

Calaveras Warehouse Project 2011-12

Advisory Committee (Web Conference)

Wednesday, January 18, 2012 (1:30-2:30 pm)

Meeting Summary

1. Attendance:

Lena Miles, Public Health
Jane Loeffler, Public Health
Terry Stone, Public Health

Doug Buchanan, Consultant
Michael McCarn, Consultant

2. Welcome/Introductions

Doug Buchanan thanked everyone for joining the meeting.

3. Review the draft RSS Warehouse-Plan:

After review of the current draft, the group agreed to modify :

Definitions

- Alternate Care Site (ACS) will be added to the Acronyms and Definitions section

Job Action Sheets

- Staging Manager and Warehouse Set-Up Unit Leader Job Action Sheets will be added.
- Language updated to the Activation Equipment / Supply Unit Leader Job Action Sheet to distinguish between activation ordering process and warehouse operations ordering process.

Operations Section

- On the Org Chart, Packaging function will be added between Staging and Shipping under Materials Processing Leader.
- The following language will be moved from the Communications section and go under Transportation Unit section: "Transportation Unit is responsible to ensure communications are established with transportation vendors during distribution of medical supplies, as well as maintaining communications with drivers and security personnel."
- Inventory Controller section will be added before Safety and Security.
- A Shipment Manifest Template will be created for items being returned from PODs.
- In the Safety and Security section, references to "dispensing sites" were deleted.
- Examples under the security Vulnerability Assessment were not applicable to Calaveras County. New examples will be added once the site has been determined.
- Shipping label and Shipping Manifest will be added to Forms and Documents section.

4. Next Meeting:

Wednesday, February 1, 2012 (1:30-2:30)