

**CEDAR NORTH/CEDARSOUTH  
STAFF MEETING SUMMARY**

**Subject:** CN/CS Staff Meeting

**Date:** March 12, 2025

**Time:** 8:45a-11:30a

**Inservices:**

- ❖ **Safety/Health Review:** Reminder to sprinkle ice melt on the sidewalks and driveway.
- ❖ **Emergency Procedures:** March 2025- Health Emergency (CS-Angela, CN-Kim)  
**NEED:** February 2025- Fire Drill Bedroom #2 (CS-Helen)
- ❖ **Nursing Inservice:** Reviewed by Henrietta and attached on STAR – *Nothing to review this month.*
- ❖ **Program Policies (STAR):** Grievance Policy  
Anti-Fraud Policy  
Emergency Policies  
Responding to and reporting to incidents  
Reviewing incidents and Emergencies  
Minor injury/Accident Report Form

**Meeting Review:**

- A. March Calendar Reviewed:** Reminder to turn in requests off by the 10<sup>th</sup> of the month prior. Calendars will be released on the 15<sup>th</sup> of the month. After the 10<sup>th</sup> of the month, staff will be responsible for filling their own shifts. (see attached calendars)
- B. Differential Pay** – There has been differential pay approved by the board to address the needs of the homes. For River Place, there has been additional differential pay added to weekday day shifts and weekday overnight shifts, as well as adjustments made to the weekend shifts. Please see attachment for the details. Thank you for all of the work you do. It does not go unnoticed what we ask of you as the staff and the work you put in to take care of the people that live here.
- C. Satisfaction Survey Results** – The Placing Worker Evaluations have been received from MCSS for CN and CS. Results were reviewed. Krissy McMahon reported that there were many positive comments. CN- Positive qualities listed included: very family centered feeling, good at offering opportunities to client, allows individualization, support interests, very responsive and communitive when there are incidents, follows through with planned outings, resident has needs met and is very happy at Cedar North. Items for improvement: provide quarterly updates, prevent staffing issues. CS - Positive qualities listed included: resident's needs are being met, resident is happy in the home, seems like a close family setting, staff truly care about residents, staff work hard to find social opportunities, home has a warm and welcoming environment. Items for improvement: better communication between home and guardians – there have been some instances in which guardians were not updated on pertinent situations.
- D. MCGH 50<sup>th</sup> Anniversary** – MCGH will have a float in the Marshall County Parade and the Meet Your Neighbor Day Parade. Each home will host an open house during this time also. All staff are asked to assist in making this celebration a big success!

freedom on CN. Sandra agreed to meet with Carol, Kim and Cindy to talk about what kind of things would help her feel she has more freedom. More community involvement may be beneficial for Sandra – church activities, read to pre-schoolers, help a 4-H group.

**Outings:** continues to work at Lumber Yard and cleans office on Thursdays, visited with her son in Crookston, went to a concert in TRF and out for supper, attends church on her own, shopping, out to eat 6 times, attended the LISTEN Center dance, participated in Bible Study at the group home and went to the Warren library.

**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 171.1 (+1.5)  
**Appts:** got a haircut  
**Concerns:** Has a scratch on her right leg (unknown cause and Vinette does not remember how it happened).  
**Outings:** Bible Study at the group home, out to eat 4 times and participated in the LISTEN Center dance. Has been watching church on TV during cold-weather months.  
**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: 167.8 (-0.6)  
**Appts:** No appts  
**Concerns:** Gary is wanting to wear a brief at all times now, rather than wearing his underwear. He is having episodes of being incontinent of urine and BM. It is unsure if these episodes are accidental or behavioral. Staff ask him if he needs to use the bathroom and he will not respond to them. He is refusing to use his walker to ambulate around the house also. He gets very upset by two of his housemates if they are near his personal space or if they are being loud; he clenches the arms of his recliner and will sometimes yell at the housemate to move away from him.  
**Outings:** ODC 4x week; ate at The Dell to celebrate a peers birthday.  
**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, 1/2C SERVING PORTION CONTROL; ASSIST OF 1 AT ALL TIMES WHEN WALKING WITH FRONT-WHEELED WALKER; ASSIST OF 1 FOR TRANSFERS WEIGHT: 123.8 (-0.6)  
**Appts:** No appts. She is due for an annual physical and has a dental appt on 3/17/25

Crystal Light in them as Samantha is very poor at drinking liquids.

**Outings: Schedule outing x1/month on a weekend.** In February, Samantha ate at The Dell for a peers birthday, went home after having her wisdom teeth extracted, went home two weekends and got a haircut. Parents report that no PRN was given while she was at home.

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

- o 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, April 2<sup>nd</sup> at 8:45am.***

**STAFF MEMBERS PRESENT:**

<b>Name:</b>		<b>Position:</b>	<b>Name:</b>		<b>Position:</b>
Kristal Walen	exc	Administrator	Jennifer Yutrzenka		DCS
Sabrina Deschene		PD	Lori Weber	abs	DCS
Henrietta Linder	exc	RN	Margaret Deschene		DCS
JoAnn Saunders		LPN	Laura Kostrzewski		DCS
Carol Urbaniak		DCC	Patsy Whitlow		DCS
Rachel Lopez		DCC	Janelle Fick		DCS
Kim Kostrzewski		DCA	Marilyn Huderle		DCS
Amy Wheeler		DCA	Sara Bring	abs	DCS
Joy Edgar		ONP	Janelle Fick		DCS
Angela Wick	exc	ONP	Liz Anderson		DCS

**Authorized By:** Cindy Gratzek, Program Supervisor

## CEDAR NORTH

STAFFING: 1 STAFF NEEDED

CLIENT CARE LEVEL: LOW

CLIENT BEHAVIOR LEVEL: LOW

<b>Cedar North</b>
<b>Differential Pay</b>
Weekend-\$2.50
<b>Weekend hours are 4pm Friday through 6a Monday</b>
<b>Reason:</b>
Hard to fill weekends

### As of 3/2/2025

- Weekend differential will be **\$2.50/hr**
- Weekend hours are Friday at 4p through Monday at 6a.

**First Payroll new differential will be paid: 3/21/25**

- Pay dates 3/2/25-3/15/25

**This will be calculated in the payroll system for you. You do not have to do anything.**

## CEDAR NORTH MARCH 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Admin -Sabrina 8a-4p-Sara 4p-8p-Jenn 9p-8a-Jenn	Only SO home 8-130p 31 6a-2p-Margaret 12p-8p-Kim 8p-8a-Joy	Only SO home 8-130p 4 6a-4p-Margaret 11a-8p-Carol (SO appt/outing) 8p-8a-(JE) Jenn	Only SO home 8-130p 5 6a-3p-Carol 12p-8p-Kim 8p-8a-Jenn	Only SO home 8-130p 6 6a-3p-Carol 1p-8p-Kim 8p-8a-(JE)Jenn	All Clients Home Carol on call DN Meals/Coupons	1 Carol on call Admin-Sabrina 9a-9p-Carol 9a-6p-Kim 9p-9a-Carol
2 Carol on call Admin -Sabrina 8a-12p- Carol 4p-8p-Jenn 12p-4p-Lori 9p-8a-Jenn	3 6a-2p-Margaret 12p-6p-(KK) Sara 6p-8a (JE)-Kim	4 6a-4p-Margaret 11a-8p-Carol (SO appt/outing) 8p-8a-(JE) Jenn	5 6a-3p-Carol 12p-8p-Kim 8p-8a-Jenn	6 6a-3p-Carol 1p-8p-Kim 8p-8a-(JE)Jenn	7 Kim on call DN Meals/Coupons 6a-3p-(CU)-Margaret 8a-9p-Kim 3p-8p-unable to fill Bible Study 2p 9p-9a-Sara	8 Kim on call Admin-Kristal 9a-9p-Sara 9a-6p-unable to fill 9p-9a-Sara
9 Kim on call Admin-Kristal 9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	10 6a-2p-Margaret 2p-6p-(KK)-Margaret 6p-8a-(JE)-Kim	11 6a-4p-Margaret 11a-8p-Carol (SO appt/outing) 8p-8a-Joy	12 Staff Meeting 6a-3p-Carol 12p-8p-Kim 9p-8a-Jenn	13 6a-3p-Carol 1p-8p-Kim 8p-8a-Joy	14 Rachel on call DN Meals/Coupons 6a-3p-Carol 8a-9p-Kim 3p-8p Marilyn 9p-9a-Sara	15 Rachel on call Admin -Sabrina 9a-2p- Kim 2-9- Sara 9p-9a-Sara
16 Rachel on call Admin -Sabrina 8a-4p- Sara 4p-8p-Jenn 8p-8a-Jenn	17 6a-2p-Margaret 12p-8p-Kim 8p-8a-Joy	18 6a-4p-Margaret 11a-8p-Carol (SO appt/outing) 8p-8a-Joy	19 6a-3p-Carol 12p-8p-Kim 9p-8a-Jenn	20 6a-3p-Carol 1p-8p-Kim 8p-8a-Joy	21 Amy on call DN Meals/Coupons 6a-3p-Carol 8a-9p-Kim 3p-8p-Marilyn Bible Study 2p 9p-9a-Sara	22 Amy on call Admin-Kristal 9a-9p-Sara 9a-6p-Janelle 9p-9a-Sara
23 Amy on call Admin-Kristal 9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	24 6a-2p-Margaret 12p-8p-Kim 8p-8a-Joy	25 6a-4p-Margaret 11a-8p-Carol (SO appt/outing) 8p-8a-Joy	26 6a-3p-Carol 12p-8p-Kim 9p-8a-Jenn	27 6a-3p-Carol 1p-8p-Kim 8p-8a-Joy	28 6a-3p (CU) Margaret 8a-9p-Kim 3p-??-Maragret (SO concert) 9p-9a-Sara	29 Admin -Sabrina 9a- 6p Janelle 2p-9p- Sara (SO Daughter Noon) 9p-9a-Sara