

**CPMR Department Meeting Summary**

April 8, 2019

**Center for Precision Medicine Research**

**MCRI Updates**

* Dr. Acharya gave us a full update on MCRI, where we have been and our future direction. (See attached slide deck.)

**New Employees**

* Megan Munyan joined the All of Us team as Program Assistant here in Marshfield on April 1, 2019.
* David Brown and Megan Zettler joined the All of Us team as Study Coordinators and started this week. They both will be at the Chippewa Falls location.

**Updates**

* Call-in procedure update. These procedures are required by HR, and need to be followed to the best of your ability. Failure to do so may result in disciplinary action.
  + Please call the department line 715-221-7090 if you are sick or will be in 15 minutes later than your regular start time.
  + If you have to leave a message, please leave a phone number where a return call can be made to you if needed.
  + We have 5 people staffing that line that can take your phone call/message and we will update your supervisors and those that need to know with your absence.
* Tornado and Fire Drill Procedures were presented. April 11, 2019 is Wisconsin Tornado Drill Day.
  + It is *very important* that your calendars are updated consistently with your out of office dates. Administration has to give a head count, and we can’t give correct numbers if we do not know you are gone.
  + All CPMR Employees are expected to take part in all drills.
  + The only exception is if you are on a phone conference when the drill occurs.
    - For the tornado drill, seek a non-windowed internal room. (Close all blinds and the door to your office.)
      * MLR: Go to Mini Conference Room 1, ML4A/B Conference Room, or Restrooms
      * ML8: Go to Mini Conference Room 2, Breakroom, or Restrooms
      * You may return to your offices when the all clear is given.
* For a Fire Drill, all employees are expected to vacate the building, shutting office doors as you leave. Outside locations to meet as a department are:
  + Door 7 East side of Laird Building – Employee Entrance (North of Erdman Lobby)
  + Door 5 (West side of Laird building) parking lot across the street from the Laird Building.
  + If one exit is blocked, then use the alternate exit.
  + You may return to your offices when the all clear is given.
  + Please see attached Power Point slides for maps of exit routes.
* There are several open positions in CPMR including:
  + Center Director - Dr. Acharya and the hiring committee have selected three candidates for this position right now, and will be having in-person interviews with them in the next few weeks.
  + Informatics Scientist - We are working to coordinate in-person interviews.

**CPMR Social Committee**

* We are looking for 2 or 3 more individuals to coordinate department social events including potlucks, celebrations, and other fun activities to promote teamwork and camaraderie within CPMR. Please contact Julie Vehrs, Hope Florence, or Jenna Schwabe, before, Friday, April 12th, if you are interested.

**Questions**

* Emili Leary asked about our Active Shooter Policy.
  + The MCHS is updating this policy since the incident last month. Right now, if we do have an active shooter, we are to follow the tornado drill procedure. It is easier to be evacuated as a group than have police/security go office by office to evacuate individuals.
  + You cannot leave the building when we are on lockdown.
  + Please note areas that are already secured (MLR), still need to follow the procedure. Remember, an individual only needs to find someone with a badge to get into your area.
  + There will be more on this in the near future.

**Future Meetings**

* The next meeting will be on Monday, May 20, 2019 at 12 pm in ML2A.
* Sanjay Shukla, PhD will be presenting updates on his projects.