



Quality & Corporate Compliance Committee Meeting

4/18/24, 10:00 – 11:00am, Virtually via Teams

Facilitator: Jil Dunn

Note-taker: Ben Laber

Timekeeper:

Participant list:

Working Agreements

- Meetings officially begin 5 minutes after scheduled start, and end 5 minutes before scheduled end; 30-minute meetings are an exception.
- Agendas are sent out at least 24 hours in advance.
- We act as supportive and collaborative meeting participants.
- We make charitable assumptions of others and ask for clarity when we need it. We try not to interrupt others.
- We are aware of the power in the room and regularly assess if the right people are there.
- We minimize distractions by avoiding multi-tasking on other things.
- We volunteer to help with notetaking, timekeeping, action items, and room set up, break down, and clean up.
- We are mindful of our **ladders of inference**.
- In virtual meetings we turn our cameras on unless otherwise instructed.

Purpose *(Why are we meeting?)*

Tip – Can be action oriented or information oriented. Examples of action-based purposes are make a decision, analyze, plan, build teams, solve a problem, evaluate progress, reconcile. Examples of information-based purposes are socializing, informing/updating teams, affiliate, celebrating, reporting, and learning.

- The purpose of this meeting is to...

Desired Outcomes *(What do we want to leave the meeting with?)*

Tip – should be nouns, not verbs; as brief and concise as possible; specific and measurable; from the perspective of the participant. Uses a “so that” statement so that we establish why it is important and/or what we will do with it. Be mindful of how much time you have!

- By the end of this meeting, we will have *(use any/all that apply)*:
- A plan for _____ so that _____.
- A timeline for _____ so that _____.
- A better understanding of _____ so that _____.
- A decision on _____ so that _____.
- An agreement on _____ so that _____.
- A budget for _____ so that _____.

- A brainstorm/prioritized list of _____ so that _____.

Content (what)	Process (How)	Who (Roles)	Time (When)
CHECK IN	The meeting began at	Jil	10:00-10:05
01/18/24 MEETING MINUTES		Jil	10:05-10:10
OTHER BUSINESS	No current FTCA claims		10:10-10:15
PHARMACY AUDITS		Raina	10:15-10:20
340B SELF-AUDITS RESULTS		Brent	10:20-10:25
FINANCE AUDITS		Holly	10:25-10:30
QUALITY	1. Next meeting showcase?	Marge	10:30-10:55
ADJOURNMENT	The meeting adjourned at	Jil	10:55

Action Items *(This section is for recording action items)*

Task or Action	Who	Started	By When

Next Meeting 7/18/24