



Materials Report August 2026

Workforce Wellness

Materials Management is staffed by three full-time employees; one Materials Manager and two Materials Assistants with additional support from one PRN employee when available and in town. The Materials Manager provides operational coverage for the department when either assistant is out due to illness, PTO, or other absences. This staffing structure helps maintain essential Materials Management operations and ensures that departments continue to receive the supplies and support they need.

Community Engagement

Materials Management maintained strong communication and collaboration with vendors to support timely ordering, delivery, and resolution of supply issues. We worked with vendors to identify cost-saving opportunities, including alternative shipping and freight options that are especially important for our remote location. We also partnered with vendor representatives to address product availability, recalls, damaged shipments, credits, and special-order needs while continuing to explore additional products and resources to meet PMC's needs. In addition, we worked to establish credit accounts and Net 30 payment terms when appropriate, helping reduce reliance on credit card purchases. Through these ongoing vendor relationships and efforts to identify reliable suppliers and alternative sources, Materials Management continues to support uninterrupted access to essential supplies throughout PMC.

Patient Centered Care

Materials Management supports patient-centered care by ensuring that essential medical supplies are available when and where they are needed. We work closely with clinical departments to respond to urgent requests, source specialty and hard-to-find items, monitor product recalls and expiration dates, and identify alternatives when products are unavailable or backordered. By maintaining reliable inventory levels and responding promptly to the needs of patient-care areas, Materials Management helps reduce delays and supports safe, efficient, and consistent patient care throughout the organization.

Facility

The new vehicle requested by Materials Management has been received and is currently at the facility. The vehicle is in our possession and ready for use; however, we are still waiting to receive the title and complete the necessary documentation before it can be placed into service. Once the title is received and the registration process is completed, the vehicle will be available for use by our department.

Financial Wellness

We conducted our Fiscal/Annual Inventory at the end of June, and the overall net variance was favorable. The counting process took longer than usual because only three staff members were available to conduct the inventory, compared with the usual four staff members. In addition, because the inventory coincided with the end of the fiscal year, the department was also managing grant-related orders and invoices that needed to be completed before the end of the month. Despite the limited staffing and additional fiscal year-end responsibilities, the inventory was completed successfully, and the results were satisfactory.

PETE Med Center	Physical Count Summary				
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Location :	PETE INVENTORY STOREROOM			Total Variance :	\$2,328.66
Count # :	201769001	Pre Perp Count Value :	\$133,586.93	Positive Variance :	\$1,559.49
Committed :	6/30/2026 14:21	Post Perp Count Value :	\$134,377.26	Negative Variance :	(\$769.17)
Committed By :	Randrup, Melva Yere	Non-Perp Count Value :	\$0.00	Net Variance :	\$790.33

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 Manager
