

## MLA Meeting Agenda

Date: Jan 28 2026

Time 1000

✓

| Attendee   | Present? | Attendee    | Present? | Attendee   | Present? |
|------------|----------|-------------|----------|------------|----------|
| Wanda T    |          | Aldie S     | ✓        | Tina Q     | ✓        |
| Jaime K    | ✓        | Janina B    |          | Andrea F   |          |
| Coralee SS |          | Pearl M     |          | Julianne G | ✓        |
| Kaitlyn S  |          | Marife N    | ✓        | Laura      |          |
| Abigail P  |          | Jennielou J | ✓        | Lisa       | ✓        |

Agenda:

Standing Items:

- **Meeting minutes:** Reminder to read minutes and initial by your name once completed.
- **Hand Hygiene- 10 per month-** reminder.
- **Mail-daily delivery: Reminder**, please ensure mail is delivered daily toward the end of the shift.

New Business:

- **Ft Smith Coolers-** Until the 2 new contract staff arrive in Ft Smith, Sisan will be sending all his samples for APL to be manifested and sent off. I have asked him to place these in a separate bag, so it is easier for you to distinguish what samples need to be handled. The new staff are set to arrive Feb 6<sup>th</sup> so this should be temporary. There is no Medipatient site for Ft Smith so Jaime said to use the STH encounter.
- **Bulk Leave-** A reminder all bulk leave is due Jan 31, 2026. We will have them signed off by Feb 14, 2026. All other leave can be submitted after Feb 14<sup>th</sup>.
- **Laptops-** All the laptops are now working in the collection rooms. You can use these to receive your samples.
- **Blood Bank Reqs-** Jaime asked if Amy could send out another email in regard to TS requisitions. Lisa will talk to Amy and have her reach out to Jaime
- **Ft Smith-** The contract worker is sending up the urines to STH for processing. Lisa will reach out to him about this as they have the capabilities to run the samples there.