

MARSHALL PLACE

STAFF MEETING SUMMARY

Subject: Marshall Place Staff Meeting

Date: September 4th, 2025

Time: 10:30-12:30PM

❖ **Safety/Health Review** –

- Please make sure that the clients are dressed appropriately for the weather conditions. *If clients choose to wear clothing that may not be appropriate for the weather that is their choice it is our job to advise them not to make their decisions. They will have to deal with the natural consequences of their actions. IE being to hot or cold.*

❖ **Nursing Inservice** – **DOING NEXT MONTH DUE TO LOW STAFF ATTENDENCE**

- CPAP and other treatments in the home

❖ **Program policies (STAR)** –

- Service Suspension and Service Termination
- Funds and Property Authorization
- Admission Policy

❖ **Emergency Procedures**

- • Fire Drill- (BS) Bedroom #1 Smoke Detector *Mary Kay*

Meeting Review:

A. **September 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** –

- 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 participating 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(KELSEY) 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 home's budgets and HR items.
- Marshall 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 work well with the individuals and the home is very person-centered. They appreciate that the home is well cared for and that staff treat all residents with respect. Suggestions made for improvement included more community outings and hiring additional staff.
- Marshall 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!

C. **Behavior Plans/Data** – all clients 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.

- o <https://support.therapservices.net/simulators-th/Behavior-Data-Record-Data-Web-2024/> This link will be sent to all staff via Scomm to practice submitting behavior data. On.
- o Please chart behaviors that are under the behavior tab even if they seem to be their normal habits.

D. GOALS NEED TO BE COMPLETED AND CHARTED ON

E. House Concerns

- Charting
 1. Bubble numbers need to be charted and initialed on the left side.
 2. Case notes need to be done every day for every client. (Chart only what you complete)
- Cleaning
 1. If you use something up, please replace it and make note if you notice the supply is getting low.
 2. House should be straightened after the guys leave in the morning counters and table wiped off floors swept
 3. Check JO room and guys bathroom for urine in the morning
 4. JO and WD rooms are to be cleaned **EVERY** weekend on either Saturday or Sunday
 - a. JO dust/ sweep/mop
 - b. WD vacuum/dust if needed
- o Document:
 - Alex and Brandie Vacuuming their rooms.
 1. Alex-Tuesday
 2. Brandie -Thursday
 - Jacks exercises.
 - Waynes Mask if it is off or on at checks.
 - If Jacks and Waynes rooms are being cleaned on Saturday and Sunday.
 - Please chart when Alex is showering.
 - Chart if Brandies showers are over 20 min.
 - When Brandie is coming out in the middle of the night to get a snack.
 - **Please do a Behavior Report Form when a client has a behavior Such as a consumer behavior incident(Outburst), consumer to consumer verbal abuse/intimidation(Threatening), Consumer to staff aggression (threatening, intimidating or outburst).** *This is very important for monitoring and tracking behaviors we need documentation, or it never happened. If we want there to be changes we must be doing the work required to get those changes put in place. **Behavior Report Form attached.***
 - **I will make a checklist of things to chart during your shift.**
- o Brandie would like to be asked to wake up twice in the morning once at 7:35 and then again at 7:45.
- o BS and AT are budgeting their money please be supportive of the budget they have set.
- o Please fill in the menu with the main item, fruit and vegetable. (chicken, green beans,

strawberries). Do this for all meals so that the same items do not get served repeatedly. *New menu attached.*

- o Reminder to document in a T-Log (per Joann at May Mtg) if WD mask is on or off at nightly checks CPAP documentation should be: usage number, events number and for the seal if its a smiley face=good, sad face=bad Remind staff not to document no concerns for the overnight. Document quiet all night and if a client gets up that should be documented.
- o Jack OT. It was decided that the time on the Nustep will be increased to 9 minutes. Arm exercises there is a one pound weight on the counter for jack to use. He is to do 5-10 reps of bicep curls He is to do 5-10 reps of over the shoulder raises (start at chest and lift arm straight over the head) Jack will put a sticker on the day he has completed these exercises on the calendar on counter. He is to do these daily and is to be t-logged when he does them or if he does not do them. *We still be asking Jack to do his exercises I know he has been refusing but it is still our job to ask and document his response.*
- o Please read the communication book when you come on shift.
- o Until further notice, Alex cannot eat in his room at all right now.
- o The pantry needs to always remain locked when clients are home. Wayne has taken more food items recently due to it being unlocked. On Tuesdays, make sure snacks are set out for Alex after the other clients leave. Even if Alex does not want anything we need to set things out for him. They need to be put away before others get home.
- o The silver Key on the key ring is for the cabinet in the garage.
- o Jack needs reminders when doing his laundry. Especially with taking off his sheets and washing them.
- o **IF YOU GIVE A STANDING ORDER PRN OR A REGULAR PRN AND DO A FOLLOW UP YOU MUST DOCUMENT AND TLOG. REPORT TO ONCOMING STAFF.**
- o Please make sure that you are checking the lube in the bathroom and replenishing it as necessary. *A handful of packets.*
- o Fill shifts for New Year Day *will readdress next month at the meeting*
- o Holiday rotation for 2026 will be ready to fill out at the November meeting.
- o Please make sure that the guys are not bringing house silverware for their lunches.
- o Please do not move the bar in the bathroom it was placed specifically to meet Jacks bathing needs.

Consumer reports:

WAYNE: weight 188.5 (up 1#)

APPTS: 8/21 eye exam- all good

OUTINGS: church, Legion for supper 2x, Movie, Cafe for Alex's birthday, went home 8/22-8/24, GH picnic, Dell w/ mom and Mary, library

BEHAVIOR/NORMAL: Hanging around driveway when garbage pickup was late in day, had to be told to go wait in garage

-Bickering with Jack more often

Outcome (ISP): Weekly, Wayne will write a letter or send a card to his mother or sister on Fridays.

JACK: weight 171 (up 2.5#)

APPTS: Music therapy Wednesday's 8/21 eye exam- getting new glasses, 8/22 clinic-x-ray taken of knees no significant arthritis has spurs,

OUTINGS: Church, Legion for supper 2x, cafe for Alex's birthday, Movie, had a massage, GH picnic, library.

BEHAVIOR/NORMAL: 8/4 noticed pain in knees, he has not wanted to use the Nustep. He has tried it twice since stating he has pain in his knees.

-He has had some behaviors/outbursts - slapping self, telling staff shut up, tipping chairs over, slapping people, throwing ice on floor, slamming cup on table, swiping items off table, locking himself in bathroom, wet pants, slamming doors

-pulled blanket over his head and ignored staff

-Will need to start light therapy soon.

-Had an increase to his Quetiapine

Outcome (ISP): Weekly, Jack will make an art project that can be mailed to a family member on Fridays.

BRANDIE: weight 147.5 (same)

APPTS: Alluma on every other Thursday, 8/11 saw Jessica. 8/6 and 8/11 saw Dr. Mills, 8/25 Krantz

OUTINGS: Legion for supper 2x, Movie, Cafe for Alex's birthday, movie, library, GH picnic, visited DAC in EGF

BEHAVIOR/NORMAL:

-he has not been vacuuming every week

-needed a reminder of what to wear outside his room

-showers are limited to 20 min per Kristal -he has been doing good with that

-had a blow up when Alex didn't buy him a block charger

Outcome (ISP): Brandie will budget his personal needs money monthly with DCC.

ALEX weight 163 (up 4.5#)

APPTS: Jolee on Tuesdays, 8/14 dentist- 2 cavities filled, 8/19 zoom w/ Valerie, 8/29 therapy at alluma

OUTINGS: Legion for supper 2x, Library, Movie, Cafe for his birthday, went to mom's, Gf with brother Connor, GH picnic

BEHAVIOR/NORMAL:

- Not keeping his room clean, especially the floor or putting clean clothes away after washing them. Has good/bad days with this
- morning showers not taking as scheduled
- Does not always vacuum and do laundry some Tuesdays
- had DAC issues and wanted to quit

Outcome (ISP): Monthly, Alex will budget his personal needs money monthly with DCC.

Weekly Alex will choose a baking item to make or assist in planning and cooking a meal.

The next monthly staff meeting will be held Thursday, October 2nd 2025 at 10:30a.

STAFF MEMBERS: meeting notes assigned to review this month due to illnesses amongst staff members

Name:	Position:	Name:	Position:
Kristal Walen	EXC	CEO	Mary Kay Stinar Present DCS
Kelsey Grandstrand	Present	CRSS	Holly Confer Phone DCS
Henrietta Linder	EXC	RN	Amanda Mock Phone DCS
JoAnn Saunders	Present	LPN	Madison Mock Present ONP
Cheryl Lubarski	Present	DCC	Maxine Mitchell Present DCS

Authorized By: Kelsey Grandstrand PS

Acknowledgement completed in STAR Services

****REMINDER****

Document :

-Alex and Brandie vacuuming their rooms.

Alex-Tuesday

Brandie -Thursday

-Jacks exercises. If they are done or not.

-Waynes mask if it is on or off at checks.

-If Jacks and Waynes rooms are being cleaned on Saturday and Sunday.

- Please chart when Alex is showering.

-Chart if Brandies showers are over 20 Min.

-Please chart when Brandie comes out in the middle of the night to get a snack.

-Please do a behavior report form(Paper)and behavior data(computer) when a client has a behavior.

- Please chart if Brandie is Sleeping more than usual.

