



## **Materials Management Report August 2025**

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### Workforce Wellness

The staffing remains the same as in my last report, and we've been fortunate to be fully staffed. Materials Management staff will rotate between sites, and I will be working in both locations daily.

Over the past three months, the Materials Department has experienced one of its busiest periods to date. Considerable effort went into procuring furniture, equipment, and IT-related supplies, with the past two months heavily focused on receiving these orders. This surge in activity has made it the most demanding period yet for both purchasing and receiving functions. Procurement efforts are still ongoing, with particular attention directed toward acquiring the remaining items needed for the new MRI room, in addition to maintaining our regular inventory of medical supplies.

### Community Engagement

The Materials Department is in the process of relocating the mail machine to the WERC building. This machine is sensitive and requires a technician from Pitney Bowes, in coordination with the IT Department, to ensure a safe and proper move. Discussions are currently underway with Pitney Bowes to schedule the relocation, and once confirmed, the IT Department will provide technical support during the process. The move will be executed once all arrangements are finalized.

During the receipt of furniture and equipment, we coordinated with the vendor (Capital Office), Dawson Contractor and the FF&E team members to ensure that all items on the delivery list were received and in good condition. This process helped verify the accuracy of the shipments and confirm that all supplies met quality standards. The receiving process is still ongoing, as the orders are not complete.

I have begun coordinating with our vendors to update the shipping address to the WERC building. Once the setup is complete, all future purchases will be received at that location.

### Patient Centered Care

Over the past few months, staff have been requesting special order supplies for patients and inquiring whether these could be added to our inventory. In response, Materials Management has recently updated the inventory to include new supplies designed to meet patient needs. This addition ensures that the department is well-equipped to support patient care and maintain efficient operations. The updated inventory will help staff access necessary supplies promptly, contributing to improved service and patient satisfaction.

### Facility

The department has been gradually setting up the Central Supplies area and plans to begin transferring some supplies once all equipment in Materials Management is fully installed and operational.

## Financial Wellness

During the review of our supply inventory, we found out that several items are essentially the same product but from different brands. Discussions were held with select departments to determine whether these items could be used interchangeably. Implementing such substitutions would help reduce duplicate stock, alleviate storage space constraints, and improve efficiency by reducing the time spent on ordering processes.

We conducted our fiscal year inventory (annual) in July, and the results were good. The counting process went smoothly.

PETE Med Center	Physical Count Summary				
Location :	PETE INVENTORY STOREROOM			Total Variance :	\$1,331.66
Count # :	180782429	Pre Perp Count Value :	\$108,058.73	Positive Variance :	\$846.55
		Post Perp Count Value			
Committed :	6/28/2025 15:00	:	\$108,420.16	Negative Variance :	(\$485.11)
		Non-Perp Count Value			
Committed By :	Randrup, Melva Yere	:	\$0.00	Net Variance :	\$361.43

Submitted by: Melva Randrup - Materials Manager

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