

RIVER PLACE

STAFF MEETING SUMMARY

Subject: River Place Staff Meeting

Date: September 8th, 2025

Time: 10:00AM-12:00PM

- **Safety/Health Review** –
 - Please make sure that the clients are dressed appropriately for the weather conditions.
- ❖ **Nursing Inservice** – **DOING NEXT MONTH**
 - Nebulizers and other treatments in the home
- **Program policies (STAR)** –
 - Service Suspension and Service Termination
 - Funds and Property Authorization
 - Admission Policy
- **Emergency Procedures**
 - Fire Drill- SW - Bedroom #3 (JR) - Smoke Detector – Client in bed

Meeting Review:

- ❖ **September 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
 - Expense Sheets – due by the 5th of every month.
 - Reminder that August 3rd the differential pay started on weekends only.
 - Ring Cameras are 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 home when not working is. Same goes for family, they cannot be at the homes.
 - Cindy retires November 1, 2025.
 - All the medications have been transferred back to the Warren Pharmacy.
 - Retention DHS bonus was deposited on 8/29/25. There are a few staff that did not receive it due to hire dates and not being able to add them. If you did not get one and I did not reach out to you, it is because you were hired after the cutoff of new hire submissions.
 - Thank you to all of you who helped with the picnic. We do need to see more staff participation with planning, setup and cleanup. If we have to, we will go back to assigning homes duties.
 - We will be advertising for direct support staff for all locations. There is a need for help in covering vacations, sickness and some weekends still.
 - Some homes have had staffing and shifts change recently. I need you all to understand the amount of time it takes to adjust staffing and the domino affect it has on all the other staff as well as client rates. This takes hours and it affects MCGH financially in a negative way significantly as it can delay payments for more than 30 days as well as cause us to have to give back money and re-bill. **Effective immediately**, we will only adjust staffing if it affects the needs of the clients in the homes. We will no longer adjust staffing for staff needs and convenience. We need to remember this is our job and we are

here for the clients and to care for them 24 hours a day, 7 days a week. We work shift work and while it's not always ideal this is the nature of the job.

- **DCS Staffing/hours** Reminder that the only employees who are guaranteed scheduled hours each month are those that are hired with a status of Full-time or Part-time. If you are DCS staff and are non-benefitted, you are not guaranteed any scheduled hours each month. Your requirement per the handbook states:
 - *DCS non-scheduled employees (Effective January 1, 2022) Required to work a minimum of 8 hours each month on a regular basis and have a willingness to pick up extra shifts that are available. The inability to meet this requirement will be reviewed and a determination will be made by the ADM as to whether the employee shall remain as an employee on the employee roster or be terminated. 245 D licensing requires an employee to work with individuals in the program within 120 days or re-training or termination is required.*
 - Contact the Program Supervisor first regarding anything related to the clients and staffing. Kristal has noted a lot of calls to her lately when the calls are to be made to the Program Supervisor so they are aware of what is happening in the home. Kristal should be contacted for Payroll, benefits, financial in relation to the homes budgets and HR items.

River Place County License Review

Below is feedback from case managers

Evaluations were sent out to placing agencies that have had residents in the home during the past two years. I have received some of the evaluations back. Placing agencies feel staff treat the residents like family. They appreciate that staff are so knowledgeable about each residents' health conditions. They also appreciate the individualized attention staff give to each of their residents. No concerns or suggestions for improvement were noted.

River Place had everything in place and there were no concerns or corrections.

- - From Kristal: Thank you to all the staff at Marshall and River for all the hard work and dedication you give to the clients. Sometimes we think this goes unnoticed, but here is evidence it is definitely noticed and appreciated. Great Work!
- ❖ **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.

❖ GOALS NEED TO BE COMPLETED AND CHARTED ON

❖ *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.
 - Bubble number needs to be charted and bubble signed on the left side when administered.
 - 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**
 - If working with Kelsey or Kristal, they will ask if you want them to TLOG anything before they leave.
 - Whenever charting LOA there needs to be a reason charted in the comment box.
- 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.
 - Please lay towels out to dry on hampers so they don't get all musty.
 - Towels
 - Cheryl-baby blue
 - Jeff- navy
 - Wayne-grey
- Parking
 - Please Park in the far row the handicap spot it for handicap guests.
- Bowel Protocol
 - Please for the time being use the bowel tracking in input and output under health tracking we are doing this as a trial.
 - Can enter Multiple BMs in an hour in health tracking.
 - **MAKE SURE YOU ARE STILL CHARTING BM's IN THE MAR**
- Client Cares
 - 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.
 - 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.
- ❖ New Business
 - Wayne has a chair alarm on both his kitchen chair and his rocker it needs to be used it CANNOT be removed this is for Waynes safety.
 - 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.
 - Jeff is to have pillows under his feet to help relieve pressure sores on his feet.
 - Jeffs Feeding is to be started between 7:30-7:45PM It should be done by 8AM
 - Doors are to be closed when completing cares. And blinds drawn
 - Remember to drape clients when giving bed bath.
 - It is our job to respect and uphold client dignity.
 - TVs need to be shut off when clients go to bed in the evening roughly around 10PM Jeffs can be on until a game is done then it should be shut off.
- ❖ Shower Schedule(Posted in the Bathroom)
- Jeff – Wednesday Friday Sunday
 - Cheryl- Tuesday Thursday Saturday
 - Wayne- Monday Wednesday Friday and any other days he is wet at HS

Consumer reports:

Wayne –

Client- weight - 8/1-165, 9/6-165

Appointments: Wayne had labs done for rheumatology. They had to be sent to mayo. He also had a urine sample done. He had labs for Dr. Baig. All his labs looked normal.

Behaviors/concerns: Over Labor Day weekend Wayne seemed to be a little more agitated or needy. Staff did give him a prn on Monday of Labor Day. That seemed to work. Staff was unsure if he was in pain or if it was something else.

Outings: None

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.

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 - 8/1 - 98, 8/6-101, 8/13-101, 8/20-101, 8/27-100, 9/3-101

Appointments: Cheryl went to her appointment with her new pcp. Labs and everything look good. She is rescheduled for October. Cheryl went to Altru on Friday August 29 for an endoscopy. She was admitted and ready to have it. The doctors called her brother who then stated he did not want to have it done. So, staff got Cheryl ready and brought her home. Staff also cancelled her dietician appointment that she was to go to after the endoscopy.

Behaviors/concerns: Cheryl has had a suppository a few times this month. Cheryl has a sty in her right eye. Staff are to apply a warm compress 3 times a day. Staff called Cheryl's brother about the findings of the cat scan and the ultrasound. Her brother did not want to do anything about it at this time. Cheryl had a day where she did not want to get up, both staff asked her, and she said stay in bed. The next day she sounded congested,

and staff gave her Sudafed congestion, staff also contacted the nurse to let her know, the Sudafed seems to help a little bit but still congested

Outings: Cheryl went to the movie, "The Smurfs". She seemed to have lots of fun. Cheryl went to the Marshall County Group home party. She seemed to have fun. She won a pair of fuzzy socks.

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

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 - 7/30-157, 8/6-154, 8/13-155, 8/20-155, 8/27-151, 9/3-150

Appointments:

Behaviors/concerns: Jeff has had a very wet brief over Labor Day weekend. Staff called the nurse she came to check on it. The catheter was ordered the week before. DCC checked on catheter with hospice and they were to arrive on Tuesday after Labor Day. The hospice nurse came, and she changed the catheter and the bag. The hospice nurse said everything looked good.

Outings: None

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

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:

Courtney has been coming to River. She has had her showers and played uno and other games with staff.

Outings:None

The next monthly staff meeting will be held Monday, October 6th, 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