

Meeting Minutes

DataCenter Outage – Clinical Preparedness Meeting

Date / Time	November 12, 2013
Location	Power Plant Command Center
Facilitator	Maureen McMahan
Recorder	

Attendees

Attendees					
X	Maureen McMahan	X	Michelle Gabriel		George Barth
	Eric Poon		Carol Morrissey	X	Silvia MacMurdo
	Geralyn Saunders		Charlie O'Donnell	X	Kevin Coakley
X	Patricia Covelle		Elida Acuna-Martinez	X	Craig Reise
	Paul Stone	X	Neil O'Neil		Rob Elia
X	Ravin Davidoff	X	Joy Vreeland	X	Paul Kelley
X	Maria Ober	X	Mark Coffey	X	Geoffrey Fallon
X	Jim Piepenbrink	X	Luigi Martiniello		Andy Ulrich
X	Sumit Sehgal		Stephen Morash		Colin O'Hara
X	David Maffeo	X	Michael Canning	X	Barry Graime
X	Anibal Pais	X	Dan Gavin	X	Maureen Hilchey Masters
	Chris Andry		Andrea Forman		
X	Deb Clements	X	Samantha Sheridan		

Meeting Minutes

Agenda Items	Discussion/Review
Review Draft Clinical Plan	Draft Plan Attached. Issues that are not resolved are highlighted in red.
Priorities for this week	Finance and payroll Instructions for employees During Downtime communications – send word now Review downtime webpage Complete planning documents
Issues to be clarified	Pharmacy recovery Clinical documentation recovery

Decisions	Approved By

Action Items	Owner	Date Due
User Name and passcode for the downtime computers	Sumit to check	
Complete the updates of the instructions	IT	
Tracking of babies during downtime	Piepenbrink	
Investigate status of the code buttons	Facilities	
Add cash only in food services to the communications	McMahon	
Confirm notification and contingency preparedness at CHC's	McMahon	
Final Preparations	All	
Clarify all outstanding issues in the plan	McMahon	

Notes
<ul style="list-style-type: none"> Next week is all communications and instruction dissemination