Meeting Agenda

Meeting Name: QIC Meeting	**Division/Committee**: Quality Improvement Committee
Date: 09/21/2016	**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	

1. Assign Note Taker for today's meeting

2. Status of QI Project Proposal submissions

    a. Anyone received any?

    b. Terri will prepare/submit proposals for several projects brainstormed for grant.

    c. Current storage location for them is:
    L:\ALL\Staff Committees\Quality Improvement\QI Proposals Submitted 2016

3. Review Status of action items (not already included elsewhere in agenda):

    a. Kim Koons: Compile QI Maturity survey results and save raw data by 9/21/16.

        i. Completed 9/1/16.

    b. Janet to request additional information about what data is available regarding CCHD & social media website views from Patty/George by 9/21/16.

    c. Kim Campbell: Make final edits to approved Team Charter by 08/31/16.

        i. Completed 8/29/16.

    d. Terri Dzienis: Get QI link on CCHD website by 9/21/16

        i. Approval from Jim Adams provided and request to Rob sent 9/20. Not completed.

    e. Heather Macdonald: Complete QIC 8/26/16 meeting minutes; Completed 9/1/16.

    f. Terri Dzienis: Develop format of BOH meeting packet QI progress written report due 9/31/2016

    g. Put together PPT for training on CCHD QI plan content that can be presented during 10/28/16 all staff meeting (for CCHD QI Plan training goal 10/31/16):

        i. Terri Dzienis content for PPT by 10/14/16

        ii. Kim Koons formatting for PPT by 10/27/16 (after getting content)

    h. Ohio Train QI plan training (for CCHD QI Plan training goal 10/31/16):

        i. Jim Adams sent Ohio Train email to staff on 8/29/16 & 8/31/16

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

i. Terri Dzienis: Submitted 2 LeanOhio LGEP Grant applications on 9/15/16. Will know if awarded by end of October.

ii. Terri Dzienis: Submitted NACCHO Accreditation readiness grant: Portion of this will be used for Performance Management Software costs (goal deadline of 12/31/2016) on 8/31/16. Will know if awarded by 10/3/16.

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

   a. Develop/find QI skill assessment and conduct assessment due 10/31/2016
      i. Delayed until know if LGEP grant awarded by 10/31/16 since will be provided by LGEP consultants.
      ii. Will push deadline back.
   b. Develop QIPT PDCA implementation structure for QIPT meetings due 12/31/2016:
      i. Delayed until know if LGEP grant awarded by 10/31/16 since will be provided by LGEP consultants.
   c. Find free QI 101 into training & conduct training due 12/31/2016
      i. Delayed until know if LGEP grant awarded by 10/31/16 since will be provided by LGEP consultants.

5. Member topics

6. Assign action items

   a. Creation of QI deadlines calendar; This can be an Outlook calendar

7. Future Meeting topics:

   a. Selection of QI Projects using selection criteria forms. Will wait until know if LGEP grants are awarded.

8. Next Meetings:

   a. Terri Action Item: Send Doodle poll link and schedule 2016 QIC meetings by 8/31/16.

      i. Completed 9/2/16.

   b. Originally said 4th Friday of month @ 3:00 for meetings, but based on Doodle poll, most everyone is available on Wednesday @ 3:00.

      i. Would prefer to change to Wednesday instead of Friday. Does everyone agree?

      ii. Which week of the month (2nd, 3rd, etc)?