

0/02/2024 - Residential Meeting Minutes

Inbox



Ashley Feters

4:04 PM (4 minutes ago)



to me, Kim, Tara, Tara, Mary, Cheri, Amanda, Brittany, Heidi 

Hello -

Below is an outline on what was discussed at today's residential meeting from 10/02/2024 8:30am-10:00am. Beth can these go in everyone's training file? Thank you!

In attendance: (In Person) Ashley Feters, Tara Skagerberg, Brittany Kinn, Tara Price, Kim Skyberg, Amanda Briggs, Mary Stenson, Beth Schatz - (Virtual) Heidi Doble, Catherine Steiner, Cheri LaVay

1. Updating the policy in regard to completion of assigned star services tasks.

- Training needs to be completed by the end of the month that it was assigned.
- If the training is not completed in time the staff will get taken out of their scheduled shifts. The staff will have to complete their training at a pay of \$15/hour.
- Once the training is completed they need to reach out to let us know the training is completed. Once verified they can go back into their scheduled shifts, and their pay would go back to its normal wage.

2. Site specific training.

- Cross Lake will send their site specific training on medical equipment to Beth. Every time a staff is trained on all the equipment, the staff and house coordinator will sign off as completed. It will then get turned into Beth, and she will put in each staff file.
- Maple Grove and Aspen will have site specific training/quiz in regard to ASL. All staff will be trained and have a quiz to complete in Star Services.
- Chestnut will have site specific training with a quiz for one individual. All staff will be trained and have a quiz to complete in Star Services.
- Granite will have site specific training with a quiz for one individual. All staff will be trained and have a quiz to complete in Star Services.
- Evergreen will have site specific medical training with a test out. All staff will be trained upon hire.
- All training will get turned into Beth. This should be completed either prior to starting in the home or during one of their 3 observed shifts.

3. Medication Passing.

- Medication class will be done prior to staff going in and working in the homes.
- Should staff fail their first attempt at passing the medication quiz, they would be able to retake the quiz the following week. Should they fail again, they would have to work with HR in figuring out a schedule that can work with them not being able to pass medications.
- Insulin training will be done with the nurse. Staff will have observed training with the nurse in order to help set up insulin.
- Staff should be using the computer as much as possible when looking at RTasks when passing medications. It is small on their phone and can possibly get distracted by texts, pop ups, etc.
- Mentioned making a point system in regard to medication errors. Should someone have a lot of medication errors, they would have to retake the class and have observed medication passes again.

4. New hire training.

- Program coordinators will rotate weekly (each Tuesday) on assisting with training in the office.
- The expectation moving forward is that staff will be cross trained between houses. If we need coverage in another house we can move staff to their cross-trained homes.

5. Client acknowledgement forms.

- Every staff member has to read each individual's file (for who they are going to be working with). Once completed they will sign the acknowledgement form.
- Staff need to read and sign these files upon hire, any time changes are made to the plans and/or annually.
- Program coordinators will let staff know and assign them the task of reading updated/annual plans.
- All file acknowledgements should be done prior to working with an individual and all get turned into Beth.

6. Block schedules.

- Program coordinators will put the blocks from egypte into deputy by the 10th of each month (not published).
- Willow West is updating their block and will let Ashley/Tara know of the changes.
- The Sunset block is going to be changing. There will now be an 8am-3pm, 10am-6pm, 3pm-10pm and 10pm-8am (awake).

7. Meetings/Training.

- 10/03/2024 there will be a mandatory Hillside meeting at the office for individual training.
- 10/11/2024 there will be mandatory Birch and Chestnut training at the Carlton County Health and Human services building for individual training. This will be from 1pm-4pm.
- House meetings coming up will fall on the week of the St. Louis county conference. Meetings will get changed next week to accommodate the conference.
- Is it beneficial to still have a house coordinator / co house coordinator meeting? Typically they are not bringing much extra than what would be discussed at house specific monthly meetings.
- Program coordinators will send anything they want to bring up at the house meetings to Ashley. She will type up house meeting agendas.

8. Postings.

- Post for a co-lead for Granite.
- Post for a co-lead for Agate.

9. Teamwork.

- Everyone has been doing a great job working together to get shifts filled in all the houses. There have been a lot of people hired and need to get through the onboarding and training in the homes.

Thank you to everyone for everything that you do!

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Ashley Fetters

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