day community center 9a-9p-Carol 9a-6p-unable to fill
8 Carol on call Admin-Sabrina 8a-1p-Carol 1p-8p-Jenn	9 8p-8a-Joy 10 SO appt GF 6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	10 SO appt GF 8p-8a-Joy 6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	11 8p-8a-Jenn 6a-3p-Carol 12p-8p-Kim	12 8p-8a-Joy 6a-3p-Carol 1p-8p-Kim	13 Kim on call DN Meals/Coupons 6a-3p-Carol 8a-4p-Kim Bible Study 2p (North side) 4p-9 Sara 9p-9a-(KK) Sara	14 Kim on call Admin-Kristal 9a-9p-Sara 9a-6p-Unable to fill 9p-9a-Sara
15 Kim on call Admin-Kristal 9a-4p-Sara 4p-8p-Jenn	16 8p-8a-Joy 17 SO appt GF 6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	17 SO appt GF 8p-8a-Joy 6a-4p-Margaret 11a-8p-Carol (SO appt/outing)	18 8p-8a-Jenn 6a-3p-Carol 12p-8p-Kim	19 8p-8a-Joy 6a-3p-Carol 1p-8p-(KK)Janelle	20 Rachel on call DN Meals/Coupons 6a-3p Margaret (CU) 8a-8p-Kim 3p-8p-Lori	21 Rachel on call Admin -Sabrina 9a-9p- 9a-8p-Kim
22 Rachel on call Admin -Sabrina 8a-4p-Jenn 4p-8p-Jenn	23 8p-8a-Joy 24Christmas Eve Admin-Kristal 7a-2p Margaret 8a-2p Kim 2p-8p Sara 8p-8a Jenn	24Christmas Eve Admin-Kristal 7a-2p Margaret 8a-2p Kim 2p-8p Sara 8p-8a Jenn	25 ChristmasDay Admin-Sabrina 8a-2p-(LW) 8a-4p Margaret 2p-8p Janelle 8p-8a-Jenn	26 8p-8a-Joy 6a-3p-Carol 1p-8p (KK)Sara	27 Patsy on call DN Meals/Coupons 6a-3p-Carol 8a-8p-Kim 3p-9p- Bible Study 2p (South side) 9p-9a-Sara	28 Patsy on call Admin-Kristal 9a-9p-Sara 9a-6p 9p-9a-Sara
29 Patsy on call Admin-Kristal 9a-4p-Sara 4p-8p-Jenn	30 8p-8a-Joy 31 New Years Eve Admin-Kristal 7a-2p Jenn 8a-4p Margaret 4p-8p Sara 8p-8a-Sara	31 New Years Eve Admin-Kristal 7a-2p Jenn 8a-4p Margaret 4p-8p Sara 8p-8a-Sara	Jan1 New Years Day Admin-Kristal 8a- 4 Margaret 4p-8p Janelle 8p-8a Joy			