

MLA Meeting Minutes

Date: Dec 31 2025

Time 1000

Attendee	Present?	Attendee	Present?	Attendee	Present?
Wanda T	✓	Aldie S	YPCC	Myles C	Off
Jaime K	✓	Janina B	Off	Tina Q	✓
Coralee SS	✓	Pearl M	Evenings	Andrea F	✓
Kaitlyn S	Off	Marife N	✓		
Abigail P	Off	Jennielou J	✓		

Agenda:

- **Meeting minutes:** Reminder to read minutes and initial by your name once completed.
- **Hand Hygiene- 10 per month-** reminder.
- **CSMLS-** certification renewals due by Dec 31, 2025 and expense submitted by April 1, 2026. **ORG code:** 41090 **Account code** 52706 **Fund** 01 **Program code** 10207. Please submit CSMLS receipt to Lisa by the end of Dec for your files.
- **Mail-daily delivery:** Please ensure mail is delivered daily toward the end of the shift.
- **Testing not listed on the APL site:** Ongoing discussion
- **MTS-Performance reviews :** MLA's who have these documents in their SAM/HRIS: MTS 80% by June 2026. Copy and paste link below into your web browser and save in favorites.
- <https://smex-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=www.medtraining.org&uclid=0b78db0e-9dbb-44ff-87ec-a2de4b4e3750&auth=6153c64cd62e83a0d7c332ef92d816903759cb08-bde86d62d9db30cb0e068c356d2edf5203bf5460>
- **Harassment Free Workplace-** In MTS-ournthssa. All staff to review.
- **Frozen samples at YPCC-** Sample drop offs to Stanton for any testing that requires freezing.
- **Call back check box** Reminder to check the call box in the LIS.
- **Friday Jan 2-2026-** Abby cancelled her shift
- **Unlabelled samples** New policy coming out on criteria for acceptable samples that can have a waiver completed. If unsure check with Supervisor/Most responsible person or MLT who will decide if sample can be accepted.
- **Kit given.** In LIS comments please indicate which testing kit was given.