

□ MARSHALL PLACE

STAFF MEETING SUMMARY

Subject: Marshall Place Staff Meeting

Date: December 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** – None this month

❖ **Program policies (STAR)** –

- Recipients Rights Policy
- Program Abuse and Prevention Plan
- Recipient Rights and Restriction

❖ **Emergency Procedures**

- Fire Drill- (AT) Bedroom #2 Smoke Detector- Madison
- Fire Drill- garage (maintenance check smoke detector)- Cheryl

Meeting Review:

- **December 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)
- **Holiday Calendar Reviewed** – Attached the current year and upcoming year's holiday schedule please notify Kelsey or Cheryl if you are interested in picking up any of the shifts.
 - Scomm Kristal with shift to get on call pay for holidays when the guys are gone.
- **Administration Memo** – see attached
 - 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.

- 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 a SCOMM then that's up to you to do so.
 - 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.
 - 2026 Employee handbook will be available in Star Services in January. Splash in Therap will be posted when it is up. Staff have 60days to review and acknowledge it. A copy will be loaded into resources in Star and directions made on how to view it at any time. DO NOT PRINT OUT COPIES! This can cause policies to be outdated and incorrect information received. Anyone who needs a written copy must contact Kristal via SCOMM. Otherwise, it can be accessed electronically.
 - Employers are not legally required to print out copies of the employee handbook from all staff. However, they are expected to provide access to the handbook for all employees, either through printed copies or digital formats.
 - Christmas Party-December 12, 2025, at the Argyle Community Center 11a-1p All homes and clients that can attend need to attend. The only exception should be River. Reminder this is for Clients and Staff only. No family is invited to this event including staff family.
 - Raffle ticket fundraiser will be coming after first of year. All staff will be expected to sell tickets.
 - Cindy's retirement Party- Held at the office on 12/19/25 from 1p-3p.
 - Office hours Starting on December 8th and going forward will be:
 - Monday, Tuesday, Wednesday, Thursday -8a-4p
 - 2nd Thursday of each month-Office is closed 8a-11a for administration meeting
 - Fridays-Office is closed.
 - This will be an administration paperwork day.
 - Calls will still be answered via direct lines
 - Appointments are required to meet anyone at the office on Fridays
 - All urgent matters will still be handled
 - All Checkbooks need to be balanced and up to date. Kristal will be starting to review them monthly on the 3rd Thursday of each month.
 - Garage Heat-Please do not mess with these and turn them up. They are not meant to keep the garage warm like the house. Set them at 40 degrees and leave them alone. This has been a constant issue. These are to help protect the appliances in the garages and to keep the vehicles warm enough to start each day but not to keep them at 60 degrees or higher.
 - 2026 planners will be here at the end of November. We will hand it out at the December meetings.
- **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.
 - 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**
 - Weekly, Wayne will write a letter or send a card to his mother or sister on Fridays.
 - Weekly, Jack will make an art project that can be mailed to a family member on Fridays.
 - Brandie will budget his personal needs money monthly with DCC.
 - Brandie will Stop Browsing YouTube at night Daily
 - Brandie will work on coping skills in stressful situations. Daily
 - Alex will budget his personal needs monthly with DCC.
 - Weekly Alex will choose a baking item to make or assist in planning and cooking a meal.
- House Concerns
 - PRN
 - Check the MAR first
 - If not in MAR check the standing orders.
 - MAKE SURE THAT YOU ARE CHARTING WHEN YOU ARE GIVING A PRN
 - Behaviors
 - DATA /FORM
 - Data- Daily every shift
 - Form -incidences if you do a behavior form it should also be done as a data entry.
 - Charting
 - Bubble numbers need to be charted
 - Put in your shift time when doing a tlog such as 9A-9P
 - When doing a late entry it needs to be indicated in the description.
 - When putting a time in a chart you need to indicate whether it is AM or PM
 - Chart when you arrive and chart at the completion of your shift.
 - Brandies BMs need to be charted daily
 - Cleaning
 - If you use something up, please replace it and make note if you notice the supply is getting low.
 - House should be straightened after the guys leave in the morning counters and table wiped off floors swept
 - Check JO room and guys bathroom for urine in the morning
 - 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
 - Check the cover on Jacks chair to make sure it is clean extras in his closet.
 - Food
 - Juice is for breakfast not the ODC
 - Medication
 - Initialed on the left side.
 - Rotate to the back when administered

- Alex must take his pills at the med counter; his pills cannot be left unattended at all. Have him get a drink before grabbing his pills.
- House
 - We need to keep the steps cleared of snow.
 - The garage heater
- Document:
 - Alex and Brandie Vacuuming their rooms.
 - Alex-Tuesday
 - Brandie -Thursday
 - Jacks exercises.
 - 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 need 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.
 - Waynes Mask if it is off or on at checks.
 - 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.
 - 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 read the communication book when you come on shift.
- 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.
- Please make sure that you are checking the lube in the bathroom and replenishing it as necessary. *A handful of packets.*
- Please make sure that both Brandies doors are closed at night so that if he comes out into the kitchen to get a snack, he is heard. The alarm volume was increased.
- Intake and Output **REVIEW**
- **Clients are not allowed to go staffs personal holidays.**

Consumer reports:

WAYNE: weight 195 (up 6#)

APPTS: 11/6 follow up from seizure got referral for neurologists, 11/10 Amber Deere-no med changes, 11/20 dentist-tooth fracture needs crown- no cavities

OUTINGS: church, library, Home 11/26-11/30, lunch in Cavalier, Cafe for his birthday

BEHAVIOR/NORMAL:

- 11/3 has a seizure, went to hospital got a new med keppra
- Need more reminders to eat slow and small bites

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

JACK: weight 169.5 (down 1.5 #)

APPTS: 11/10 Amber Deere-no med changes, Music therapy Wednesdays, got a massage

OUTINGS: church, library, Holly's 11/26-11/29, lunch in Cavalier, Cafe for WD birthday.

BEHAVIOR/NORMAL:

- has not wanted to use the Nustep
- spends more time in his room
- threw phone across room talking while talking to Pat
- ordered pom poms for him to cheer at Basket Ball game

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

BRANDIE: weight156 (down 3 #)

APPTS: Alluma one Thursday, 11/26 saw Krantz, 11/20 dentist-no cavities, lots of plaque

OUTINGS: Cafe for WD birthday, library

BEHAVIOR/NORMAL:

- he has not been vacuuming every week, Kristal said he needs to vacuum every week if he wants to eat in his room, so remind him
- has not been showering 3 x week
- he crawled around kitchen floor in middle of night=

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

Brandie will Stop Browsing YouTube at night Daily

Brandie will work on coping skills in stressful situations. Daily

ALEX: weight 166 (up 3 #)

APPTS: Jolee on a Friday, 11/25 Crookston (alluma), 11/11 & 11/25 zoom meeting with Valerie- had med increase

OUTINGS: spent time with brother Connor 2x, spent time w/sister 2x, went to moms on thanksgiving

BEHAVIOR/NORMAL:

- Not keeping his room clean, especially the floor or putting clean clothes away after washing them. Has good/bad days with this
- he has not been following shower schedule, sometimes only 1x week
- does not always vacuum his room
- Ask ing strangers for money at the gas station

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, January 8th 2026 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	Present	RN	Amanda Mock	EXC	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

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

MARSHALL PLACE HOLIDAY ROTATION CALENDAR

DO NOT CHANGE THE HOURS OF THE SHIFTS.

YEAR: 2026

NEW YEAR'S DAY

Thursday January 31, 2026

9a-3p Amanda (coming in at 7.30am for Holly)

3p-9p Marykay

EASTER SUNDAY

Sunday April 5th

9a-3p Maxine

3p-9p Maxine

MEMORIAL DAY

Monday May 25th

9a-3p Cheryl

3p-9p Madison

INDEPENDENCE DAY

Saturday July 4th

9a-3p _____

3p-9p Maxine

LABOR DAY

Monday September 7th

9a-3p Cheryl

3p-9p Holly

THANKSGIVING DAY

Thursday November 26th

9a-3p Cheryl

3p-9p Marykay

9p-9a Marykay

FRIDAY AFTER THANKSGIVING

Friday November 27th

9a-3p Holly

3p-9p Holly

CHRISTMAS EVE

Thursday December 24th

9a-3p Cheryl

3p-9p _____

9p-9a Madison

CHRISTMAS DAY

Friday December 25th

9a-3p Amanda

3p-9p Amanada

9p-9a Amanda

NEW YEAR'S EVE

Thursday January 31st

9a-1p ODC OPEN

1p-9p _____

9p-9a Maxine

