

CEDAR NORTH/CEDAR SOUTH STAFF MEETING SUMMARY

Subject: CN/CS Staff Meeting

Date: December 3, 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:**
 - o CN-Carol and Kim fire drill bedroom #1
 - o CS-Rachel and Amy fire drill bedroom #1
- ❖ **Nursing Inservice:** Nothing to review this month
- ❖ **Program Policies (assigned in STAR):** Recipients Right's Policy and Program Abuse and Prevention Plan

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)
- **Administration Memo from Kristal:**
- 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 **DO NOT PRINT OUT COPIES!** This can cause policies to be outdated and incorrect information received.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.
 - o 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 families.
- Raffle ticket fundraiser will be coming after the first of the year. All staff are 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:**
 - o Monday, Tuesday, Wednesday-8a-4p

- o Thursday- 8a-4p
- o **2nd Thursday of each month-Office is closed 8a-11a for administration meeting**
- o **Fridays-Office is closed. This will be a 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.**

• **House concerns:**

- o Maintenance – How are things going with Rolland-any issues that need to be taken care of within the homes?

CN Individual Reports:

- Dylan: DIET – REGULAR DIET- WEIGHT – 186.6 (+ 1.4)

Appts: 24th Eye appointment in Warren

Concerns: none currently

Outings: Does meals and coupons on Friday mornings, Farmer Dell, Bible Study, lunch with mom and piano playing, 26th thru the 30th went home for Thanksgiving.

Exercise: Dylan rides a bicycle daily (either inside or outside) and will go for walks with staff.

- o **Outcome:** Choose a community site to do volunteer work with at least 1x/week

- Hailey: DIET – REGULAR DIET – WEIGHT – 154.6 (+4.4)

Appts:

Concerns: empty garbage in the morning before leaving for DAC, clean up mess before bed and outings and put coat and hat out night before going somewhere in the morning.

Outings: Movie, went with dad to see new school in Warren, and Farmer Dell for supper, Veteran's Program, Bible Study and dance with supper at Truckstop, DQ lunch and drive, Dance in Grand Forks and KFC, the 26th went home for Thanksgiving until Friday morning.

- Sandra: DIET – TO HAVE 2-3 CARB CHOICES AT EACH MEAL AND 1/2C PORTIONS; SNACKS ARE TO BE 1 CARB – WEIGHT: 186.1. (+3.1)

Appts: 10th Fasting Blood Work, 13th Panwalker (TRF) 18th Pulmonology and Chiropractor. At the pulmonologist was recommended she have a Echo done of her heart.

Concerns: keep exercising and watch food intake

Outings: Movies , visit with son in Crookston, Farmer Dell, Veteran Program and Horse therapy, DQ lunch and appointment and Chinese for supper ,attended Bible Study and Truckstop for supper and Dance at the Listen Center in Grand Forks, visit at her Daughters , Library, and Horse Therapy, Catholic Daughters meeting, KFC in Grand Forks followed by attending a dance. Spent a night overnight at her daughters.

Exercise: Sandra is encouraged to exercise daily on her own, choosing what she wants to do for exercise.

- o 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 172.7 (-3)
Appts: Jill Smith and Zoom meeting with Amber Deere
Concerns: her skin and drooling problems, wear night gowns at night.
Outings: Music therapy on Fridays, Movies, Farmer Dell, Dance and Truckstop to eat, and Bible study, Drive and DQ for lunch, KFC and Dance and Thanksgiving Dinner on south side of the home.
Notes: Vinette has excessive drooling, referred for botox and will see Dr. Novacek at altru for a consult for this. Vinette’s Paxil dosage was increased as per amber Deere to see if tis will help with some of her “anxiousness”/anxiety and OCD behaviors of picking and scratching.

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.

- o 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
Appts 11/3 massage w/Carol; 11/18 w/Dr. Roller;
Concerns: Still having days where he has struggled when getting up and into his wheelchair, is listening to staff when trying to redirect him better and following redirection w/staff; Refusing a lot with his walker but when staff does get him to use his walker he is walking great with redirection from staff
Outings: Attends ODC 4x a week Monday through Thursdays; Attended bible study x1 this month; 11/7 went to have lunch and visit his mom.
Notes: Push more water out though the day and having him set either before meals or after meals, He needs to set longer to have a BM
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.
 - o 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: 11/3 massage with Carol

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 very stubborn to where she will not do any activities; At DAC from notes per-staff said she is not wanting to eat or drink on some days she only eat 30% of food and drinks; Here at CS staff has to redirect her for drinking her liquids but not eating; She also has been not wanting to walk very well for staff, need to redirect more with her walking

Outings: Attends DAC 3x a week Monday, Wednesday and Thursday; Attended bible study x1 this month.

Notes:

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

Appts: 11/7 face-to-face visit w/Jermey PCP for longer bed rails and swash brace

Concerns: Still having concern about his weight, he still has weekly checks every Tuesday 11/4 (102.6); 11/11 (99.9); 11/18 (101.1); 11/25 (101.9), As of 12/1, he is 102.6. His weight has gone up and down. Just be sure to please give him his Ensure/Boost w/ice cream. Not waiting to eat at times, he will only eat about 50% of his meals but will drink his ensure w/ice cream and water.

Outings: No longer Attends DAC; Attended bible study x1 this month; Had lunch at Main Cafe in warren on 11/7

Notes:

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, January 7th, 2026 at 8:45am.

STAFF MEMBERS PRESENT:

Name:	Position:	Name:	Position:
Kristal Walen exc	Administrator	Jennifer Yutrzecka	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