

RIVER PLACE

STAFF MEETING SUMMARY

Subject: River Place Staff Meeting

Date: November 3rd, 2025

Time: 1:00PM-3:00PM

- **Safety/Health Review** –
 - Please make sure that the clients are dressed appropriately for the weather conditions.
- **Nursing Inservice** – None this month
- **Program policies (STAR)** –
 - Vulnerable Adults maltreatment reporting and internal review
 - Maltreatment of minors reporting and review.
- **Emergency Procedures**
 - Fire Drill- NW Bedroom #4 (WF) - Smoke Detector **Holly**

Meeting Review:

- ❖ **November 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)
- ❖ **Holiday Calendar Reviewed** –Attached the current year and upcoming year's holiday schedule please notify Kelsey or Kelly if you are interested in picking up any of the shifts.
- ❖ **Administration Memo** – see attached
 - Review the Health care provider appt schedule form and make sure all DCC/DCA know where to find this form and are using it.
 - Contacting the office
 - Kristal-6011
 - Kelsey-6012
 - Janelle-6013
 - 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.
 - 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.)
 - Kristal works from home on Wednesdays and sometimes Mondays when it's payroll.
 - The office will try and be better at letting staff know when we are out of the office and not working.
 - Remind staff: Kristal does NOT want text messages to fix timesheets. It must be a SCOMM. If you must go back to the house and send an SCOMM then that's up to you to do so.
 - We will be advertising direct support staff for all locations. There is a need for help in covering vacations, sickness and some weekends still.
 - Contact the Program Supervisor first regarding anything related to the clients and staffing. Kristal should be contacted for Payroll, benefits, financial in relation to the home's budgets and HR items.

- There is an employee paid leave notice in Star. It is Mandatory that all staff read it and acknowledge it in Starr by 11/30/25. A policy will be coming on this later. The biggest thing to stress is that this falls completely on the employee. The employer does not help apply for this at all. ****ATTACHED HANDOUT****
- Open Enrollment will be up on the 1st. I will post a splash as well, but all benefitted staff need to complete it by 11/10/25. No changes will be accepted after that. You will not be meeting Kristal this year. If you need to make a change, you should be able to do so in Isolved. The only one that cannot be changed is the FSA. I will SCOMM those employees.
- There will be a new employee handbook for January 2026. It will be uploaded to Star once it's ready. There will be changes so I would strongly encourage all staff to read it.
- 2026 planners will be here at the end of November. We will hand it out at the December meetings.

❖ **Behavior Plans/Data** – Wayne and Jeff have behavior plans in therap. These need to be charted 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, Jeff and Maurice.
 - 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.
 - **Cheryls Meds that are sent to the DAC need to be Charted as LOA the note needs to say sent to DAC and have the poppers initials.**

● **Cleaning**

- Please lay towels out to dry on hampers so they don't get all musty.
- Towels
 - Cheryl-baby blue
 - Jeff- navy
 - Wayne-grey

- Maurice- Black
- Parking
 - Please Park in the far row the handicap spot it for handicap guests.
- Bowel Protocol **WE WILL DISCUSS BM PROTOCOL AND UPDATE WHEN DECISION IS MADE**
 - If someone has a loose BM, you can call nursing and ask if you can hold bowel meds
 - Please use the bowel tracking in input and output under health tracking
 - You can enter Multiple BMs in an hour in health tracking.
 - Difference in BMs
 - Loose- will settle in brief but for the most part will not absorb.
 - Diarrhea- Liquid will essentially absorb into the brief it is in essence peeing from your butt.
- General House Concerns
 - 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's safety.
 - Doors are to be closed when completing cares. And blinds drawn
 - Remember to drape clients when giving a 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. Maurice can keep his tv on all night if he chooses.
- 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
 - Maurice- Thursday Morning for time being will have another shower added when new chair arrives
 - Showers cannot be moved for staff convince
- ❖ New concerns
 - Please make sure that Jeff and Cheryl only have ONE chucks on their bed.
 - Cheryl has hand towels and wash cloths in her closet for bed baths
 - Cheryls briefs in the hallway closet.
 - Meds need to be locked in the med cabinet at all times.
 - MED CABINETS NEED TO BE LOCKED AT ALL TIMES
 - We CANNOT refuse liquids under any circumstances
 - Heat must be set to 68 degrees. It CANNOT be changed per instructions from the heating company. There is a set temperature between the room heat and floor heat that is required to for both systems to work properly.
 - Kelly Made a health tracking sheet for direction- Hung by both charting stations.
 - Supervisors should only be contacted in emergencies on the weekends and after hours if it is not an emergency send a Scomm.
 - Age: we are of varying ages we may do things differently, but we need to respect each other regardless
 - Do not share business that is not yours to share. It is not your place to share others information.
 - If someone is staying in bed, you need to make sure that they get fluids to stay hydrated. They should get up for meals unless they have a fever are puking or have diahrea.

Consumer reports:

Wayne –

Client- weight - 10/1 - 167. 10/29-168

Appointments: none

Behaviors/concerns: Wayne did have a seizure the day of the last staff meeting.

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 - 10/8, 101,10/15-100, 10/22-99, 10/29-101

Appointments: Cheryl saw Jill for her 2 month recheck; everything looks good. Her clear lax has been switched to every other day, with its daily PRN. It was suggested to have her labs done every two months and to meet with Jill every 4 months. Her brother was ok with this. Cheryl also had a uti and was on Nitrofurantoin for 7 days. Cheryl had a fiber lax and a suppository on Friday October 24 due to being on day 3, On Wednesday October 2, Cheryl had a fiber lax in the morning, she is on day 3.

Behaviors/concerns: Cheryl had a day this past weekend where she was tired and the staff asked her if she wanted to stay in bed. Cheryl said yes. The nurse was called, and she did stats on Cheryl, everything looked good. Cheryl told the nurse she wanted to get up for coffee but told the staff she didn't want to get up. Cheryl did not get her shower till the next morning. Cheryl is to have a FIT test to check for stool occult blood once she is done with antibiotic for UTI. Finished antibiotic yesterday. Will wait and obtain stool sample after 1 week (next Wednesday).

Outings: none

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 - 10/8-151, 10/15-154, 10/22-150, 10/29-149

Appointments: none

Behaviors/concerns: Jeffs Senna and Miralax have been on hold for 1 week by hospice to see if this will help with loose stools. 10/29-Hospice was informed about this weeks bm's, we will restart miralax daily and hold senna for 7 days. The goal is for his bowels to be soft/loose but 1 time a day.

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

Maurice-

Client- weight - 10/25-325

Appointments: Maurice had his first appointment with his new PCP. Staff gave all the notes and list of equipment and appointments that Maurice will need referrals for. Maurice's PCP did do a physical and filled out the form.

Behaviors/concerns: Maurice is a 55 year old male who came to us from Halstad Living Center. He has the following diagnosis: Hx of cerebral infarction (CVA); dysarthria and anarthria (speech disorder); hypertensive heart disease; GERD; urinary/bowel incontinence; hypercholesterolemia; peripheral edema; Hx of TIA's; pruritis (itching); morbid obesity; hypokalemia; Hx of tobacco use with respiratory disorder; demoralization/apathy; mild cognitive impairment of unknown etiology. He is a full code - this will be discussed at his intake appointment today. At this time, he has minimal edema of lower extremities. He is able to swallow his meds whole but due to dysphagia will swallow more easily with pudding. Will look at a speech referral for swallowing and speech. He recently had dental surgery with pulling of teeth and is in need of fitting for dentures. He will need to go to Bagley, Mn for dental care. His speech is often difficult to understand, which is aggravated by not having teeth. He is on regular thin liquids using a chin tuck when swallowing. He is to have no mixed consistency's (no cereal with milk, no chunky soup with broth, no fruit with juice). He needs to sit upright at a 90 degree angle when eating/drinking. Straws are OK to use. He needs reminders to take small sips/bites. Will look at getting an OT and PT referral. He will require a bariatric w/c, bed and pal lift. He is presently non-ambulatory and using a hooyer lift for transfers. He will require an eye exam to be scheduled as has not had a recent exam. He wears a brief as is incontinent of bowel/bladder. His desire is that he could eventually be toileted. Will complete intake and output for now. He needs reminders to drink fluids - he states he coughs when he drinks. He can feed self after set up and will on occasion eat with his fingers. He requires total assist with dressing, bathing and grooming at this time. Due to his reflux he is to have the head of his bed elevated 30 to 45 degrees. Prior to his strokes he states he was a construction worker. mainly hanging sheetrock but has not been able to work since having CVA's. Maurice moved in on October 29. Maurice had moist aspirations and told staff that he would like some Benadryl for it. Staff administered it and it seemed to help him. PCP discontinue Maurices Tylenol 8 hour daily and staff are to give 2 325 mg tablets daily Maurice coughs a lot when he drinks without a straw. He is not to drink with a straw for a few weeks, so he doesn't get dry sockets. He does like his coffee. His food should be pureed or mashed. The Facility nurse spoke with PCP regarding no stop order on clinic printout for Amoxicillin and Chlorhexidine. He stated we are to follow stop dates given by dentist. He increased the Potassium from 10 to 20 meq BID as his K+ level was on the low side. He also changed the Ecotrin daily to ASA EC daily. He stated he sent referrals for needed equipment to Corner Home. Artificial tears were changed to both eyes PRN for dry eyes and changed to Polyvinyl Alcohol 1.4%. Eliquis was changed from BID to daily.

Outings: none

Courtney – will only be coming on Thursdays for the time being.

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, December 1st, 2025 at 1:00pm.

STAFF MEMBERS PRESENT:

Name:		Position:	Name:		Position:
Kristal Walen	Phone	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
Hannah Johnson	phone	DCS	Holly Confer	present	DCS
Jenna Enloe	EXC	DCS			

Authorized By: Kelsey Grandstrand CRSS

Acknowledgement completed in STAR Services

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Sunday <i>Kristal on call</i>						<i>Kelsey on call</i>
Wk 1	Nov 30 7a-5p-Cindy 8a-6p-Hannah 5p-10p-Pam 6p-9p-Jeanne 10p-8a-Billie						Nov. 1 8a-5p-Holly 5p-9p-Pam 7a-8p-Hannah 8p-8a-Hannah
	<i>Kelsey on call</i>	River meeting 10a		Groceries			<i>Janelle on call</i>
Wk 2	2 7a-5p-Cindy 8a-6p-Hannah 5p-10p-Pam 6p-9p-Kelly 10p-8a-Billie	3 State Van Insp. 6a-4p-Cindy 8a-10p-Kelly 4p-9p-Pam 10p-8a-Billie	4 7a-5p-Cindy 8a-10p-Holly 5p-9p-Pam 10p-8a-Billie	5 6a-9p-Kelly 8a-10p-Ashley 11a-4p-Holly 10p-8a-Ashley	6 6a-4p-Cindy 8a-10p-Holly 4:30p-9p-(PA)Jeanne 4p-4:30p-Pam 10p-8a-Billie	7 Kelly on call 7a-9p-Kelly 8a-9p-Ashley 9p-8a-Jeanne	8 Kelly on call 8a-9p-Ashley 7a-8p-Hannah 8p-8a-Hannah
	<i>Janelle on call</i>			9 am Managers Meeting*		MG Dental	<i>Kristal on call</i>
Wk 1	9 Kelly on call 7a-5p-Ashley 8a-6p-Hannah 5p-10p-Pam 6p-9p-Jeanne 10p-8a-Billie	10 6a-4p-Cindy 8a-10p-Kelly 1p-9p-Pam 10p-8a-Billie	11 7a-5p-Cindy 8a-10p-Holly 5p-9p-Pam 10p-8a-Billie	12 6a-9p-Kelly* 8:30a-12n- Holly 8a-10p-Ashley 10p-8a-Ashley	13 6a-4p-Cindy 8a-10p-Holly 4p-9p-Pam 10p-8a-Billie	14 7a-5p-Cindy 8a-4p-Kelly* 8:30a-2:30p 5p-8p(KN)Holly 4p-9p-Pam 8p-8a-Jenna	15 8a-9p-Jenna 7a-8p-Hannah 8p-8a-Hannah
	<i>Kristal on call</i>			Groceries			<i>Kelsey on call</i>
Wk 2	16 7a-5p-Cindy 8a-6p-Hannah 5p-10p-Pam 6p-9p-Jeanne 10p-8a-Billie	17 6a-4p-Cindy 8a-10p-Kelly 4p-9p-Pam 10p-8a-Billie	18 7a-5p-Cindy 8a-10p-Holly 5p-9p-Pam 10p-8a-Billie	19 6a-9p-Kelly 8a-10p-Ashley 11a-4p-Holly 10p-8a-Ashley	20 6a-4p-Cindy 8a-10p-Holly 4p-9p-Pam 10p-8a-Billie	21 7a-8p-Kelly 8a-9p-Ashley 8p-8a-Jenna	22 8a-9p-Ashley 7a-8p-Hannah 8p-8a-Hannah
	<i>Kelsey on call</i>				<i>Kristal on call</i>		<i>Kristal on call</i>
Wk 1	23 7a-5p-Ashley 8a-6p-Hannah 5p-10p-Pam 6p-9p-Jeanne 10p-8a-Billie	24 6a-4p-Cindy 8a-10p-Kelly 1p-9p-Pam 10p-8a-Billie	25 7a-5p-Cindy 8a-10p-Holly 5p-9p-Pam 10p-8a-Billie	26 6a-9p-Kelly 8a-10p-Ashley 10p-8a-Ashley	27 No DAC 6a-1p-Cindy 8a-10p-Kelly 1p-9p-Pam 10p-8a-Billie	28 No DAC 7a-5p-Cindy 8a-3p-(KN) 3p-8p(KN) Jeanne 5p-9p-Pam 8p-8a-	29 8a-12p-Kelly 12p-9p- 7a-8p-Hannah 8p-8a-Hannah

2026 Payroll Pay Dates

A 40-hour work week begins Sunday at midnight and ends 11:59pm on Saturday.
If you work at more than one program, all hours count towards your 40 hours per week.
If you have a question about your hours, please contact the office.

Period Begin	Period End	Submission Date by 10a	Pay Date
12/21/2025	01/03/2026	01/05/2026	01/09/2026
01/04/2026	01/17/2026	01/19/2026	01/23/2026
01/18/2026	01/31/2026	02/02/2026	02/06/2026
02/01/2026	02/14/2026	02/16/2026	02/20/2026
02/15/2026	02/28/2026	03/02/2026	03/06/2026
03/01/2026	03/14/2026	03/16/2026	03/20/2026
03/15/2026	03/28/2026	03/30/2026	04/03/2026
03/29/2026	04/11/2026	04/13/2026	04/17/2026
04/12/2026	04/25/2026	04/27/2026	05/01/2026
04/26/2026	05/09/2026	05/11/2026	05/15/2026
05/10/2026	05/23/2026	05/25/2026	05/29/2026
05/24/2026	06/06/2026	06/08/2026	06/12/2026
06/07/2026	06/20/2026	06/22/2026	06/26/2026
06/21/2026	07/04/2026	07/06/2026	07/10/2026
07/05/2026	07/18/2026	07/20/2026	07/24/2026
07/19/2026	08/01/2026	08/03/2026	08/07/2026
08/02/2026	08/15/2026	08/17/2026	08/21/2026
08/16/2026	08/29/2026	08/31/2026	09/04/2026
08/30/2026	09/12/2026	09/14/2026	09/18/2026
09/13/2026	09/26/2026	09/28/2026	10/02/2026
09/27/2026	10/10/2026	10/12/2026	10/16/2026
10/11/2026	10/24/2026	10/26/2026	10/30/2026
10/25/2026	11/07/2026	11/09/2026	11/13/2026
11/08/2026	11/21/2026	11/23/2026	11/27/2026
11/22/2026	12/05/2026	12/07/2026	12/11/2026
12/06/2026	12/19/2026	12/21/2026	12/25/2026
12/20/2026	01/02/2027	01/04/2027	01/08/2027
01/03/2027	01/16/2026	01/18/2026	01/22/2027

RIVER PLACE HOLIDAY ROTATION CALENDAR

DO NOT CHANGE THE HOURS OF THE SHIFTS.

YEAR: 2025 (Updated 9/1/2025)

THANKSGIVING DAY

Thursday November 27th

6a-4p CINDY

8a-9p Kelly

4p-9p PAM

8p-8a BILLIE

FRIDAY AFTER THANKSGIVING

Friday November 28th

7a-5p CINDY

8a-9p (8a-3p) Jeanne(3p-8p)

5p-9p PAM

8p-8a Holly

CHRISTMAS EVE

Wednesday December 24th

7a-9p KELLY

8a-8p ASHLEY

8p-8a ASHLEY

CHRISTMAS DAY

Thursday December 25th

6a-4p (CB)Kelly

8a-12p ASHLEY

12-9P HOLLY

4p-9p PAM

8p-8a BILLIE

NEW YEAR'S EVE

Wednesday December 31st

7a-9p KELLY

8a-8p ASHLEY

8p-8a ASHLEY

NEW YEAR'S DAY

Thursday January 1, 2026

6a-4p Cindy

8a-9p Holly

4p-9p Pam

8p-8a Billie

RIVER PLACE HOLIDAY ROTATION CALENDAR 2026

DO NOT CHANGE THE HOURS OF THE SHIFTS.

NEW YEAR'S DAY

Thursday January 1, 2026

6a-4p _____ Cindy _____

8a-9p _____ Holly _____

4p-9p _____ Pam _____

EASTER SUNDAY

Sunday April 5th

7a-5p _____ Cindy _____

8a-6p _____ Hannah _____

5p-10p _____ Pam _____

6p-9p _____

MEMORIAL DAY

Monday May 25th

6a-4p _____ Cindy _____

8a-10p _____ Kelly _____

4p-9p _____ Pam _____

INDEPENDENCE DAY

Saturday July 4th

7a-8p _____ Hannah _____

8a-9p _____ Ashley _____

LABOR DAY

Monday September 7th

6a-4p _____ Cindy _____

8a-10p _____ Kelly _____

4p-9p _____

THANKSGIVING DAY

Thursday November 26th

6a-4p _____ Cindy _____

8a-10p _____ Holly _____

4p-9p _____ Kelly _____

10p-8a _____ Billie _____

FRIDAY AFTER THANKSGIVING

Friday November 27th

7a-5p _____ Cindy _____

8a-8p _____

5p-9p _____ Pam _____

CHRISTMAS EVE

Thursday December 24th

6a-4p _____ Cindy _____

8a-10p _____ Holly _____

4p-9p _____ Kelly _____

10p-8a _____ Billie _____

CHRISTMAS DAY

Friday December 25th

7a-5p _____

8a-8p _____

5p-9p _____ Pam _____

10p-8a _____

NEW YEAR'S EVE

Thursday December 31st

6a-4p _____ Cindy _____

8a-10p _____ Holly _____

4p-9p _____ Pam _____

10p-8a _____ Billie _____

