

Calaveras Warehouse Project 2011-12

Advisory Committee (Web Conference)

Wednesday, December 14, 2011 (1:30-3:00 pm)

Meeting Summary

1. Attendance:

Colleen Tracy, Public Health	Doug Buchanan, Consultant
Lena Miles, Public Health	Michael McCarn, Consultant
Terry Stone, Public Health	

2. Welcome/Introductions

Doug Buchanan thanked everyone for joining the meeting.

3. Develop forms and procedure for receiving, picking, and packaging: After reviewing the draft document the group agreed that:
 - Resource order tracking will be the responsibility of the DOC Logistics vs. Resource inventory tracking being a warehouse function.
 - Transportation function will be overseen within the warehouse.
 - Repackaging of partial cases will happen in staging.
 - Staging area will be re-titled Staging/Packaging and should have access to ICAM and label maker.
 - Only transport notifications and approved orders will come to the warehouse.
 - Shipping labels will be attached to items at staging area with an order number before being moved to shipping area.

4. Next Meeting:

Wednesday, December 21, 2011 (1:30-2:30)