Meeting Agenda

Meeting Name: QIC Meeting	**Division/Committee**: Quality Improvement Committee	
Date: 07/22/2016	**Start Time**: 3:00	**Stop Time**: 4:00
Location: Board Room	**Facilitator**: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Debbie Mazzocca		

Assign Note Taker for today's meeting

1. Review of QI Plan and its listed QIC responsibilities; discussion and Q&A

2. Review draft QIC team charter; discuss revisions

3. Review activities with near future deadlines and make plans on how to accomplish them

    a. Conduct QI Maturity survey due 8/31/16:

        i. Who will create the survey monkey of the survey questions and email to staff?

    b. Develop final QIC team charter due 8/31/2016 (see agenda item #2 above)

    c. Request all staff to submit QI project proposal due 8/31/2016:

        i. Who will send email?

    d. Collect CCHD & social media website views data due 8/31/2016:

        i. Who will send email to Patty to get data?

        ii. How shall this data be documented/kept?

    e. Develop format of BOH meeting packet QI progress written report due 9/31/2016

    f. QI training goal due 10/31/2016 for CCHD QI Plan training

        i. Put together PPT for training on CCHD QI plan content that can be presented during 10/21/16 all staff meeting?

    g. Develop/find QI skill assessment and conduct assessment due 10/31/2016

    h. Research and apply for QI grants due 10/31/2016.

        i. LeanOhio LGEP Grant for training or QI project application process opens 08/01/2016 (Terri received email on 7/6/16). This may be a possibility.

4. Member topics

5. Assign action items

6. Future Meeting topics:

a. Review next set of activities with near future deadlines and make plans on how to accomplish them

    i. Develop QIPT PDCA implementation structure for QIPT meetings due 12/31/2016:

        1. Can we get a grant to have professional help with this?

        2. Do we want to do kaizen events?

    ii. Find free QI 101 into training & conduct training due 12/31/2016