

CEDAR NORTH/CEDARSOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: November 5, 2025

Time: 8:45a-11:00a

Inservice's:

- ❖ **Safety/Health Review:** Check winter attire for all individuals (hat, coat, mittens, boots). Make sure the ice melt buckets are full.
- ❖ **Emergency Procedures:**
 - October: Bomb Threat – CN (Joy), CS (Laura)
 - **NEED** September fire drill bedroom #3- CS (Rachel)
- ❖ **Nursing Inservice:** Nothing to review this month
- ❖ **Program Policies (assigned in STAR):** Vulnerable Adult's Maltreatment Reporting and Internal Review

Meeting Review:

- A. November 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. 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.
 2. 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 with 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 FSA. I will SCOMM those employees.
 3. 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 and will be distributed in December.
- C. House concerns:**
 - Walls in CS Garage – A crew from Sentence to Serve removed two walls in the garage and now there is room to park the extra gray van in there. The garage was also cleaned out of miscellaneous items that have accumulated there. The garage looks awesome!
 - Maintenance – Welcome to Rolland Deschene as he has accepted the position of Maintenance staff. Tony Safranski will continue to do the mowing and snow removal. Please make sure the maintenance lists are accessible for Rolland to review.

- CS – Steel roof is completed. Thank you, Grandstrand Construction,
- CN – Waiting for an estimate from Up North Plumbing to install sprayers next to the bathroom toilets. We have not received an estimate from Up North Plumbing, but Kristal was able to find sprayers that can be attached to the valve on the toilet. We can ask Rolland to install these sprayers – if he feels he can do this.

CN Individual Reports:

- Dylan: DIET – REGULAR DIET- WEIGHT – 184.7(+ .1)
Appts: Appts: Dentist in TRF got a filling (Saylor), 10th Flu shot he came home early on the 16th from ODC his mom was called and stated he was not feeling well.
Concerns: none at this time
Outings: Fridays does coupons and meals, lunch Farmer Dell and birthday cake at the group home and the 30th Halloween party at the ODC. He also played piano at North Valley.
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 – 150.2(+.5)
Appts: Urology (bladder scan) Nicole Straus on the 17th and dentist appt on the 21st.
Concerns: Clean up mess in living room before bed and going on outings
Outings: DAC on Mon. Wed. And Thur, Flu shot and Dell for supper, dance in Grand Forks and Truck Stop went home for the day to celebrate birthdays. She made 5 homemade cards. parents picked her up for Trunk and Treat in GF and also attended a Halloween party at DAC.
- Sandra: DIET – TO HAVE 2-3 CARB CHOICES AT EACH MEAL AND 1/2C PORTIONS; SNACKS ARE TO BE 1 CARB – WEIGHT: 183. (-.4)
Appts: Brenda King and Haircut on the 7th, 10th Urology Straus at Altru, 13th Covid and Flu shot at North Valley and 21st Dr. Brandt.
Concerns: monitor eating habits, make sure riding the exercise bike
Outings: see her daughter in Grand Forks, Farmer Dell, Horse therapy, Catholic Daughters, Dance at Listen center and Truck Stop, help with Church Bazaar, Taco John's and concert in TRF. Continues To work at Lumber Yard and clean MCGH office.
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 175.7 (+3.1)
Appts: Annual Meeting, Eye exam and appt, seen in Warren for flu-like symptoms, negative results.
Concerns: Possible Blueberry Reaction, face broke out had to have a Benadryl when she came home from the ODC for the day it was much better. Make sure her patch is on good behind her ear for her drooling as she is having excessive drooling.
Outings: Music therapy on Fridays, Covid Shot and Farmer Dell, Dance and Truck Stop, in Grand Forks. Halloween Party at the ODC. Cake with a peer for birthday.

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 a day.

- 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: 164.1 (-1.0)

Appts: flu & Covid shots; Massage w/carol; Altru Prosthetics/Orthotics; Reassessment and Annual meeting @ ODC

Concerns: Still having days where he has struggled when getting up and into his wheelchair, not wanting to listen to staff when trying to redirect him; same for using his walker.

Outings: Attended ODC 4x a week, attended bible study x1 this month. :

Notes: Brother Tracy came visit and sister Diane called x4 this month; Sent birthday card to Eddie.

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: 126.3 (+2)

Appts: Allison VIA Zoom; received covid & flu shot, Massage w/Carol, picked up her glasses

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; she is getting very stubborn to where she will not do any activities, and she just sits there and laughs. At times she still refuses to take her meds and liquids.

Outings: Attends DAC 3x a week, attended bible study x1; Outing on 10/18 and 10/31 with staff.

Notes: Diane wears her glasses very well at times; Staff need to remind her to leave them on her face occasionally.

Schedule outings on Tues, Fri, Sat or Sun each month for Diane 1:1

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

- o 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: 102.6 (+2.5)

Appts: Dr. Murphy; Flu shot was given 10/10

Concerns: Still having concern about his weight, he still has weekly checks every Tuesday 10/7 (101.1); 10/14 (103); 10/21 (101.4); 10/28 (101.6), As of 11/3, he is 102.6. Be sure to please give him his Ensure/Boost w/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 still doing a lot of spitting

Outings: Attended DAC 3x a week, His last day of DAC was on 10/30 per g Guardian. Attended bible study x1.

Notes: Dr Murphy noted that he did not need any Botox injections; also noted that being fitted for "swash braces" that would prevent his legs scissoring when he is walking.

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)

Meeting Minutes, Policies and Trainings to be acknowledged in Star Services by each staff member.

The next monthly staff meeting will be held Wednesday, December 3rd at 8:45am.

STAFF MEMBERS PRESENT:

Name:	Position:	Name:	Position:
Kristal Walen exc	Administrator	Jennifer Yutrzenka	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	DCA	Sara Bring	DCS
Joy Edgar	ONP	Paige Truedson	DCS
Angela Wick	ONP	Gena Henrickson	DCS
Susan Kuhn	DCS		

Authorized By: Janelle Fick, Program Supervisor



Minnesota Paid Leave Employee Notice

Standard premium rate (0.88%)

Minnesota Paid Leave

180 E 5th St, Suite 1200 | St. Paul, MN 55101

paidleave.mn.gov



Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.



Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.



MINNESOTA PAID LEAVE

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages** up to the cap set by Social Security’s Old-Age, Survivors, and Disability Insurance program (currently \$176,000). Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Total Medical Leave Premium: 0.61%				
Medical Leave	Marshall County Group Homes, Inc.	will contribute	.305%	of the Medical Leave contribution
		and the remaining	.305%	will be deducted from your wages

Total Family Leave Premium: 0.27%				
Family Leave	Marshall County Group Homes, Inc.	will contribute	.135%	of the Family Leave contribution
		and the remaining	.135%	will be deducted from your wages

Total deducted from your wages	.44%
---------------------------------------	-------------



How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at paidleave.mn.gov. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	Marshall County Group Homes, Inc.
Mailing Address:	PO Box D Argyle MN 56713
Employer Identification Number (FEIN):	51-0168426

Employee Acknowledgement:

<input type="checkbox"/>	I acknowledge receipt of this notification
Name	
Signature	
Date	

Minnesota Paid Leave

180 E 5th St, Suite 1200 | St. Paul, MN 55101

paidleave.mn.gov

m MINNESOTA PAID LEAVE

How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at paidleave.mn.gov. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	Marshall County Group Homes, Inc.
Mailing Address:	PO Box D Argyle MN 56713
Employer Identification Number (FEIN):	51-0168426

Employee Acknowledgement:

<input type="checkbox"/>	I acknowledge receipt of this notification
Name	
Signature	
Date	

Minnesota Paid Leave

180 E 5th St, Suite 1200 | St. Paul, MN 55101

paidleave.mn.gov

2025 NOVEMBER 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. Carol on call Admin-Kelsey
9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn		SA has 10 hours total a month for 1:1 time for appts, horse therapy and outings				9a-9p-Carol 11a-5p Lori outing
2. Carol on call Admin-Kelsey	3.	4. SA Outing-4hrs total	5. STAFF MEETING	6.	7. Kim on call DN Meals/Coupons	8p-9aJenn
9a-4p-Kim 4p-8p-Jenn 8p-8a-Jenn	6a-3p-Margaret 12p-4-(KK)-Marilyn 4p-8p(KK)-Lori 8p-8a-Joy	6a-4p-Margaret 11a-8p-Carol Hailey haircut alvarado Sandra to see son 8p-8a-Joy	6a-3p-Carol 12p-8p-Kim 8p-8a-Jenn	6a-8a-(CU)Margaret 8a-3p(CU)-Marilyn 12p-8p-Kim 8p-8a-Joy	6a-3p-(CU)Margaret 8a-8p-Kim 8p-9a-Sara	9a-9p-Sara
9. Kim on call Admin-Janelle	10.	11. SA Horse Therapy/appt	12.	13.	14. Rachel on call DN Meals/Coupons	15. 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 11-4p-(CU)Marilyn 4p-8p-(CU)-Lori 8p-8a-Joy	6a-3p(CU)Margaret 12p-8p-Kim 8p-8a-Jenn	6a-3p-(CU)Margaret 12p-8p-Kim Sandra concert Margaret to take. SA appt Parwalker 8p-8a-Joy	6a-3p-(CU)Margaret 8a-8p-Kim 8p-9a-Sara	9a-9p-Sara
16. Rachel on call Admin-Kristal	17.	18. SA Horse Therapy/appt	19.	20.	21. Amy on call DN Meals/Coupons	22. Amy on call Admin-Kelsey
9a-4p-Sara 4p-8p-(JY)Lori 8p-8a-(JY)Carol	6a-3p-Margaret 12p-8p-Kim 8p-8a-Joy	6a-4p-Margaret 11a-8p-Carol SA Pulmonology and Chiropractic appt(10:45 and 1:20) 8p-8a-Joy	6a-3p-Carol 12p-8p-Kim 8p-8a-(JY)Joy	6a-3p-Carol 12p-8p-Kim 8p-8a-(JE)-Janelle	8p-9a-Sara	9a-9p-Sara
23. Amy on call Admin-Kelsey	24.	25. SA Horse Therapy/appt	26.	27. Thanksgiving DAY	28. DAY AFTER THANKSGIVING	29.
9a-4p-Sara 4p-8p-Jenn 8p-8a-Jenn	6a-3p-Margaret 12p-8p-Kim 8p-8a-Joy	6a-4p-Margaret 6a-4p-Margaret 11a-8p-Carol	6a-3p-Carol 12p-8p-Kim 8p-8a-Jenn	6a-9a-Carol 9a-3p-Kim 12p-8p-Lori 8p-8a-Jenn	6a-2p-Carol 8a-4p-Marilyn 2p-8p-Sara Bible Study 8p-9a-Sara	9a-9p-Sara

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, Friday ON start at 8p Sunday day shift starts at 8am when not covered by the ON person

Temporary 2025 November CEDAR SOUTH SCHEDULE (Effective November 2025)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9a-6p-Amy 2p-8p-Paige 6p-8p-Amy 8p-8a-Amy						1. Carol on call Kelsey Admin 9a-9p-Gena
2. Carol on call Kelsey Admin	3. CS Pickup 3p	4.	5. CS Pickup 3p Staff Mtg	6. CS Pickup 3p	7. Kim on call	8. Kim on call Janelle Admin
8a-6p-Sara 2p-8p-Paige 6p-8p-Amy 8p-8a-Amy	6a-6p-Amy 3p-8p-Gena	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-6p-Amy	9a-9p-Gena
6p-8p-Amy 8p-8a-Amy	6p-8p-Angela 8p-6a-Angela	6p-8p-Angela 8p-6a-Angela	6p-8p-Amy 8p-8a-Amy	6p-8p-Angela 8p-8a-Angela	6p-8p-Gena 8p-9a-Gena	9p-8a-Gena
9. Kim on call Janelle Admin	10. CS Pickup 3p	11. DS-Outing	12. CS Pickup 3p	13. CS Pickup 3p	14. Rachel on call GB-Outing	15. Rachel on call Kristal Admin
8a-6p-Amy 2p-8p-Paige 6p-8p-(Liz)Gena 8p-8a-(Liz)Gena	6a-6p-Amy 3p-8p- 6p-8p-Angela 8p-6a-Angela	6a-8a(AW)/Sara 6a-6p-Rachel 8a-3p-Sara 3p-8p-Helen 6p-8p-Angela 8p-6a-Angela	6a-8a(AW) Amy 6a-6p-Rachel 3p-8p-Paige	6a-6p-Rachel 3p-8p-Marilyn	7a-8p-Sara 8a-6p-Amy	9a-9p-Gena
16. Rachel on call Kristal Admin	17. CS Pickup 3p	18.	19. CS Pickup 3p	20. CS Pickup 3p	21. Amy on call	22. Amy on call Kelsey Admin
9a-6p-Rachel 2p-8p-Paige 6p-8p-Amy 8p-8a-Amy	6a-6p-Amy 3p-8p- 6p-8p-Angela 8p-6a-Angela	6a-8a(AW)/ASW/Rachel 6a-6p-(RL) Sara 8a-3p-(ASW)/Rachel 3p-8p-Helen 6p-8p-Angela 8p-6a-Angela	6a-8a(AW)/ASW/Angela 6a-6p-(RL) Sara 3p-8p-Paige	6a-6p-(RL)(ASW) Rachel 3p-8p-Marilyn	7a-8p-Sara 8a-6p-(ASW) Rachel?	9a-9p-Gena
23. Amy on call Kelsey Admin	24. CS Pickup 3p	25. CP-Outing	26. CS Pickup 3p	27. Kristal Admin No DAC/ODC	28. Kristal Admin No DAC/ODC	29. Kristal Admin
8a-8p-Amy 2p-8p-Paige 8p-8a- Liz	6a-6p-Amy 3p-8p- 6p-8p-Angela 8p-6a-Angela	6a-8a(AW)/Sara 6a-6p-Rachel 8a-3p-Sara 3p-8p-Helen 6p-8p-Angela 8p-6a-Angela	6a-8a(AW) Amy 6a-6p-Rachel 3p-8p-Paige	6a-6p-Rachel 3p-8p-Paige 6p-8p-Laura 8p-8a-Laura Thanksgiving	7a-2p-Sara 2p-8p-Helen 8a-4p-Angela 4p-8p-Amy 8p-8a-Amy Friday after Thanksgiving	8a-9p-(GH)-Amy 9p-9a-(GH)-Amy

