

CEDAR NORTH/CEDARSOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: August 5, 2025

Time: 8:45a-11:00a

Inservices:

- ❖ **Safety/Health Review:** Be mindful of the air quality index for smoke when outdoors. There are no guidelines from DHS regarding the air quality index. Please check the Air Quality Index online for recommendations, is spending time outdoors.
- ❖ **Emergency Procedures:**
 - August– Severe Weather -CN (Carol), CS (Rachel to assign)
- ❖ **Nursing Inservice:** Safe lifting/body mechanics/Mechanical lifts/Trasfer board/any medical equipment used in home. (JoAnn to review) See attached.
- ❖ **Program Policies (STAR):** Minimizing the risk of sexual violence

Meeting Review:

- A. **August 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. **Administration Memo from Kristal:**
 - Reminder that August 3rd the differential pay started on weekends only.
 - Staffing Patterns are being updated, and staffing hours could change. Please make sure you check the calendars often to make sure you have the most updated times for your shifts.
 - Ring Cameras are starting to be installed. Kelsey and Kristal have the notifications. If they see you there and you shouldn't be you will be called out and asked why you're there. I cannot stress enough how serious staying away from the homes when not working is. Same goes for family, they cannot be at the homes.
 - Janelle will be taking Cindy's position. She has started training and will be training until Cindy retires November 1, 2025.
 - Picnic will be 8/22/25 at the American Legion in Argyle from 11:30a-1:30p. Luau theme. Lunch will be served. CS asked to please bring the food processor to puree foods.
 - Please be cautious of clients 1:1 time and make sure you are not going over the hours allowed per month. We do not get paid if you go over.
 - Employee Expense sheets are getting to be very expensive. We cannot go out to eat every time we have clients for appointments or outings. **This will be limited to 2x a month.** Clients cannot afford to go out to eat this much either. It is also not healthy.
 - DCC/DCA please read the on-call policy changes sent to you in Therap and respond you have read it. These changes are for August 2025.
 - Workforce Incentive Grant – there is no update from the state on when employees will receive this incentive.

C. House concerns:

- Walls in CS Garage – LaBine Electric disconnected the wiring in the storage walls. Sentence-To-Serve will come on a day they are doing other work in the area. We will need to get a large dumpster to clean out that room first – Cindy will contact a business in Warren.
- Maintenance – Let Tony know when you have things needed to be done at the house.
- CS – New cabinets need to be finished. Doors to be adjusted, handles to be installed, and trim work put on – Jeff Anderson Construction.

Additional Program Information:

- Shifts need to be worked as scheduled on the calendar (ex: if your shift is 6a-6p you should work those hours not 6a-4p) ALL CHANGES NEED TO BE WRITTEN ON THE CALENDAR

D. CN Individual Reports:

- Dylan: DIET – REGULAR DIET- WEIGHT – 181.6 (-.4)
Appts: none
Concerns: has informal goal on Fridays to sweep his room. Carol noted that Dylan does have pauses in his breathing when sleeping; she brought this to his moms attention.
Outings: supper at legion met mom there, went home for the weekend of July 4th, Farmer Dell, played piano, home for supper back after the parade and played piano he also won champion at fair for his Diamond Art project he continues to deliver meals and does sales flyer on Fridays for Argyle Grocers.
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 (+.9)
Appts: 9th Appt. With surgeon regarding blockage.
Concern: make sure we are charting bm's and she is cleaning up in living room and she is drinking water. She is to bring only 2 items to the DAC – a large Iphone and a small character. No markers or other items as those are provided at the DAC.
Outings: Goes to DAC on Mon, Wed, Thurs, every other Thurs. to play therapy, Tuesday horse therapy, went camping 2 weekends with parents. Semi-Annual meeting on the 23rd and rode on the MCGH 50 anniversary float in the parade, went to DQ and rode rides and supper at the fair.
OT/PT Exercise Program: Encourage Hailey to get up and walk/exercise every hour when she is at home.
 - Outcome: Weekly, Hailey will independently learn to make microwave popcorn with staff assistance when needed. (Saturdays)
- Sandra: DIET – TO HAVE 2-3 CARB CHOICES AT EACH MEAL AND 1/2C PORTIONS; SNACKS ARE TO BE 1 CARB – WEIGHT: 179.6 (-10.1)
Appts: 7/1 saw Dr. Wu and no changes made; 7/15 saw Dr. Zaks for follow up, no changes; appt. with Dr. Brenda King cancelled on 7/29 and has been rescheduled for August 28th. Diagnosed with a UTI and was prescribed Macrobid for 5 days – said she is feeling better now.
Concerns: Keep watching intake of foods
Outings: Started Horse Therapy on Tuesdays, 1st Tuesday of the month sees son in Crookston, supper at Warren Legion, Grafton to see stepdad, Perkins after appointment, The Dell, seen daughter, DQ and rode on the MCGH float for the parade, fair rides and supper. Continues to

work at Argyle Builders Supply and clean at the Argyle Enterprise building.

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 – engage in St. Rose Church activities (serving funerals, be a greeter, work at the Fall Bazaar)

- Vinette: DIET – PUREED FOODS, HONEY-THICK LIQUIDS, 1/2C PORTIONS -WEIGHT 168.7 (-0.4)

Appts: On the 2nd picked up early from camp for skin appointment with Rebecca Schulz, and lab work. Annual physical is scheduled in August.

Concerns: Keep eye on skin marks and note if any new bruises on the monthly bruise chart she does like to pick at skin.

Outings: went to Florian for the day, The Dell, rode to Grafton, and now has Music therapy at the house every Friday morning via zoom. DQ and rode the MCGH float for the parade and went to the fair and had supper. She got a haircut

OT/PT Exercise Program: Neck massage daily, exercise program BID, 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: 168.6 (-1.8)

Appts: Gary had an eye exam on 7/29 with Dr. Stacy Bienik; she recommended he wear an eye patch over his right eye to try strengthen his left eye. But if it irritating for him to wear the patch then he does not need to (Gary's sister saw him wearing the eye patch and felt he looked very uncomfortable with it so he is no longer wearing the patch). Dr. Bienik prescribed a medication to be used on his eyelids every morning as they get crusty overnight. Gary had a massage from Carol Riley on 7/15.

Concerns: Appears to be having a tough time walking with his walker – he is holding it quite far in front of his body, is having spasms and is stiffer. Hopefully his new exercises will help with this. He has also been struggling with getting out of his recliner and it is taking some staff a few tries with his getting up, says he is having a hard time seeing what he is doing. Rachel will make an appt with Jeremy Houser to ask about a Home OT Eval.

Outings: Gary participated in the Marshall County parade by riding on the MCGH 50th Anniversary float.

OT/PT Exercise Program: Has an exercise program that was provided by an OT following an evaluation. This program is laminated and posted in his bedroom for staff to use.

 - 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: 126.6 (-1.3)

Appts: Is having a massage x1/month from Carol Riley. 7/15 - Had a psych appt with Allison Hlavin via zoom – no changes.

Concerns: Staff need to adhere to portion control sizes as Diane has gained weight which is making it harder for her to walk and move around. Staff voiced concerns that Diane is having behaviors of whining, tearing toilet paper into shreds, not wanting to walk – Rachel will contact NVHC to have her urine checked again to be sure she does not have a UTI still. Diane is drinking too fast – use the slow cup so she doesn't take gulps. Noted she is drooling more. She has a dental appt this month so her teeth will be checked.

Outings: **Schedule outing on Tues, Fri, Sat or Sun each month for just Diane.** Participated in the Marshall County Fair parade by riding on the MCGH 50th Anniversary float. Went to Grand Forks shopping and out to eat 1:1 with staff.

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: 96.5 (-.9)

Appts: Rachel has been working on scheduling an appt with a dietician at NVHC.

Concerns: His mother, Cheryl Penn, does not have permission from his guardian to visit him at Cedar South. Weight being done every Tuesdays weight as follows: 7/1 (97.4), 7/8 (97.3), 7/15 (99.3), 7/22 (98.7), 8/5 (96.5). His weight is still up and down throughout the month. He is to be walked a minimum of 30 steps 3x/daily at home. Awake at 3a often and does not go back to sleep. Make sure the heater in his room is set at 72 degrees – no air conditioning. Offer him a drink. Try a weighted blanket to see if this helps him sleep better.

Outings: **Schedule outing each month on a Saturday just for Corrie.** He rode the MCGH 50th Anniversary parade float in the Marshall County Fair parade, went to the Warren DQ for a treat and walked around the fair for a bit.

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.

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

The next monthly staff meeting will be held Wednesday, September 3rd at 8:45am.

STAFF MEMBERS PRESENT:

Name:	Position:	Name:	Position:
Kristal Walen	Administrator	Jennifer Yutrzecka	DCS
Kelsey Grandstrand exc	CRRS	Lori Weber	DCS
Henrietta Linder exc	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		DCA	Sara Bring	exc	DCS
Joy Edgar	exc	ONP	Janelle Fick		DCS
Angela Wick		ONP	Gena Henrickson		DCS
Helen Gilster		DCS	Paige Truedson		DCS

Authorized By: Cindy Gratzek, Program Supervisor/Janelle Fick, Program Supervisor

Safe Lifting and Transferring for Caregivers

Video provided and viewed

Back injuries are the most common work injury among care workers. Body mechanics is how you position your body to lift. A 10# object is lifted improperly when you bend at the waist or slouch putting much more force on your back. Improper lifting over time can cause chronic pain.

Lifting Technique

Proper body mechanics helps to keep your back healthy. When lifting your head should align over your shoulders and your shoulders should align over your pelvis. Feet apart shoulder width which provides a balanced stance. Bend at the knee keeping back straight. Do not bend at the waist. Bring object close to you. Secure your grip. Lift slowly using legs. Change direction by moving your feet and your whole body.

Transfer Technique

Always keep in mind the safety of the resident and safety of your back. Assess your lifting situation.

1. Can I lift and transfer alone?
2. Can the resident bear weight?
3. Is the resident cooperative?
4. Can the resident assist with the transfer?

NEVER transfer a resident if unsure you can do it alone.

One person transfer:

Tell resident what you are going to do. Clear away any obstacles that may interfere with the transfer. Place your wheelchair, walker or equipment in position. Always use a gait belt. Have resident scoot to edge if they are able. Have them stand tall and straight if able or as best they can "nose over toes". Grab gait belt with both hands and move your body in the direction you want to go. Keep resident close to your body. Give resident directions as you move them through the transfer assist. Make sure they are secure with their walker or wheelchair then you can remove the gait belt.

Two person transfer to wheelchair or chair: or vice versa:

Assess the lift.

1. Does the transfer require 1 or 2 people to complete the lift safely?
2. Can you lift without a mechanical lift?
3. How much can the resident assist?

Never transfer someone you are unsure of without appropriate help. Make sure if transferring to a wheelchair the wheelchair brakes are on. Explain to resident what you are doing. Place gait belt on resident. Position yourself in front of the resident facing the resident. Move resident to the edge and count 1, 2, 3 and gradually lift resident to wheelchair until their back is resting against the back of the

wheelchair or back of chair if transferring to a chair. Remove the gait belt when transfer is safely completed.

Repositioning a resident in bed:

Make sure bed is in locked position and raised to a working level. Again, assess to see if you will require help. Lower rails. Turn resident to side and tuck pillow behind their back to help maintain that position. Raise the siderails and lower the bed.

Transferring resident from bed to wheelchair:

Assess to see how much help you need to transfer safely. Make sure bed is locked and in lowest position. Explain to resident what you are doing. Position resident on edge of bed. Place gait belt around their waist. Make sure they have shoes or slippers on their feet. Have resident place his/her hands on your shoulders (not around your neck) to steady themselves. Place your feet toe to toe with theirs to prevent slipping. Assist to the standing position and pivot into the chair.

Lifting resident up in bed:

Explain to resident what you are going to do. Assess if you need help to safely lift resident up in bed. Make sure bed is in working position and locked. Lower siderails. Have resident hug self (arms crossed). Bend knees feet apart. Using draw pad or sheet count 1, 2, 3 and lift resident up in bed. Raise siderails and lower bed.

BE WISE SAVE YOUR BACK

AUGUST 2025 CEDAR NORTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31. Admin-Kristal 9a-4p- 4p-8p-Jenn 8p-8a-Jenn	Only SO home 8-130p	Only SO home 8-130p	Only SO home 8-130p	Only SO home 8-130p	All Clients Home	
		SA has 10 hours total a month for 1:1 time for appts, horse therapy and outings			1. Carol on call DN Meals/Coupons 6a-3p-Margaret 8a-9a- (KK) not filled 9a-3p-(KK) Marilyn 3p-8p-Kim 8p-9a-Carol	2. Carol on call Admin-Kristal 9a-9p-(CU)-Sara 9p-9a-Carol
3. Carol on call Admin-Kristal 8a-4p-Sara 4p-8p-Jenn 9p-8a-Jenn	4.	5. (SA appt/outing) 6a-4p-Margaret 11a-8p-Carol 8p-8a-(Joy)-Jenn 12. (SA appt/horse Therap) 6a-4p-Margaret 11a-8p-Carol 8p-8a-Joy	6. STAFF MEETING 6a-3p-Carol 1p-8p-Kim 8p-8a-Jenn 13.	7. 6a-3p-Carol 1p-8p-Kim 8p-6a-(Joy)-Janelle 14.	8. Kim on call DN Meals/Coupons 6a-3p-Carol 8a-8p-Kim 6a-8a-(JE)-Margaret 8p-9a-Sara 15. Rachel on call DN Meals/Coupons 6a-3p-Carol 8a-3p-(KK) 3p-8p-(KK)-Lori 8p-9a-Jenn	9. Kim on call Admin-Kristal 9a-9p-Sara 10a-2p-Kim 9p-9a-Sara 16. Rachel on call Admin-Kristal 9a-9p-Sara 9p-9a-Sara
10. Kim on call Admin-Kristal 9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	11. 6a-3p-Margaret 11a-8p-Kim 8p-8a-Joy	12. (SA appt/horse Therap) 6a-4p-Margaret 11a-8p-Carol 8p-8a-Joy	13. 6a-3p-(CU) Sara 1p-8p-Kim 9p-8a-Jenn 20.	14. 6a-3p-Carol 1p-8p-(KK)-Margaret 8p-8a-Joy 21.	22. Amy on call DN Meals/Coupons 6a-8a-(CU)-Jenn 8a-8p-Kim 9a-3p-(CU) Marilyn 8p-9a-Sara 29.	23. Amy on call Admin-Kristal 9a-9p-Sara 9p-9a-Sara 30. Admin-Kristal 9a-9p- 9p-9a-Kim
17. Rachel on call Admin-Kristal 9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	18. 6a-3p-Margaret 11a-8p-(KK) 8p-8a-Joy 25.	19. (SA appt/horse Therap) 6a-4p-Margaret 11a-3p (CU)Lori 3p-8p-(CU)-Janelle 8p-8a-Joy 26. (SA appt/horse Therap) 6a-4p-Margaret 11a-8p-Carol 8p-8a-Joy	27. 6a-3p- (CU)-Sara 1p-8p-Kim 9p-8a-Jenn 28.	21. 6a-3p-(CU)-Sara 1p-8p-Kim 8p-8a-Joy 28.	22. Amy on call DN Meals/Coupons 6a-8a-(CU)-Jenn 8a-8p-Kim 9a-3p-(CU) Marilyn 8p-9a-Sara 29.	23. Amy on call Admin-Kristal 9a-9p-Sara 9p-9a-Sara 30. Admin-Kristal 9a-9p- 9p-9a-Kim
24. Amy on call Admin-Kristal 9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	25. 6a-3p-Margaret 11a-8p-Kim 8p-8a-Joy	26. (SA appt/horse Therap) 6a-4p-Margaret 11a-8p-Carol 8p-8a-Joy	27. 6a-3p-Carol 1p-8p-Kim 9p-8a-Jenn	28. 6a-3p-Carol 1p-8p-(KK)-Margaret 8p-8a-Joy	29. 6a-3p-Carol 8a-8p-(Kim) Margaret 8p-9a-Jenn	30. Admin-Kristal 9a-9p- 9p-9a-Kim

2x a month-8 hours added to attend dance on Fridays in GF (1 time ONLY to eat out before)

6 hours a month added for a 2nd Staff for SATURDAY or SUNDAY OUTINGS

These outings MUST be added to the calendar when used. This is needed for billing/fraud reasons and payroll reasons
1st and 3rd Mondays of each month are for GF shopping. Margaret works till 3p these 2 Mondays

Friday ON start at 8p; Sunday day shift starts at 9am

2025 August CEDAR SOUTH SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1. Carol on call Kristal Admin	2. Carol on call Kristal Admin
					7a-8p-Sara 11a-4p-Amy 4p-8p-Laura 8p-9a-Gena	8a-9p-Gena 11a-8p-Amy 9p-9a-Gena
			6. CS Pickup warren 3p Staff Mtg	7. CS Pickup warren 3p	8. Kim on call	9. Kim on call Kristal Admin
	4. CS Pickup warren 3p	6a-6p-Rachel 8a-2p-Amy 3p-8p-Helen 6p-8p-Amy 8p-8a-Angela	6a-6p-Rachel 3p-8p-Paige 6p-8p-Amy 8p-8a-Amy	6a-6p-Rachel 3p-730p-Marilyn 6p-8p-Angela 8p-8a-Angela	7a-8p-Sara 11a-8p-(ASW)Laura 8p-9a-Gena	9a-9p-Gena 11a-8p-Laura 9p-9a-Gena
	5.					
	11. CS Pickup warren 3p	6a-6p-Rachel 8a-2p-(ASW)Sara 3p-8p-Helen 6p-8p-Angela 8p-8a-Angela	13. CS Pickup warren 3p	14. CS Pickup warren 3p	15. Amy on call	16. Amy on call Kristal Admin
	6a-6p-Sara 3p-8p-Amy 6p-8p-Angela 8p-8a-Angela	6a-6p-Rachel 8a-2p-(ASW)Sara 3p-8p-Helen 6p-8p-Angela 8p-8a-Angela	6a-6p-Rachel 3p-8p-Paige 6p-8p-Amy 8p-8a-Amy	6a-6p-Rachel 3p-730p-(ASW) Laura 6p-8p-Angela 8p-8a-Angela	7a-2p-Sara 2p-8p-Laura 11a-8p-Amy 8p-9a-Gena	9a-9p-Gena 11a-8p- (RL) Amy 9p-9a-Gena
	17. Amy on call Kristal Admin	18. CS Pickup warren 3p	20. CS Pickup warren 3p	21. CS Pickup warren 3p	22. Rachel on call	23. Rachel on call Kristal Admin
	9a-4p-Laura 2p-8p-Paige 4p-8p-Amy 8p-8a-Amy	6a-6p-Sara 3p-8p-Amy 6p-8p-Angela 8p-8a-Angela	6a-6p-Rachel 3p-8p-Paige 6p-8p-Amy 8p-8a-Amy	6a-6p-Rachel 3p-730p-Marilyn 6p-8p-Angela 8p-8a-Angela	7a-8p-Sara 11a-8p-Amy 8p-9a-Gena	9a-9p-Gena 11a-8p-(ASW)Rachel 9p-9a-Gena
	24. Rachel on call Kristal Admin	25. CS Pickup warren 3p	27.	28.	29.	30. Kristal Admin
	9a-8p-Laura 2p-8p-Paige 8p-8a-Liz	6a-6p-Rachel 8a-2p-(SB) Amy 3p-8p-Helen 6p-8p-Angela 8p-8a-Angela	6a-6p-Rachel 3p-8p-Paige 6p-8p-Amy 8p-8a-Amy	6a-6p-Rachel 3p-730p-Marilyn 6p-8p-Angela 8p-8a-Angela	7a-8p-(SB) Rachel 11a-8p-Amy 8p-9a-Gena	9a-9p-Gena 11a-8p-Amy 9p-9a-Gena
31. Kristal Admin 9a-4p- 2p-8p-Paige 4p-8p-Amy 8p-8a-Amy						