

CEDAR NORTH/CEDARSOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: May 7, 2025

Time: 8:45a-11:30a

Inservices:

- ❖ **Safety/Health Review:** Be sure to apply sunscreen often and bug spray when spending time outdoors in the summer.

- ❖ **Emergency Procedures:** May 2025 – Tornado Drill (CS-Laura, CN -Carol)
NEED: April 2025 –Fire Drill Bedroom #4 (CS-Rachel)
March 2025- Health Emergency (CS-Angela)

- ❖ **Nursing Inservice:** Reviewed by Henrietta and JoAnn and attached on STAR
 - *Med Administration: Before, during, and after administration (lesson on STAR)*
 - Health service coordination
 - Health/medication needs change form
 - Diabetes/ Healthy eating and nutrition

Reminder that the *Calorie King* book is a great resource for calories and carbohydrate counts when trying to follow a healthy diet.

- ❖ **Program Policies (STAR):** Reviewed by Cindy and attached on STAR
 - Emergency procedures – Health Emergency

Meeting Review:

- A. May 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. (see attached calendars)

- B. Daily MARS in Therap:** New MAR form was put in place mid-April. New MAR form will show only one day's worth of medication needs. There have been some bug fixes along the way so let Sabrina know if there are any other areas that needs to be corrected.

- C. Nursing Staff:** Henrietta will be on vacation May 18- 24; JoAnn will be on vacation May 21- 27. Sabrina and Cindy will be on call during this time and will contact JoAnn if needed.

- D. ISP Quiz**

- E. Administration Memo** – see attached memo
 - a. Incentive Grant Update
 - b. Expense policy update
 - c. Payroll update
 - d. Office admin update and contacting office
 - e. On call starting in June

F. House concerns:

- Repairs – CN/CS decks need to be stripped and treated.
- Painting – Both CN and CS are ready to be painted as repairs have been completed. Kristal will contact Molly Magnusson to ask if she is interested in the job.

G. CN Individual Reports:

- Dylan: DIET – REGULAR DIET- WEIGHT – 184.1 (-1.8)
Appts: None
Concerns: Dylan can ride his bike outside again. Stated he enjoyed it the first day he was riding again.
Outings: Continues to do coupons for Argyle Grocers and deliver meals on Fridays in am. Had lunch with his mother and played piano at NVHC x2, spent Easter weekend with his parents, ate supper at Mainstreet Café.
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: 156.6 (-0.4)
Appts: Continues Play Therapy on Thursdays. 4/16 – dental appt to get her chipped tooth fixed; 4/17 – Annual Physical; 4/24 – new shoe inserts ordered; 5/5 - Got new glasses
Concerns:
Outings: TRF Home Show, Big Sioux Truck Stop to eat and LISTEN Dance, parents home 4/16-4/20 for Easter break, got a haircut, ate at Mainstreet Café and went to the WAO School Musical, lunch at Perkins and the Shrine Circus
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: 185.7 (-1.0)
Appts: last zoom meeting with Amber April 1st ; went to social security office same day to get a new social security card, 10th Fasting blood work, Dr. Brandt for an annual physical on the 22nd and Rehab in GF on the 29th for shoe inserts.
Concerns: Sandra's mood has been elevated; she has an appt with Dr. Brenda King this Friday.
Outings: 4/4 was Sandra's 55th birthday and she went to Harry's Steakhouse and the LISTEN Dance. She went to the TRF Home Show, Crookston to visit with her son, Mainstreet Café 3 times, Sioux Truck Stop and LISTEN Dance, Godel Library, Paradiso, Visit with her step-dad in Grafton, church x2/week, Southside Café, Musical in Warren, went to see her daughter, the Shrine Circus, China Garden and to Walmart.
Exercise: Sandra is encouraged to exercise daily on her own, choosing what she wants to do for exercise.
 - **Outcome:** 1. To be more involved in community events – join St. Rose Church
- Vinette: DIET – PUREED FOODS, HONEY-THICK LIQUIDS, 1/2C PORTIONS -WEIGHT 168.7 (-3.4)
Appts: 4/9 – appt at NVHC PT for proper fitting of back brace (to be demonstrated during staff meeting), haircut on 4/25, Annual Team Meeting on 4/21.

Concerns: Needs to wear her back brace for an hour every day; to be added to her Case Notes.
Outings: Went for a drive, The Dell to eat, TRF Home Show, Big Sioux Truck Stop to eat and the LISTEN Dance, Paradiso for supper, ride to Grafton and ice cream treat, attended Easter church services and ate out at South Side Café, went to Perkins for lunch and the Shrine Circus.

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.
- 3. Have her fingernails polished two Sunday afternoons/month.

CS Individual Reports:

- **Gary: DIET - REGULAR DIET 1/2C SERVING PORTIONS WEIGHT:**

Appts: Needs to go to CornerHome Medical to get a new wheelchair – this has been approved.

Concerns: Still refusing at times to use his walker. Noted decrease in spasms – question if he is having spasm when he does not want to do something – such as use the bathroom or move to the dining room table. *Discuss staff approaches – what works well and what doesn't.*

Outings: ODC 4x week; did attend Bible Study in March

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:**

Appts: Dental exam in Fergus Falls on 4/29; needs to have antibiotic and triazolam filled prior to dental appts.

Concerns: Still having some issues with not wanting to drink at DAC and CS. Rachel will email Vivian to ask if she can eat/drink in a quieter setting at the DAC.

Outings: Schedule outing on Tues, Fri, Sat or Sun each month for just Diane. Bible Study, DAC 3x week. Went to EGF x2, had lunch at the EGF DQ, went to the Shrine Circus, out to eat at McDonalds and Perkins.

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 – REGULAR DIET; REGULAR LIQUIDS; NO PORTION CONTROL - WEIGHT: 100.9 (+1.3)**

Appts: 4/29 – Dental exam in Fergus Falls – missing a filling and tooth decay noted. Will need an appt scheduled at the Fergus Falls Hospital as he needs to be sedated for the dental work. His guardian said she will take him to this appt.

Concerns: To be weighed every Tuesday by Rachel. His weights in April were: 4/8 – 97.9; 4/15-97; 4/22 – 97.5; 4/29 – 100.9; 5/7- 97.3.

Outings: Schedule outing each month on a Saturday just for Corrie. Went to EGF x2, had lunch at the EGF DQ, went to the Shrine Circus, out to eat at McDonalds and Perkins.

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:** Her parents have decided to keep Samantha at home. She will be moving out of CS on or before May 30, 2025.

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

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

STAFF MEMBERS PRESENT:

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

Authorized By: Cindy Gratzek, Program Supervisor

Meeting minutes to be acknowledged in STAR