

RIVER PLACE

STAFF MEETING SUMMARY

Subject: River Place Staff Meeting

Date: July 7th, 2025

Time: 10:00AM-11:30AM

- ❖ **Safety/Health Review** –
 - With summer months upon us we need to remember:
 - To apply sunscreen
 - To apply bug spray
 - To stay hydrated
- ❖ **Nursing Inservice** –Safe Lifting/Body Mechanics/ Mechanical Lifts/ Transfer board/ any medical equipment used in home.
- ❖ **Program policies (STAR)** –Minimizing the Risk of sexual violence
 - **Emergency Procedures** –
Jenna E- Severe Weather (Hailstorm with straight line winds) -check E. Hallway Smoke Detector and W. Hallway Smoke Detector

TAKE STAFF PICTURE FOR JEREMY

Meeting Review:

- ❖ **August Calendar Reviewed** – Reminder to turn in requests off by the 10th of the month prior. Calendars will be released between the 14th –16th of the month. After the 10th of the month, staff will be responsible for filling their own shifts. (see attached calendar)
- ❖ **Administration Memo** – see attached
 - Warren Fair:
 - Thanks for all the help! WE GOT SECOND PLACE
 - ~~Warren Crazy Days: 8/14/25~~
 - ~~Serving Root beer floats 11-1 Centennial Park-CANCELED~~
 - Expense Sheets – due by the 5th of every month.
 - 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.
 - M and R need to go through their safety checklist. This is a year for a visit, documentation needs to be turned into the county by 8/15/25.

- Picnic will be 8/22/25 at the legion in Argyle from 1130a-130p. Luau theme. Lunch will be served
- 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.

❖ **Behavior Plans/Data** – Wayne and Jeff have behavior plans in therap. These need to be charted on for **AM& PM shifts daily**. HS needs to chart if there is a behavioral incidence on their shift.

- Every individual that is prescribed a psychotropic medication needs to have a behavior plan – these will be done in Therap. This data is vital for the consumers to continue getting the therapeutic value out of their psychotropic medication.
- <https://support.therapservices.net/simulators-th/Behavior-Data-Record-Data-Web-2024/> This link is in a Scomm that you should have recieved to practice submitting behavior data. On.
- Please chart behaviors that are under the behavior tab even if they seem to be their normal habits.

❖ **House concerns** –

❖ Old Business

- *MAR checks* – Please look over the MAR at the end of your shift to ensure you have not missed charting anything you completed or administered.
- Please read the communication book when coming on to each shift. (**Stand up on the counter**)
- Charting
 - Intake and output **NEED** to be charted for Cheryl and Jeff. There is a cheat sheet that was made to take notes during your shift, then chart at the end of your shift.
 - Bag numbers need to be charted
 - Case notes need to be done every day for every client. DO NOT chart on items that you have not completed that is fraud.
 - **TLOGS NEED TO BE COMPLETED EACH SHIFT**
 - Whenever charting LOA there needs to be a reason charted in the comment box.
- All concerns need to be taken to the supervisor. This is the job of the supervisor, and they cannot handle things if they are not brought to their attention. Please send these concerns in a SCOMM so that there is documentation and then the supervisor will contact you to discuss it further.
- We will be transferring all the medications back to the Warren Pharmacy. Please be patient with Kelsey and Cindy as they work with the pharmacy and give them time to get things set up. Bubble packets will be used.
- Signs with your programs name will be put up outside of the homes to help assist in locating our homes for emergency personnel, delivery drivers and visitors.
- Cleaning
 - ALL pots and pans are to be hand washed. This will extend the life of cookware considerably.
 - Laundry- you CANNOT wash client's laundry together period. This must stop. All clients should have a hamper in their rooms and laundry should be washed one client at a time this includes bedding.

- Please remember everyone's version of cleaning is different. The priority needs to be clients and client cares.
- When baking in the oven if you think there is a chance of the dish boiling over please place a cookie sheet underneath it.
- Parking
 - Please Park in the far row the handicap spot it for handicap guests.
- Bowel Protocol
 - Nursing and administration are still discussing the protocol and how to chart BMs Administration will update on any changes.
- Client Cares
 - There is not a policy that states that clients must be up and completely ready for the day by the time the next shift comes. This is a 24/7 care facility, some of the clients do not have anywhere to go, it is not in their best interest or fair to them to get up at 6am just so that they are ready, so the next shift does not have to do any client care.
 - Please put the commode part on Cheryl's shower chair when showering her. I know it is easier to let the stool down the drain. But if you don't use the commode under the shower chair during her shower then the shower needs to be completely sanitized not just the floors but all the walls as the stool splatters and make sure the drain is clear of stool and sanitized also.
- ❖ New Business
 - Wayne has a chair alarm on his kitchen chair it needs to be used it CANNOT be removed he has a new alarm coming for his rocker when it arrives it needs to be put in his rocker and not removed this is for Waynes safety.
 - MED cups need to be rinsed after use BEFORE they are put in the dishwasher. If this is not done the sediment essentially gets baked to the cups and it is difficult to clean off.
 - Dishes need to be rinsed off before placing them in the dishwasher.
 - If you use something up replace it and if the stock is low, put it on the shopping list.
 - If you use up the last of an item and it is a recyclable rinse it out and WALK IT to the bins
 - You CANNOT REFUSE LIQUIDS this is a VA and it would put your job at risk. Nutrition and hydration is a Right not a privilege.
 - Jeffs' oral care and shaving are to be done by the overnight shift.
 - Jeff is to be gotten up between 8:30 and 10
 - Jeffs BOOTIES ARE TO BE ON AT ALL TIMES! The only time they don't need to be on are when his feet are air drying after his shower. While that is happening, his feet need to be propped up on pillows.
 - Doors are to be closed when completing cares.
 - Remember to drape clients when giving bed bath.
 - It is our job to respect and uphold client dignity.
 - We cannot be leaving clients in bed waiting for them to have a BM. Get them up and if they have one after getting up it is part of your responsibilities to change them.
 - Please lay towels out to dry on hampers so they don't get all musty.
 - Jeff is to have pillows under his feet to help relieve pressure sores on his feet.
 - Do not hang soaker pads on doors or lifts.

- Towels
 - Cheryl-baby blue
 - Jeff- navy
 - Wayne-grey

Consumer reports:

Wayne –

Client- weight - 7/2 - 166, 8/1-165

DIET: Low carb diet-Wayne is to have 4 carb choices per meal and 1-2 per snack. One carb choice equals 10-15 grams of carbs.

Appointments: Wayne had his yearly checkup with Jeremy Houser. Jeremy has put in a referral to Essentia for a Rheumatologist. His labs are good. He is to return in a year. Wayne also had his Tetanus shot and pneumonia shot.

Behaviors/concerns: none

Outings:none

Ambulates with 1 assist and walker during the day. PROM to all extremities BID. Exercise program BID (Upper Extremity bike BID). Wear compression socks during the day.

Outcome (ISP): Wayne will participate in exploring the herb garden daily with physical assistance from staff.

Cheryl –

Client- weight - 7/2 - 98.1, 8/1 – 98

DIET: Mechanical soft – small bite sized pieces and drink offered between bites.

Appointments: Cheryl saw the Dietician today. We are to use the menu provided at the house. We are to give her 2 containers of high protein boost with her coffee or protein shake. The boost will be divided into 4 servings. The Dietician said that with the boost the calories are more important than the sugar. We are to use up the premier protein first. We can use regular yogurt, and cheese, continue to use lactate milk and lactate cottage cheese. She is to eat smaller meals. Cheryl can have unsweetened apple sauce, but no apple juice or orange juice. She can eat all the meals on our menu as of right now. Just use like a small portion of spaghetti sauce on her noodles, etc. We will be sending a copy of our menus to the Dietician for her to look through. We are also setting up a follow up appointment after her endoscopy. Cheryl had a CT scan of her kidney and an ultrasound of her thyroid as well as labs. Note from dietician we will give her premier protein and weigh her 2 x a month. The RN said that we can weigh her every week.

Behaviors/concerns: Call received from Cheryl's PCP nurse with order to discontinue the Senna Plus. Also to put Clear lax on hold until stools become formed and then to restart the Clear lax daily.

Outings: Cheryl attended the Marshall County Fair parade. Cheryl got to attend the Tracy Byrd concert at the Marshall County Fair tonight. She purchased a shirt before the music started. When we were sitting waiting for it to start, she let out a BIG sigh. I asked if she was tired of waiting for the music. She said, "yes" and I told her it would begin soon. Staff put on the neck fan and gave her sips of water throughout the night. As soon as the band started, she began to smile and bob her head. She seemed to have a good time. PROM to all extremities BID. Wears wrist brace on right hand during the day. Tilt W/C for a few minutes every hour. Reposition twice during the night

Outcome (ISP): On average, once every 3 months, Cheryl will participate in an individualized outing.

Jeff - Client- weight - 7/2 -15, 7/9-157, 7/16-157, 7/23-1155, 7/30-157

DIET: Promote finely chopped and smooth consistency foods for Jeff. Prepare it in a way he can eat it

Appointments: none

Behaviors/concerns: Catheter was changed due to Jeff urinating in his brief. Continues to have a 1cm wound on both feet laterally below a small toe on each foot. Staff state wounds have actually gotten deeper. Wounds are both stage 2 and possibly stage 3. He has dry, yellow-colored callous areas on the sole of both feet. He has a small slit at the underside of right small toe. He has dry crusty areas between toes. He has 2 small sores on the inner aspect of second left toe and a bruise at the top of that same toe applied med honey and dressing to all open areas as ordered by Hospice. Also checked g-tube site stoma. The area did have a very small amount of serosanguinous drainage on dressing, but the g-tube is intact and patent. Did redress area. Jeff's arms are contracting and very tight so that and cross in front of his body near g-tube site which could accidentally dislodge g-tube. The g-tube belt around his torso that is meant to protect the g-tube is very big and not adequate. Will look at ordering one that will fit him better. Completed PROM to arms and legs. It is important that he receives PROM at least BID to all extremities due to his contracting and spasticity. Hospice is expected to make a visit tomorrow. Will leave her a note regarding the above findings. Hospice nurse here today. Review medications and debrided wounds on feet. Continue with treatment as ordered to feet. Also apply small amount of Thera honey to small sores on inner aspect of second left toe next to large toe and cover with small dressing or band aid 3 x weekly after shower. Apply antifungal cream/ointment to bottom of feet daily. After showering, lay down and prop feet up on pillows and allow feet to be open to air for a period of time. May do this daily to allow feet to air. Be sure to dry well between toes after showers, Continue with MiraLAX 1 x daily in am - can also be given 1 time daily as needed in addition to his daily dose. The day of BM is not day 1. Day 1 is the first day after a BM. Give a rectal suppository if no BM on day 3 - give suppository by 6:30am on day 3. Do not give Aloe Vera on day 2 as this was discontinued - to give PRN MiraLAX. Complete good oral cares - may need to use 4x4 unsterile gauze to clean oral cavity.

PROM exercises BID, hand braces worn 2-3x daily for time tolerated, tilt w/c 30 secs every 30 minutes when in chair, Reposition every two hours when in bed and 2x during the night

Courtney –

Behaviors/concerns:

Outings: *No outings this month*

The next monthly staff meeting will be held Monday, September 8th, 2024 at 1:00pm.

STAFF MEMBERS PRESENT:

Name:		Position:	Name:		Position:
Kristal Walen	Present	CEO	Cindy Blacklance	present	DCS
Kelsey Grandstrand	present	CRSS	Ashley Nygaard	present	DCS
Henrietta Linder	present	RN	Jeanne Johnson	EXC	DCS
JoAnn Saunders	present	LPN	Pam Abrahamson	present	DCS
Kelly Nordine	present	DCC	Billie Volker	present	ONP
Carolyn Jorgenson	present	DCA	Hannah Johnson	present	DCS
Jenna Enloe	present	DCS	Holly Confer	present	DCS

Authorized By: Kelsey Grandstrand CRSS

Acknowledgement completed in STAR Services

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

[No subject]

From: [Kathy Grandstand <kathy.grandstand@regpro.org>](#)
Date: Thu, 8/14/2013 9:26 AM
To: [Kathy Grandstand <kathy.grandstand@regpro.org>](#)



Sent from my iPhone

August Schedule

updated 8/13/2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk 2	July 27 7a-5p(CB) Ashley 8a-8p-Hannah 5p-9p-Pam 8p-8a-Hannah Kelly On Call	28 6a-4p(CB)Jeanne 8a-8p-Kelly 1p-9p-Pam 8p-9a-Billie	29 9a-12:30p-(CB)(HC)Kelsey 8a-9p-Carolyn 12:30p-4p(HC)Pam 4p-8p-(PA)(HC)Jeanne 8p-8a-Billie	30 WF Appt* 6a-9p-Kelly* 8a-8p-Ashley 7:45a-10a-Jeanne* 8a-10a- Billie 8p-8a-Ashley	31 6a-4p(CB) Jeanne 8a-9p-Carolyn 4p-8p-Pam 8p-8a-Billie	Aug 1 CO Appt 7a-8p-Kelly 8a-9p-Ashley 9a-3p-Pam 8p-8a-Kelly Carolyn On Call	2 7a-9p-Ashley 8a-5p-Carolyn 5p-8p-Hannah 8p-8a-Hannah Carolyn On Call
Wk 1	3 7a-5p-Ashley 8a-8p-Hannah 5p-9p-Pam 8p-8a-Hannah Carolyn On Call	4 River Meeting 10a-12p 6a-12p(CB) Jeanne 8a-9p-Carolyn 12p-4p(CB)(PA)Holly 4p-8p-Pam 8p-8a(BV)Jeanne	5 7a-4p(CB) Holly 8a-9p-Carolyn 4p-8p-Pam 8p-8a(BV)Kelly	6 6a-8a-Kristal 8a-4p-Kelly 8a-8p-Ashley 4p-9p(KN)Pam 8p-8a-Ashley	7 6a-4p(CB) Holly 8a-9p-Carolyn 4p-8p-Pam 8p-8a(BV)Jeanne	8 8a-1p(CB) Jeanne 7a-7p-Kelly 1p-5p(CB)Pam 5p-9p-Pam 7p-8a-Jeanne Kelly On Call	9 8a-9p-Jeanne 7a-7:30p-Kelly 5p-8p-Hannah 8p-8a-Hannah Kelly On Call
Wk 2	10 7a-5p(CB)Kelly 8a-8p-Hannah 5p-9p-Pam 8p-8a-Hannah Kelly On Call	11 6a-4p-Cindy 8a-8p-Kelly 1p-9p-Pam 8p-8a(BV)Jeanne	12 7a-12p-Cindy 8a-9p(CJ)Jeanne 12p-5p(HC)Pam 5p-8p-Pam 8p-8a-Billie	13 6a-8p-Kelly 8a-9p-Ashley 8p-8a(AN)Billie	14 6a-4p-Cindy 8a-3p(CJ)Kelly 3p-9p(CJ)Jeanne 4p-8p-Pam 8p-8a-Billie	15 7a-8p-Kelly 8a-9p-Ashley 8p-8a-Jeanne Kelly On Call	16 7a-9p-Ashley 8a-5p(CJ)Jeanne 5p-8p-Hannah 8p-8a-Hannah Kelly On Call
Wk 1	17 7a-5p-Ashley 8a-8p-Hannah 5p-9p-Pam 8p-8a-Hannah Kelly On Call	18 6a-4p-Cindy 8a-9p(CJ)Kelly 4p-8p-Pam 8p-8a-Billie	19 7a-4p-Cindy 8a-9p(CJ)Holly 4p-8p-Pam 8p-8a-Billie	20 6a-9p-Kelly 8a-8p-Ashley 8p-8a-Ashley	21 6a-4p-Cindy 8a-9p-(CJ)Holly 4p-8p-Pam 8p-8a-Billie	22 MCGH Party 7a-5p-Cindy 8a-8p-Kelly 5p-9p-Pam 8p-8a-Billie Kelly On Call	23 8a-12p-Cindy 12p-9p-Pam 7a-5p-Kelly 5p-8p-Hannah 8p-8a-Hannah Kelly On Call
Wk 2	24 7a-5p-Cindy 8a-8p-Hannah 5p-9p-Pam 8p-8a-Hannah Kelly On Call	25 6a-4p-Cindy 8a-8p-Kelly 8:30a-1p-Jeanne 1p-9p-Pam 8p-8a-Billie	26 7a-12p-Cindy 8a-9p-Carolyn 12p-5p-Holly 5p-8p-Pam 8p-8a-Billie	27 CO Appt* 6a-9p-Kelly* 8a-4p-Ashley 1:30p-5p- Holly 4p-7p(AN)Pam 7p-8a-Ashley	28 6a-8a-(CB) Kristal 8a-10a(CB)Ashley 10a-4p(CB)Holly 8a-9p-Carolyn 4p-8p-Pam 8p-8a-Billie	29 CO Appt* 7a-9p-Kelly* 9:15a-?-Kelsey* 9:15a-?-Holly 8a-8p(AN)Jeanne 8p-8a-Jeanne Carolyn On Call	30 7a-9p(AN)Holly 8a-5p-Carolyn 5p-8p-Hannah 8p-8a-Hannah Carolyn On Call

August Schedule

updated 7/28/2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk 1	31 7a-5p (AN)-Holly 8a-8p-Hannah 5p-9p-Pam 8p-8a-Hannah Carolyn On Call						
Wk							
Wk							
Wk							
Wk							