

Time Called To Order: 11:03

Time Adjourned: 11:20

Chair: Melodye Pryor

Recording: Melodye Pryor

| AGENDA | DISCUSSION/FINDINGS | RECOMMENDATIONS/CONCLUSION | ACTION/FOLLOW-UP |
|-----------------|--|--|------------------|
| to order | Melodye Pryor called the meeting to order | | |
| er to sign in | Minutes read and approved with corrections | | All in favor |
| of last meeting | Reminder to sign in | | |
| iness | Review orientation book Received contents of table of contents. Talked about possible having seminar about charging trauma alert and inviting financial people from each hosp. Discussed having sections for NIMS test and ICPAI Reminder to report NIMS classes taken by staff to Carolyn Each month | Recommended having information in notebook binder for adding and subtracting information. Melodye and Phyllis will go get notebooks for the packet Have binders ready for March meeting. Recommended setting a date to gather all information to put in meeting Suggested forming a sub-group to compile the books | All in favor |
| jneys | None | | |
| discussion | | Motion to adjourn | All in favor |