



Materials Management Report March 2026

Workforce Wellness

The Materials Department is a small team that shares many common interests, which makes planning team activities enjoyable. Our staff works hard to ensure that every PMC department receives the supplies they need. I am proud of the team's dedication to providing excellent service while maintaining a supportive and positive work environment.

Unfortunately, one employee has moved on to a role outside the organization. This employee has been an important part of the Materials Department for the past few years, and we wish them well in their future endeavors.

Our part-time assistant will be moving from Petersburg to live closer to her parents. She has been a valued member of the Materials Department, and we sincerely appreciate her contributions.

We are currently training a new staff member who has recently joined the department.

Community Engagement

We recently visited Stryker Medical Equipment in Michigan to review the hospital beds and furniture they have available. I was very impressed with their products. These types of equipment will greatly assist nurses in providing care and support to patients.

I also participate in a monthly virtual meeting with our Premier Inc. Group Purchasing Organization (GPO) to stay informed about pricing, supply availability, and potential product alternatives.

Patient Centered Care

- Although the Materials Department does not work directly with patients, we support patient care by providing medical and personal care supplies and ensuring that items are available when needed.
- The Materials Department continues to replenish the storerooms in LTC, Acute Care, the Acute Med Room, and the ER three times per week.

Facility

- Materials Management continues to operate at the PMC old campus. The WERC warehouse is still being used for storage of miscellaneous equipment and other supplies.
- We continue to remove cardboard packaging from supplies upon arrival before restocking shelves to maintain organization and cleanliness.

- Transportation continues to be one of our biggest operational challenges, particularly during the winter months. The department vehicle is very old and has become increasingly unreliable. There have been days when staff were unable to start or safely move the vehicle from the parking area. As a result, staff have had to use personal vehicles to check mail, pick up packages, and travel between the PMC old campus and the WERC building. This situation has been discussed with PMC staff involved in the vehicle replacement process, and we are hopeful that a resolution will be implemented soon.

Financial Wellness

- We continue to compare prices across vendors when placing orders to ensure we obtain the best value. However, high shipping costs remain an ongoing challenge.
- A mid-year inventory count was conducted on January 6, 2026. This resulted in the lowest discrepancy and the fastest inventory count since I began overseeing the inventory.

PETE Med Center		Physical Count Summary			
Location :	PETE INVENTORY STOREROOM			Total Variance :	\$1,221.95
		Pre Perp Count		Positive Variance	
Count # :	191582268	Value :	\$116,394.08	:	\$758.68
		Post Perp Count		Negative	
Committed :	1/7/2026 10:28	Value :	\$116,689.48	Variance :	(\$463.28)
Committed By :	Randrup, Melva Yere	Non-Perp Count			
		Value :	\$0.00	Net Variance :	\$295.40

Key Definitions:

- Pre-Perpetual Count Value: Inventory value recorded in the system before the physical count.
- Post-Perpetual Count Value: Inventory value after adjustments based on the physical count.
- Variance: The difference between the system-recorded value and the actual counted value.

Submitted by: Melva Randrup – Materials Management Manager
