Meeting Agenda

Meeting Name: QIC Meeting	**Division/Committee**: Quality Improvement Committee	
Date: 10/19/2016	**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 still needs to prepare/submit proposals for several projects brainstormed for grant. Will be completed no later than 11/16/16.

    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. Janet to request additional information about what data is available regarding CCHD & social media website views from Patty/George by 9/21/16. Final data numbers to be decided by 10/31/16.

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

        i. Completed 9/29/16 by Rob Knight.

        ii. Terri added the QIC members list to the page on 9/29/16. Review page with group. What else should be added (Team Charter, meeting agendas/minutes, etc)?

    c. Debbie Mazzocca: Complete QIC 9/21/16 meeting minutes; Completed 9/28/16.

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

        i. Completed on 10/18/16 (after deadline). Terri was supposed to email it to the group, but ran out of time due to her vacation so didn't do this.

        ii. Saved in the QIC folder. Review with group. Any revisions requested?

    e. 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; Terri is behind schedule due to her vacation last week. Will completed by 10/21/16.

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

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

        i.   Jim Adams provided Terri with the status of the OhioTrain completions by staff on 10/19/16. File saved in QIC folder. Review with group.

        ii.   Plan will be to send out a reminder for staff to complete this. Should this be before or after the all staff meeting?

    g.   Research and apply for QI grants due 10/31/2016 – Completed 9/15/16.

        i.   Even though this is completed, it will be an ongoing responsibility of the QIC to explore QI related grant opportunities.

        ii.   Terri Dzienis: Submitted 2 LeanOhio LGEP Grant applications on 9/15/16. Will know if awarded by 10/31/16.

        iii.   Terri Dzienis: Submitted NACCHO Accreditation readiness grant application on 8/31/16. Portion of this will be used for Performance Management Software costs (goal deadline of 12/31/2016). On 10/3/16 found out this grant was NOT awarded to CCHD.

    h.   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 to 12/31/16.

    i.   Heather Macdonald: Create QI deadlines Outlook calendar by 11/21/16.

        i.   On 10/11/16, Heather created an Outlook "group" for the QIC members, which has a shared calendar. Everyone should have received an email notification.

        ii.   Heather also created one calendar event for today's meeting, which also sent everyone an email notification.

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

    a.   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.

    b.   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

7.   Future Meeting topics:

    a.   Selection of QI Projects using selection criteria forms (due by 12/31/16). Will wait until know if LGEP grants are awarded.

        i.   At this time, we will develop a spreadsheet summary of the projects and their score so we have it to keep track of the submitted projects.

8.   Next Meeting: Wednesday November 16 @ 3:00pm