

RIVER PLACE

STAFF MEETING SUMMARY

Subject: River Place Staff Meeting

Date: December 1st, 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)** –
 - Recipients Rights Policy
 - Program Abuse and Prevention Plan
 - Recipient Rights and Restriction
- **Emergency Procedures**
 - Fire Drill- NW Bedroom #4 (WF) - Smoke Detector **Holly**
 - Fire Drill- Furnace Room in garage – maintenance check smoke detector **Ashley**

Meeting Review:

- ❖ **December 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.
- ❖ **Payroll Date Sheet**
- ❖ **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)
 - 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 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.

- 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, 11a-1p at Argyle Community Center. 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.
- Planners will be arriving soon and will be dispersed when they arrive.

❖ **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 beginning of your shift so you know what you need to do. Also review 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! Day, evening, and overnight.
 - Whenever charting LOA there needs to be a reason charted in the comment box.
 - Cheryl's 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
 - Mopping is to be done Sunday, Monday, Wednesday and Friday.
 - With the winter upon us please be aware that the floors may need to be cleaned more often than this. You can spot mop the floors on the days it is not scheduled to be mopped.
- Parking
 - Please Park in the far row the handicap spot it for handicap guests.
- Bowel Protocol
 - 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.(The volume needs to be at a reasonable level to not disturb the other clients.)
- 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- Wednesday 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.
 - You can only USE **ONE** brief liner. If you are found to be using more than this, it is grounds for disciplinary action..
 - Make sure you are offering Jeff food.
 - Clients need to be up, and cares completed by 9:30AM. At the latest 10AM. This includes the weekends.
 - 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.
 - Supervisors should only be contacted in emergencies on the weekends and after hours if it is not an emergency send a Scomm.
 - 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 diarrhea.

Consumer reports:

Wayne -

Client- weight - 10/29-168, 11/26-167

Appointments: None

Behaviors/concerns: Wayne's Aloe has been discontinued by his PCP. Wayne has dry scratch marks along left forearm. Be sure to apply Aquaphor to all skin areas including arms 2 x daily as ordered due to dry skin.

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 - 10/29-101,11/5-101,11/12-100,11/19-100,11/26-101

Appointments: None

Behaviors/concerns: Cheryl's aloe and fiber lax have been discontinued by her PCP. Staff is trying Folgers decaf for sensitive stomach, to see if this will help with her tummy issues. She has come home from DAC in a bad mood. The DAC said they will try to switch rooms. Her brother would like to drop her down to 2 days a week.

Outings: Cheryl went to the library for a concert. She seemed to enjoy the music and came home with some cd's

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 - 10/29-149,11/5-150, 11/12-151, 11/19-149, 11/26-149

Appointments: Hospice came to see Jeff, staff asked about the irrigating of Jeff's Catheter and the sterile water. She said that staff should discard the sterile water after single use.

Behaviors/concerns: Staff called the facility RN to let them know that Hospice started Jeff Cyclobenzaprine TID PRN due to increased spasms. Hospice nurses would like to continue with Senna 8.8 mg/5ml - give 5 ml once daily and continue MiraLAX as previously ordered. Jeff's catheter was changed. Hospice nurse orders are to continue Senna 8.8 mg/5ml - give 5 ml once daily, continue MiraLAX as previously ordered.

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, 11/5-315, 11/12-312, 11/26-312

Appointments: Maurice had a visit with Norman County Social Services to review the questions from a year ago. It lasted 20 minutes. In this conversation, there was a mention of his allergy. He is allergic to Tide products. Staff did inform her that we use ALL free and clear at the house. OT was here to evaluate Maurice for his equipment. She had written everything up for his wheelchair and his shower chair. It will take a few months to process and go through the insurance. Maurice had an appointment with his PCP about his wheezing in the morning. Shane prescribed an Albuterol inhaler every morning and up to 4 times a day PRN. Shane also ordered a urine sample, and a fit test. Maurice also had a shingle shot. Ot came and measured him for his wheelchair. Numotion and OT came to measure for his shower chair. Maurice went and saw the dentist for his post opp from having his teeth extracted. The dentist would like us to do daily oral care, soft toothbrush with toothpaste, and no alcohol mouth washes. Watch for infection, look at the area where Maurice says there is a tooth and it is a bone sticking out, 2 times a week, the dentist says that this happens when you have your teeth extracted, Diet as tolerated. Follow up with dentist on Jan 5, have them look at area, reach out to OMFS with any questions/concerns.

Behaviors/concerns: The DCC sent a message to Maurices PCP about Maurice being constipated and on day 4. We were wondering if we could hold the Cholestyramine Powder. He had suggested that we start him on 2 senna and Magnesium citrate. The DCC asked him if he wanted this as part of the protocol and he said to hold the powder till he has a BM. Staff is to resume the Cholestyramine Powder. Maurices's feet are dry and scaly, Staff are instructed to wash feet thoroughly and apply Vaseline ointment to his feet 2 x a day. Maurice has been refusing his Cholestyramine Powder a few times throughout the month.

Outings: None

Courtney -

Behaviors/concerns: has been coming only 1 time a week on Thursday's.

Outings:None

The next monthly staff meeting will be held Monday, January 5th , 2026 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	EXC	ONP
Hannah Johnson	phone	DCS	Holly Confer	present	DCS
Jenna Enloe	phone	DCS	Jackie Botha	phone	DCS

Authorized By: Kelsey Grandstrand CRSS

Acknowledgement completed in STAR Services

COMPLETING A SUPRAPUBIC CATHETER FLUSH

REPORT BY HENRIETTA LINDER RN

A flush is completed when the urine flow from bladder to drainage bag is sluggish.

ITEMS NEEDED: Sterile kit which includes sterile irrigation pan, sterile syringe container, sterile syringe, alcohol wipes and sterile gloves. You may need extra alcohol wipes. A 100cc bottle of sterile normal saline and a sterile cap for the drainage tubing.

STEPS TO COMPLETE IRRIGATION:

- 1) Wash hands thoroughly and assemble equipment
- 2) Inform person of procedure you are about to perform
- 3) Open irrigation kit, apply gloves and pour the 100cc normal saline into the syringe container
- 4) Disconnect catheter from drainage tubing and carefully wipe catheter and drainage connection with alcohol. Place the sterile cap into drainage tube not allowing tubing to be on the floor.
- 5) Place open end of catheter into sterile irrigation pan without touching it.
- 6) Draw up 50cc of the normal saline solution into the syringe being careful not to touch the tip of the syringe to anything.
- 7) Place the tip of the syringe into the open end of the catheter and gently push the solution into the bladder (never force) and allow the solution to run back into the pan.
- 8) Draw up the remaining solution and push into bladder (Dr. Nicholson requests we use a suctioning motion to draw this solution out of the bladder).
- 9) In certain situations you may need to use extra sterile normal saline to clear the catheter and get a good flow.
- 10) Using alcohol wipes clean the catheter tip and the end of the drainage tubing and reconnect being sure there is no kinking of the tubing.
- 11) Dispose of used supplies, disinfect bedside table with a disinfectant wipe, remove gloves and wash your hands.
- 12) Document

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 _____ Jeanne _____

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 _____ Jeanne _____

NEW YEAR'S EVE

Thursday December 31st

6a-4p _____ Cindy _____

8a-10p _____ Holly _____

4p-9p _____ Pam _____

10p-8a _____ Billie _____

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

