

IN-HOME FAMILY SUPPORT STAFF MEETING SUMMARY

Subject: January Staff Meeting

Date: January 8, 2025

Time: 11:30a-

Meeting Review:

Prohibited Use of Personal Vehicles: This is very important!

Kristal, CEO received a call from Christensen group that as of 12/30/24 they were able to secure commercial insurance for MCGH for 2025. We went from 2 insurance companies to 5. The biggest change is to the auto insurance.

- **Effective 1-1-2025 Personal vehicles CANNOT be used for work purposes period.** There is no exception. The new insurance company will not cover any accidents that happen on work time in a personal vehicle. This can potentially cause loss in coverage for the group home as well.
- **All work-related travel MUST be done in a company vehicle, and all staff must be clocked in. This means you cannot make any purchases with company accounts unless you are clocked in. You cannot pick up anything for the company in a personal vehicle.**
- There are no exceptions to this. We are at high risk right now with insurance. We need insurance to have our jobs. Please do not do anything to risk this.

Updated Holiday Policy: (see attached)

Earned Sick and Safe Time Policy Accrual Method: (see attached)

Mileage Vouchers: Mileage rate stayed the same at \$0.22/mile for medical and \$0.67 for other transportation. The Voucher File in Sharepoint for 2025 only has blank forms as it is easier to complete the form.

Upcoming Events: Possible Thief River Falls bowling outing for all programs in March. Ask Tri-Valley the cost to utilize The Bus.

Individual Reports:

RD – 12/3- foot care clinic, Spot under big right toe padding that was deeply cracked. 1/2/25- Crack is better but has sores on lower legs he has been scratching. Robert states urine incontinence has gotten better. 1/22/25- Jeremy Houser, Last PSA done on 8/9/23- .98. Attended Christmas party. He has worked on leisure goals. Staff asked him to open puzzle box but did not do it. He has done cooking goal. He buys pizza to share with peer. Met peers at Bully Brew.

- Weekly, Robert will independently prepare a nutritious, main entrée of his choice using a simple recipe.
- Robert will explore a variety of leisure activities he can do at home by monthly choosing a new activity to try.

TG – Tabitha continues to clean, usually has a task started when staff arrives, only been meeting 1x a week this past month due to her schedule of working and appointments. Went to Grand forks to get a few items and have a bite to eat for her birthday as her request. Attended the Christmas party with her children and mother-in-law and said she had a good time, and kids enjoyed it.

- Tabitha will complete one housekeeping task in her home to clean and organize
- Tabitha will prepare a healthy food item once month with staff assistance.

DH – Continued assistance with laundry and errands, been out to eat at Hanks, went to NVHC by ambulance Jan 3rd which revealed having a silent heart attack, air med helicopter took her to Fargo where she underwent an angiogram and stent put it. She is now currently at North Star Manor Nursing home to gain strength before returning home. Staff brought her some clothing items; she has laundry that needs to be done. Knee surgery scheduled for 2/18, 1/30- pre-op with Dr. Khan, 2/3 at 1pm and 2/24- at 1pm PT at NVHC. 2/11- see Michelle Neuschwander at 11 am. She has cut back to 4 to 5 cigs a day, and nicotine lozenge is helpful. Has gotten a scale. 1/1/25- Legs gave out and went to ground outside, unable to get up and webnt by ambulance. Dx of acute cystitis without hematuria. Medication Macrochantin 100 mg bid X 7 days. Urine Culture is pending. F/u with primary to discuss consult PT/OT for strengthening. In- Home staff brought her home from the hospital. 12/3, 12/10 and 12/30 - seen PT wound treatment, pressure ulcer on left buttock, stage 2. Wound healed. Continue with protective dressing for 1 week. 12/3/24- saw Amy Stevahn at Sanford Medical via telemedicine. Deb has returned CPAP Machine. Recommend in lab titration. Deb needs to decide if she wants to have sleep Study done. The dentist's appointment was canceled due to the weather and changed to May. 1/3/25- Ambulance to NVHC and air lifted to Sanford in Fargo. Taken out of town shopping twice. Hair cut at Shear Design in Argyle on 12/13. Continue to help with laundry twice a week. Met goal, likes to go out to eat.

- Once per week Debra will go to the grocery store to purchase her groceries
- Every other week Debra will accurately set up her medications in her pill boxes
- Each month, Debra will participate in socialization/leisure outing of her choice, with staff in the community

MH – NVPH Foot Care Clinic on Dec 3rd; Jill Smith discontinued the depo shot on 1/7/25 as Melissa has not had a period for a few months. Attended Christmas party, went to look at Christmas lights and judge with other staff and housemate, Ear pain on Dec 23rd went to NVHC and she had ear infection and put on antibiotic. Recheck on Jan 7th and ear looks good, no concerns. The home health nurse put in a new catheter and shortly after putting it in while out doing errands it came out so took Melissa to NVHC to have a new one put in. Continues to see Keegan at Sanford Behavioral Health bi-weekly (did cancel in December from provider having COVID). Melissa will see Dr. Holm on Jan 10th for a diabetes follow-up along with a Pre-Op for surgery on Jan. 13th to have a super pubic catheter placed; she is very nervous about having this procedure done.

- Weekly, Melissa will set up her medication
- Melissa will complete her daily and weekly cleaning tasks for her CPAP machine

EJ – 12-19- dentist appointment canceled due to weather. 1/22- meeting at his place. 1/22- Megan Weddingfeld, 1/16- CT scan of lung, and see Tamra Bauduin pulmonology. Chore Services staff (Theresa Nelson) has been bringing nicotine lozenges for two days and this is working well. Podiatry appointment - 1/28/25. Foot care clinic 1/14 at 10 am. Bathroom, light work done. Work in the bathroom needs to be done in January to bill .Attended Christmas party. Met goal of socialization.

- Each month, Ernie will choose an outing he would like to participate in that promotes socialization with staff and other individuals and peers in the community.

AK – A friend of her daughter is staying at home and has a dog. The living room, entry way and kitchen have a lot of clutter. Clutter of clothes, crock pots, food, and other items. Carpet has many stains. Continue to have stuff and dirty dishes all over. She works on cleaning first floor, do not have time to get to the 2nd floor bedrooms and bathroom. Need to work on going through clutter all over. Not using medication machine. Have not worked on goal to go through totes. She has the dog back at her place.

- Twice a month, Amanda will work on unpacking boxed up items in her extra bedroom or cleaning out what is left in her storage unit.
- Twice weekly, Amanda will complete housekeeping tasks in her home

PK – Dec 11th – Polo was playing games in front of the tv but he did get up and help his mom do dishes (with my encouragement), picked up his pop cans and took out the garbage. He does bug his mom a lot when around her, poking her, teasing her, and being a nuisance.

Dec 18th – Amanda and her boyfriend were sitting at the dining room table and telling Polo what to do to clean up the front room. He was picking things up and doing what they said, joking around with them at the same time. I didn't have to say much, just watched and praised Polo for doing it.

- Polo will prepare the evening meal for him and his mother twice monthly.

KL – Dec 10th – Called staff to say he got his check and wants to cash it so he can get cigarettes. We had the Christmas party to get to, so we went to the Warren bank to cash his check and then Dollar General to get them. He had a good time at the party. Dec 12th – He was watching tv with his cat staff got there. Made chili. He wasn't very helpful but did get containers out, and helped clean off his counter. Staff left a "to do" list since he wasn't very ambitious. Dec 23rd – Went to TRF shopping. When we got back, staff talked about cleaning up but he said he has a cleaning lady coming on Saturday. Staff told him he still needs to clean his toilet and other things because she doesn't want to come to a home that is that dirty. He said "Oh, she doesn't?" staff said nope and he did some cleaning. Dec 31st – Appt with Dawn. He said they played Rummy. Then to \$ Tree, Wal Mart and Mcdonald's for lunch. His driveway and area in front of his house was all ice so staff backed up to the steps to unload everything. He bought a rotisserie chicken and staff made mashed potatoes and cheese green beans. Froze several as meals for him. He had his microwave on his dresser because he said the outlet didn't work. His fridge had an extension cord going over the cupboards and into the frontroom outlet. Staff checked the fuse box and one was tripped. Set it back and put the microwave back and plugged it in. It worked. Jan 6th – staff got several calls from Kevin. It started with him saying he needs to buy a new microwave because his doesn't work anymore. Staff told him we could get one the next day. Called Lisa at SS to say he should have his wiring looked at and she agreed and for staff to call Northwest Electric in Newfolden. and they said someone would be out around 10am Jan 7th. Kevin called again and staff told him about the electrician coming. He said ok, but called staff 2 more times that day to ask about the micorwave, his money, and getting cigarettes. Jan 7th – Kevin called that morning and staff reminded him the electrician was coming and that staff would be there at 10am and we would go shopping afterward. He came out of his house when staff pulled up. Staff said again that we would wait for the electrician and we cleaned off his dining room table together while waiting. Kevin seemed to think he didn't need anything changed and repeated several times to him while he was working on the issue, saying his brother said it was probably just a bad microwave, that RLF had done something to the outdoor pole box because they didn't want to crawl under his trailer, and he didn't think the outlet should be changed. The electrician fixed something in the fuse box, and changed the outlet behind the fridge so it could be plugged in seperately. He was patient with Kevin answering him when he kept repeating things. Kevin seemed fine about it after he left.

- Twice a month, Kevin will assist staff in preparing a meal and/or bake.
- Monthly, Kevin will participate in a community outing, of his choice, that promotes socialization with others.

MP- Attended Christmas party with other peers and staff, decided against getting his colonoscopy

- Each year, Michael will participate in 12 socialization outings with staff to interact with other individuals/peers in the community

SP – Attended Christmas party with other peers and staff, foot care on Jan.7th, would like to go on outing with other peers. Stacy would like to attend Park River Bible Camp this summer. Janelle has planned an outing for Stacy and another female individual for Jan. 20th. Stacy will need money for the outing – request from her mother.

- Each year, Stacy will choose socialization outings she would like to participate with staff to interact with other individuals and peers in the community

GR – Went Christmas shopping bought gifts for mom. Brother and female peer and another in home peer went along, went out to eat northside cafe. Met up with his mom for lunch and to give her Christmas present volunteer driver took him to Grand Forks Burger King to meet. Greg attended the Christmas party and enjoyed being with other peers and staff. Greg received a new remote control RC car from his mom for Christmas, however it has quit working. Greg has been doing fairly well with his cleaning as he has cleaned prior to staff assistance/guidance. Greg's dishes need to be washed better as he does not wash them well so they should all be gone through and washed with guidance. Greg recently (Monday) had his apartment torn apart as far as his bedroom he had clothes all over and stuff on the couch, he said he is “cleaning” asked if I could assist, and he said no he wanted to do it on his own. He also had dirty dishes stacked up on the counter and in the sink area. Not sure if he is having a “manic” episode. Greg mentioned he wants to get a cat again. Greg mentioned needing new tennis shoes, socks and underwear. Greg's bed is breaking on the bottom so he wants a new bed and bedding and wants to go to a smaller one which would be good for his apartment size and his mattress is very stained so could use a new one. Passed this info onto his case worker/guardian and she is going to check into financials.

- Twice a month Greg will remove and wash his bedding
- Greg will clean out his refrigerator every other week
- Greg will participate in socialization outings, interacting with other individuals and peers in the community.

CS – Outings: TRF Wellness Center. The children's area is not meant for someone Chris's size; then went to TSC next and he picked out a toy. Dec 9th – Had snack and toileted at home. Went to Argyle Mall, looked at the fish and the Christmas trees. Then to the Rec Center where he climbed on the mats and walked around the outside of the rink. Too cold to stay long. Dec 11th- Went to Crookston McDonald's and had a small fries with Hi-C. Dec 12th – Went to staff home where he helped feed the barn cats and enjoyed watching staff's grandchildren play. He didn't want to engage with them but just watched what they did. Dec 18th – Went to the DQ in EGF. Dec 30th – Staff home-played Connect 4 and toys. Went to Warren to drive around looking at Christmas lights. Jan 1st - Went to EGF River Cinema building and walked around the hallways looking at all the things there. He got on a couple of the driving things and pretended to be driving. Staff tried to get him to go on a ride but he would not stay on. Then to McD's for a snack. He only drank part of his pop. Jan 7th – Went to staff's home where he had cookies and milk. He “helped” staff mix up some pumpkin pie ingredients, and liked eating it off the spatula but he does not know how to stick out his tongue to lick it. Staff tried to show him but he couldn't do it. Went to Warren and drove around looking at the last of the Christmas lights on houses. Chris hasn't had any behaviors the past month that disrupted our time together. He enjoys listening to the radio when driving or to me singing kids songs but does not participate.

- Once monthly, Christopher will participate in an activity that he enjoys in the community

JS – Services “on-hold” during school basketball season.

- Once monthly, Jason will prepare a recipe new to him

CT – Foot care Dec 3rd, attended Christmas party, went to look at Christmas lights and judge participants with staff and housemate. continues to do her medications accurately. Met peer at Bully Brew for coffee and visit. Continues facial laser treatment 1x a month (2 appointments left) in Grand Forks. Down to working 1 day a week 3-4hours she does not like this. She cleaned counters, fridge, and table with prompts. Called friend from church to make her board for puzzle she got. She is short on money now. Only working 1 day a week or not at all, is not guaranteed hours. Liz stated it appears that it is mentally difficult for Charlotte to stay home every day – she is bored and likes to work and feel important. Staff will ask Charlotte if she would like to either volunteer or work at the daycare in Warren.

- Weekly, Charlotte will set up medications independently without errors 50% of trials.

AW – Went to Grand Forks Christmas shopping and out to eat in December, she was very well mannered and did very well with the amount of money to spend. Attended Christmas Party. Janelle will be taking Ariel and a female peer on an outing on 1/20/25.

- Ariel will work on a leisure interest of her choice in her home, trying 3 different activities
- Monthly, Ariel will participate in a community outings of her choice

KW – Met at her apartment and went over some paperwork she wanted to organize then decided to go for a bite to eat at the cafe as she said she needed to eat as she was going to be going to horse therapy. So did not work on goals. Kat attended the Christmas party and helped with decor and games.

- Kat will complete one tie blanket in her 6 month review period
- Monthly, Kat will complete one housekeeping or organizational task

Next Staff Meeting is scheduled for: Wednesday, January 8th at 11:30p at the MCGH office.

STAFF MEMBERS PRESENT:

| Name: | Position: | Name: | Position: |
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| Kristal Walen | ADM | Liz Anderson | DCC |
| Cindy Gratzek | PS | Janelle Fick | DCA |
| Sabrina Deschene | PD | Mary Kay Stinar | DCS |
| JoAnn Saunders | LPN | | |

Authorized By: Cindy Gratzek, PS

Acknowledgement completed in STAR Services.