

CEDAR NORTH/CEDARSOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: October 1, 2025

Time: 8:45a-11:00a

Inservice's:

- ❖ **Safety/Health Review:** Be aware of the bees and wasps and please have green wasp traps on outside decks. Need to order new inserts for the outdoor traps.
- ❖ **Emergency Procedures:**
 - October: Bomb Threat – CN (Joy), CS (Laura)
 - **NEED** September fire drill bedroom #3- CS (Rachel)
- ❖ **Nursing Inservice** Nebulizers and other treatments in the home – SA CPAP (Henrietta)
Destruction of Medication/Missing Medications (Henrietta)
OT/PT Exercise programs – See August meeting minutes
- ❖ **Program Policies (assigned in STAR):** Cultural Diversity

Meeting Review:

A. October 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:

1. Documentation
 - a. Reviewed documentation quiz (see attached)
 - b. Discuss the difference between subjective (personal feelings and opinions) and objective (unbiased statements, facts only)
 - c. Staff discussed writing the time of the shift they are documenting in the t-log in the summary line (ex. 8a-8p)
2. Holiday start times
 - a. These have been adjusted to reflect the 6am shifts and will start with Thanksgiving
3. Review the Health care provider appt schedule form and make sure all DCC/DCA know where to find this form and are using it.
4. Daily MARS will be implemented permanently with Therap on 11/30/25
 - a. There will be a monthly view only access to be able to review MARs and look at data
 - b. BM protocol needs to be moved to Health Tracking by 11/1/25. They will no longer be on the MAR. Staff would like to have a daily tracking form for BM's (Day 1, Day 2. Etc)
5. Contacting the office
 - a. Kristal-6011
 - b. Kelsey-6012
 - c. Janelle-6013
 - d. Please call our direct lines first, then if you do not get us call 437-6695 as then it will

ring to all desks in the office. If you call us directly and we are working outside the office, it will ring our cell phones.

- e. Kelsey and Janelle work in the office M-F (Janelle is in and out of the office from time to time as she is still working with the in-home program until someone is hired for this position.)
 - f. Kristal works from home on Wednesdays and sometimes Mondays when it's payroll.
 - g. The office will try and be better at letting staff know when we are out of the office and not working.
6. Benefit open enrollment
- a. Your benefit renewals will appear in Isolved this year. You will not need to meet with Kristal for anything.
 - b. Aflac will be coming in October. Will post the dates when they are set.
7. If your timesheet is on paper, scan it to Kristal from the house, please DO NOT text it to her as well.
8. ALL staff need to be better at going over their timesheets before payroll. Kristal is fixing many things that she has not received any messages about (ex: being punched in and not punching out, PTO not being put in)
9. All benefitted staff FT or PT that receive benefits (PTO is a benefit!) MUST have at least 20 hours a week for PT and 35 hours a week for FT. Kristal will add PTO to get to your hours for the pay period.
10. Remind staff: Kristal does NOT want text messages to fix timesheets. It must be an SCOMM, if you must go back to the house and send an SCOMM then that's on you to do so.
- a. We will need to pass on the Halloween Party this year and just do a Christmas Party for MCGH clients and staff only. We **do not** include staff families or client families, as we give a gift to the clients and staff and do not have for others.

C. House concerns:

- Walls in CS Garage – A crew from Sentence to Serve will be tearing down the two walls in the garage. They will also be throwing away items that are no longer needed that are in the garage so please sort through what items are to be kept and what is to be thrown (furniture? containers? bird feeders? etc)
- Maintenance – What items are on the maintenance list?
- CS – Steel roof to be put on CS garage; not necessary to remove old shingles
- CN – Waiting for an estimate from Up North Plumbing to install sprayers next to the bathroom toilets.

CN Individual Reports:

- Dylan: DIET – REGULAR DIET- WEIGHT – 184.6 (+2.0)
Appts: Dylan went to the Dentist, Dr.Saylor to which he has 1 cavity and is going on Oct 2nd to get filled
Concerns: none at this time.
Outings: continues to do coupons and deliver meals on Fridays, Dylan had his annual team meeting, haircut and went for a ride with mom. Dylan played piano at NVHC and then outing to GF for dishes and Texas Roadhouse and attended bible study.
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 DET – WEIGHT - 149.7

Appts: Altru Wound Clinic, stitches out at Altru, follow-up with her PCP and haircut

Concerns: please make sure Hailey is walking and drinking water and also that the area in the living room by recliner is not cluttered to have her put things away. Hailey's pouch is to be checked every 2 hours, if it is 1/3-1/2 full it is to be emptied. It must also be emptied before she goes to bed at night.

Outings: The Dell, GF for a Dance and Roadside Cafe, GF to pick up dishes and Texas Roadhouse, attended Bible Study and Horse Program

- Sandra: DIET – TO HAVE 2-3 CARB CHOICES AT EACH MEAL AND 1/2C PORTIONS; SNACKS ARE TO BE 1 CARB – WEIGHT: 183.4 (+2.3)

Appts: Dr. Wu psychologist

Concerns: Remind Sandra to ride bike daily if the weather permits outside, if not, use an indoor bike and assist Sandra with food choices.

Outings: Sandra went to GF to pick out flowers, Crookston to see son, The Dell, the Library, also to see daughter, Catholic Daughters, concert in TRF, dance in GF and Roadside Cafe. Sandra had her 6-month meeting at the house. Sandra attended horse therapy, and Texas Roadhouse, Bible Study, Horse Program and church.

Notes: Has joined Catholic Daughters; is on serving committee at St. Rose Church and received the duty roster for the St. Rose Fall Bazaar.

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 172.6 (+.2)

Appts: Dentist appointment with Dr. Hanel and he states to make sure we are brushing her teeth for her.

Concerns: Vinette's skin is in poor condition right now – many reddened areas and some bruising. Staff are applying the medicated ointment and lotion to the reddened areas and documenting her bruising on a body chart.

Outings: Vinette has music therapy on Friday mornings, and Vinette went to GF to get flowers, The Dell, dance in GF and Roadside Cafe, Texas Roadhouse, attended Bible Study and Horse Program in Viking.

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: 165.1 (-.5)
Appts: No outside appointments; had a massage with Carol on 9/8.
Concerns: Having days where he has been struggling when getting up and into his wheelchair, not wanting to listen to staff when trying to redirect him, also when using his walker. When toileting Gary he needs to sit for at least 20 mins. Gary needs to continue to do activities (Coloring or Uno) this keeps him using his hands and fingers, helps with motor skills and memory.
Outings: Attends ODC 4x a week Monday through Thursdays, Does have outings with ODC, such as a treat from DQ or a walk around the block.
Notes: Gary received a new lift chair on 9/10. Gary Sent birthday card to sister
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 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: 124.3 (-.2)
Appts: Face to face appointment with Jill, PCP for new wheelchair, however Diane is unable to get a new one until Dec 2026 to be covered by insurance. Diane had labs drawn as well on this same day. Diane had a Massage with Carol on 9/8, 9/23 eye exam; Home visit 9/23 with Katie Benson; ER visit 9/25, issues of having loose stools at DAC.
Concerns: Still watching weight and doing portion control; When toileting she needs to set for at least 20 mins. Diane needs to complete her activities, have her use both hands. She needs to move her hands etc, for her motor skills and memory. At times she is still refusing to take her meds and liquids. Just keep trying or have another staff try
Outings: Attends DAC 3x a week Monday, Wednesday and Thursday, when attending DAC, she does go out on outing in the community for activities and lunch with DAC Staff
Schedule outing on Tues, Fri, Sat or Sun each month for just Diane.
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: 99.6 (+.1)
Appts: 9/30 wheelchair worked on and many parts will be replaced by NuMotion
Concerns: Still having concern about Corrie's weight, he still has weekly checks on his weight every Tuesday on 9/2 (99.5); 9/9 (99.6); 9/16 (99.9); 9/23 (101.1), 9/28 (99.6) to which his weights have been up and down. Please be sure to give him his Ensure/Boost with ice cream. Corrie's Sleeping at night has gotten better, there are still times he is awake in his room but not for a long period of time. Corrie is doing a lot more spitting
Notes: Aunt/guardian with some other family members brought pizza and cake ice-cream to CS for Corrie birthday.

Outings: Corrie attends the DAC 3x a week Monday, Wednesday and Thursday, when attending DAC, he does outings with DAC staff, whether it be out for lunch or for an activity in the community. **Schedule outing each month on a Saturday just for Corrie.**

Exercise Program: Ambulate 2-3x a day for 30 ft with a gait belt and two staff.

- o 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, November 5th at 8:45am.

STAFF MEMBERS PRESENT:

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

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

Documentation

1. True or False? If you work with a person, but don't document your shift, this could lead to an investigation of fraudulent billing.

True / False | 10.00

True

False

Correct Answer.

True

2. True or False: Documentation should be completed one time per day.

True / False | 10.00

True

False

Correct Answer.

False

3. True or False: You should always contact your supervisor or the designated on-call person when an incident/Emergency Report is completed.

True / False | 10.00

True

False

Correct Answer.

True

4. You brought Bob and his housemate to get ice cream. You get back and write, "Bob got ice cream with Jerry." Is this a correct way to document?

Multiple Choice | 10.00

Yes

No

Correct Answer.

No

5. When an incident occurs, you should contact your supervisor or designated on-call person:

Multiple Choice | 10.00

- Immediately
- Whenever you see them next
- During your next shift
- You don't need to because you took care of the situation

Correct Answer:

Immediately

6.Appropriate documentation includes:

Multiple Choice | 10.00

- Use of acronyms
- As long as you can read your own handwriting it is neat enough. You can explain what you wrote to others if they can't read it.
- Include your first name only when ending the entry
- It uses the POP method- Professional, Objective, and Positive

Correct Answer:

It uses the POP method- Professional, Objective, and Positive

7.Which of the following is NOT correct about an Incident report?

Multiple Choice | 10.00

- An incident report needs to be filled out if the person is experiencing a mental health crisis that requires the program to call 911 or a mental health crisis intervention team.
- An incident report is completed immediately or before the end of the shift and the supervisor needs to be notified.
- An incident is any medical emergency, unexpected serious illness, or significant unexpected changes in an illness or medical condition, or the mental health status of a person that requires the program to call "911," physician treatment, or hospitalization.
- If your supervisor doesn't answer when you call to report an incident, you can wait to follow up during your next shift even if it is a few day later.

Correct Answer:

If your supervisor doesn't answer when you call to report an incident, you can wait to follow up during your next shift even if it is a few day later.

8.True or False? Accurate and thorough documentation can protect you from false allegations, including allegations about maltreatment.

True / False | 10.00

- True
- False

Correct Answer:

True

9.By documenting what the person enjoys you make sure that all staff people who work with the person are able to make the person's life fulfilling. When you do this you are:

Multiple Choice | 10.00

- Ignoring health and safety
- Writing too much information
- Being person-centered
- Not sticking with the routine

Correct Answer.

Being person-centered

10. Which type of documentation is used to give a description of what happened during your shift with a person?

Multiple Choice | 10.00

- Program Addendum
- Daily Log Notes
- Incident Report
- Community Support Plan

Correct Answer.

Daily Log Notes

11. True or False: Most companies have forms to track an individual's funds, but you will not need to be familiar with this document.

True / False | 10.00

- True
- False

Correct Answer.

False

12. True or False: Subjective means writing the facts of the situation without including your own emotions, thoughts, or perceptions of an event.

True / False | 10.00

- True
- False

Correct Answer.

False

13. "Sara ate a bowl of cereal this morning and was given a choice of what she wanted to do for the day. She said she wanted to start the day by sitting on the deck, drinking coffee, and watching the birds." This would be an example of what kind of documentation?

Multiple Choice | 10.00

- Subjective writing
- Objective writing
- Storytelling
- Being too descriptive

Correct Answer.

Objective writing

14. "Kyle was crabby today and continually tried to argue and pick fights with staff and housemates. I think it's because he was up all night playing video games." This is an example of:

Multiple Choice | 10.00

- Objective documentation
- Subjective documentation
- Storytelling
- Person-Centered documentation

Correct Answer.

Subjective documentation

15. Good documentation is important because:

Multiple Choice | 10.00

- It gives a clear indication or "picture" of what occurred during the staff's shift.
- It can be a way to share information with other people who support the person.
- It shows the company is providing people with the services mandated by the federal and state government.
- All of the above

Correct Answer.

All of the above

Marshall County Group Homes, Inc.

DESTRUCTION OF MEDICATIONS POLICY

CONTROLLED DRUGS

1. Controlled drugs not used will be destroyed following the steps below.
2. Any Schedule II drugs will be disposed of by the Nurse. (See attached alphabetical list) Before the nurse removes the controlled medications from the facility, they and another staff person will verify the remaining count and both sign the control medication form.
3. The nurse will then take the controlled drugs along with the controlled drug record form to the Marshall County Sheriff Dept. for disposal. A staff member at the Marshall County Sheriff Dept will then verify the count and sign the controlled drug record form and observe nurse disposing of the controlled drug into the medication disposal receptacle. The completed form is then taken to the Marshall County Group Homes office.
4. The Schedule II drugs will also be placed on the medication destruction sheet for the persons served.

NON-CONTROLLED DRUGS

1. All unused drugs not controlled will be destroyed by the Direct Care Coordinator.
 - a. **DON'T**: Flush expired or unwanted prescription and over-the-counter drugs down the toilet or drain unless the label or accompanying patient information specifically instruct you to do so.
 - b. **DO**: return unwanted or expired prescription and over-the-counter drugs to a drug take-back program or follow the steps for household disposal below.
 - c. **1st Choice**: Drug Take-Back Events: to dispose of prescription and over-the-counter drugs, bring them to the permanent drop box available 7 days a week – 24 hours a day in the lobby of the Marshall County Sheriff's Dept. in Warren
 - i. *Do not return liquid medication or ointments to the Sheriff's Dept. These must be destroyed using 2nd choice. Asthma inhalers may be taken to the sheriff's dept and are not to be thrown in the city garbage.*
 - d. **2nd Choice**: Household disposal steps
 - i. *Take your prescriptions out of their original containers.*
 - ii. *Mix drug with an undesirable substance, such as cat litter or used coffee grounds*
 - iii. *Put the mixture into a disposable container with a lid, such as an empty margarine tub or a sealed bag.*
 - iv. *Conceal or remove any personal information including the Rx number on the empty container by covering it with a permanent marker or scratching it off the bottle.*
 - v. *The sealed container with the drug mixture and the empty drug containers can now be placed in the trash.*
2. The quantity and name of medication will be recorded on the "Medication Destruction Record".
3. The person destroying the medications will sign the medication destruction record in the MAR.
4. Return no drugs to pharmacy, all drugs must be taken to the Sheriff Department take back program or destroyed in the facility.
5. **SafeDose** Medications received from Safe Dose Pharmacy that have been discontinued may be destroyed as all other uncontrolled drugs using the 1st or 2nd choice for disposal or they may be returned to SafeDose pharmacy for disposal.

Marshall County Group Homes, Inc.

- a. To return medications to SafeDose for disposal, a label will be requested from MCGH's SafeDose representative. All medications to be disposed of are then packed in a box with the label is applied and the box dropped off at a pick up site.
- b. Disposed medication from SafeDose must also be recorded on the medication Destruction Record using the Rx number and number of pills destroyed of each individual medication.

MEDICATION DESTRUCTION RECORD

SANDRA'S SCHEDULE FOR C-PAP

1. ALWAYS USE DISTILLED WATER IN THE RESEVOIR.
2. EMPTY REMAINING WATER FROM RESEVOIR EVERY MORNING AND WASH RESEVOIR WITH WARM SOAPY WATER THEN RINSE WITH CLEAR WATER AND AIR DRY.
3. WASH USING MILD SOAP LIKE IVORY, JOY OR BABY SHAMPOO – NEVER USE DAWN SOAP.
4. WASH MASK DAILY WITH MILD SOAP AND WATER (USE JOY, IVORY OR BABY SHAMPOO), RINSE WELL WITH CLEAR WATER AND AIR DRY.
5. WASH ENTIRE MASK INCLUDING VELCRO STRAPS ONE TIME A WEEK.
6. CHANGE AIR FILTER EVERY 2 WEEKS – THE BLUE GOES ON THE OUTSIDE.
7. CLEAN TUBING EVERY WEEK USING MILD SOAP AND WATER – USE JOY, IVORY OR BABY SHAMPOO, RINSE WELL AND HANG TO AIR DRY AT END OF DAY.
8. CHANGE THE TUBING EVERY 3 MONTHS.
9. CHANGE BI-PAP CUSHIONS EVERY MONTH (EVERY 30 DAYS).
10. CHANGE HEAD GEAR EVERY 6 MONTHS.

2025 OCTOBER CEDAR NORTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Only SO home 8-130p	Only SO home 8-130p	Only SO home 8-130p	Only SO home 8-130p	All Clients Home	
			1. STAFF MEETING	2.	3. Carol on call DN Meals/Coupons	4. Carol on call Admin-Kristal
		SA has 10 hours total a month for 1:1 time for appts, horse therapy and outings	6a-11a-Carol 12p-530-Kim 11a-3p-(CU)Marilyn 530p-8a-Jenn	6a-3p-(CU)Margaret 12p-4p-Kim 4-8 (KK)-Janelle 8p-8a(JE)-Jenn	6a-3p-Margaret 8a-8p-Kim 8p-9a-Jenn	9a-9p-Carol 11am-?-Lori(outing) 9p-9a-Carol
5. Carol on call Admin-Kristal	6.	7. SA Outing-4hrs total	8.	9.	10. Kim on call DN Meals/Coupons	11. Kim on call Admin-Kristal
9a-4p-Kim 4p-8p-Jenn 8p-8a-Jenn	6a-3p-Margaret 12p-8p-Kim 8p-8a-Joy	6a-4p-Margaret 11a-8p-Carol SA appt Brenda (11am) 8p-8a-Joy	6a-3p-Carol 12p-8p-Kim 8p-8a-Jenn	6a-3p-Carol 12p-8p-Kim 8p-8a-Joy	6a-3p-Carol 8a-8p-Kim SA Urology appt 8:50am on 8p-9a-Sara	9a-9p-Sara 9p-9a-Sara
12. Kim on call Admin-Kristal	13.	14. SA Horse Therapy/appt	15.	16.	17. Rachel on call DN Meals/Coupons	18. Rachel on call Admin-Kristal
9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	6a-3p-Margaret 12p-8p-Kim 8p-8a-Joy	6a-4p-Margaret 11a-8p-Carol 8p-8a-Joy	6a-10am-Carol 10a-1:45a-(CU) Lori 1:45-3p-(CU)(LW)- 12p-8p-Kim 8p-8a-Jenn	6a-3p-(CU)Margaret 12p-8p-Kim 8p-8a-Joy	6a-3p-(CU)-Margaret 8a-8p-Kim 8p-9a-Jenn	9a-9p-Sara 9p-9a-Sara
19. Rachel on call Admin-Kristal	20.	21. SA Horse Therapy/appt	22.	23.	24. Amy on call DN Meals/Coupons	25. Amy on call Admin-Kristal
9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	6a-3p-Margaret 12p-4p-(KK) Marilyn 4p-8p-(KK) Lori 8p-8a-Joy	6a-4p-Margaret 11a-8p-Carol SA Dr. Brandt(11:30) 8p-8a-Joy	6a-3p-Carol 12p-8p-Kim 8p-8a-Jenn	6a-3p-Carol 12p-8p-Kim 8p-8a-Joy	6a-3p-Carol 8a-8p-Kim 8p-9a-Sara	9a-9p-Sara 9p-9a-Sara
26. Amy on call Admin-Kristal	27.	28. SA Horse Therapy/appt	29.	30.	31.	
9a-4p-Sara 4p-8p-Jenn SA Concert TRF 8p-8a-Jenn	6a-3p-Margaret 12p-8p-Kim 8p-8a-Joy	6a-4p-Margaret 11a-8p-Carol 8p-8a-Joy	6a-3p-Carol 12p-8p-Kim 8p-8a-Jenn	6a-3p-(CU)Margaret 12p-8p-Kim 8p-8a-Joy	6a-3p-Carol 8a-3p-(KK)-Margaret 3p-8p-(KK)- 8p-9a-	

15 hours added to each month for outings (weekdays or weekends) (1 time ONLY to eat out before)
Outing shifts must be added to the calendar. Example: 4p-9p-Jane outing

October 2025 CEDAR SOUTH SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1. Staff Mtg CS Pickup warren 3p	2. CS Pickup warren 3p	3. Carol on call	4. Carol on call Kelsey Admin
			6a-8a(AW) Amy 6a-6p-Rachel 3p-8p-Paige	6a-6p-Rachel 3p-8p-Marilyn	7a-8p-Sara 8a-12p-Amy 12p-8p-	9a-9p-Gena 8a-8p-
			6p-8p-Amy 8p-8a-Amy	6p-8p-Angela 8p-8a-Angela	8p-9a-Gena	9p-9a-Gena
5. Carol on call Kelsey Admin	6. CS Pickup warren 3p	7.	8. CS Pickup warren 3p	9. CS Pickup warren 3p	10. Kim on call	11. Kim on call Kristal Admin
9a-2p- Gena 8a-2p-Amy 2p-8p-Paige 2p-8p-	6a-6p-Amy 3p-8p-	6a-8a(AW)Amy 6a-6p-Rachel 8a-3p-Amy 3p-8p-Helen	6a-8a(AW) Amy 6a-6p-Rachel 3p-8p-Paige	6a-6p-Rachel 3p-8p-Amy	7a-8p-Sara 8a-3p-Amy 3p-8p-	9a-9p-Gena 8a-8p-Amy
8p-8a-Laura	6p-6a-Angela	6p-6a-Angela	6p-8p-Amy 8p-8a-Amy	6p-8p-Angela 8p-8a-Angela	8p-9a-Gena	9p-9a-Gena
12. Kim on call Kristal Admin	13. CS Pickup warren 3p	14.	15. CS Pickup warren 3p	16. CS Pickup warren 3p	17. Rachel on call	18. Rachel on call Kelsey Admin
9a-8p-Amy 8a-2p-Laura 2p-8p-Paige	6a-6p-Amy 3p-8p-	6a-8a(AW)Sara 6a-6p-Rachel 8a-3p-Sara 3p-8p-Helen	6a-8a(AW) Amy 6a-6p-Rachel 3p-8p-Paige	6a-6p-Rachel 3p-8p- Sara	7a-8p-(SB) Gena 8a-3p-Amy 3p-8p-Paige	9a-9p-Gena 8a-8p-Rachel
8p-8a-Liz	6p-6a-Angela	6p-6a-Angela	6p-8p-Amy 8p-8a-Amy	6p-8p-Angela 8p-8a-Angela	8p-9a-Gena	9p-9a-Gena
19. Rachel on call Kelsey Admin	20. CS Pickup warren 3p	21.	22. CS Pickup warren 3p	23. CS Pickup warren 3p	24. Amy on call	25. Amy on call Kristal Admin
9a-8p- 8a-2p-Amy 2p-8p-Paige	6a-6p-Amy 3p-8p-	6a-8a(AW)Amy 6a-6p-(RL)Sara 8a-3p-Amy 3p-8p-Helen	6a-8a(AW) Amy 6a-1p-(RL) Sara 1p-6p-(RL)Amy 3p-8p-Paige	6a-6p-(RL) Amy 3p-8p- Paige	7a-8p-Sara 8a-12p-Amy 12p-8p-Amy	9a-9p-Gena 8a-8p-Amy
8p-8a-Laura	6p-6a-(AW)Amy	6p-6a-(AW)Amy	6p-8p-Amy 8p-8a-Amy	6p-8p-Angela 8p-8a-Angela	8p-9a-Gena	9p-9a-Gena
26. Amy on call Kristal Admin	27. CS Pickup warren 3p	28.	29. CS Pickup warren 3p	30. CS Pickup warren 3p	31.	
9a-8p-Amy 8a-2p-Laura 2p-8p-Paige	6a-6p-Amy 3p-8p- Paige	6a-8a(AW)Sara 6a-6p-Rachel 8a-3p-Sara 3p-8p-Helen	6a-8a(AW) Amy 6a-6p-Rachel 3p-8p-Paige	6a-6p-Rachel 3p-8p-Amy	7a-4p-(SB)Amy 8a-8p-Gena 4p-8p-(SB) Gena	
8p-8a-Liz	6p-6a-Angela	6p-6a-Angela	6p-8p-Amy 8p-8a-Amy	6p-8p-Angela 8p-8a-Angela	8p-9a-Gena	9p-9a-Gena

