March Meeting Minutes

BB, Eve, Nights

April 2015

* April's meetings were mostly training on the MTP procedure.
  + The only people left to train on the procedure are JDM and NLS.
  + The MTP procedure is not in effect yet, but I will send out a memo when it is in effect.
* Evenings did address self-scheduling
  + Evenings will mock the schedule for this cycle to see what works and what doesn't
  + Diane and Linda agreed to take the lead on this project for this mock up
  + You will receive a blank schedule with only weekends and PTO on it for evenings and the night schedule listed.
  + Evenings will be responsible for filling any holes on the nights shift that remain.
  + Evenings will be responsible for making sure that each day has the right skill mix, but evenings will NOT be putting in the bench assignments.
  + There will be holes left on evenings, but there shouldn't be 10 people on one day and 3 on another, it should be relatively even.
  + Holes left on the evening schedule should rotate and should not be left to be every Friday or every Monday. The day that needs to be filled should vary from week to week.
  + Problems can be addressed by Jan, Rita or me.
  + PTO and weekends will remain the same unless EVERYONE agrees to move weekends around and then it needs to be run by Jan G to make sure that it works with the rest of the schedule
  + Everything else is up to the shift to decide and figure out.
  + Suggestions made by Jennifer (these are ONLY SUGGESTIONS)
    - Full-time employees should be able to choose their days off first since they have the least flexibility. From there it should go to the 4 day/week people, 3 day/week people and finally the per-diem.
    - The person to choose their days first on the upcoming schedule should rotate from schedule to schedule (i.e. this schedule, Linda chooses first. Next schedule, Jan chooses first and Linda goes last, etc.) to avoid "she always gets to choose first and I never get the days that I want off,".
    - Come up with a way to address when people are off when the blank schedule is coming to evenings and how those people will still be included in self-scheduling.

* People
  + Histo Lead tech
    - Still interviewing
  + 2 FT positions filled
    - Bill Adams has started
    - Chris Battaglia has started

* Financial
  + None

Respectfully submitted,

Jennifer L. Harris, MT(ASCP)SBBCM

Blood Bank Supervisor