



## Meeting Agenda

<b>Meeting Name:</b> QIC Meeting	<b>Division/Committee:</b> Quality Improvement Committee	
<b>Date:</b> 11/16/2016	<b>Start Time:</b> 3:00	<b>Stop Time:</b> 4:00
<b>Location:</b> Board Room	<b>Facilitator:</b> Terri Dzienis	
<b>Invited Attendees:</b> 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. On 11/15/16, Terri completed proposals forms for projects brainstormed for grant.
  - c. Current storage location for them is:  
L:\ALL\Staff Committees\Quality Improvement\QI Project Proposals Submitted
3. Review Status of action items (not already included elsewhere in agenda):
  - a. Janet: Refine what data is available and prepare summary report regarding CCHD & social media website views data and information gathered by 11/16/16. Provide group update.
  - b. Terri: Send QI post about selected QI projects on facebook and twitter to collect view data on those posts (act as baseline) by 12/31/16
    - i. Waiting for QI projects selection.
    - ii. This can't be completed until the CCHD website QI Page has been updated with QI Project information.
  - c. Terri: QI Page on CCHD website
    - i. Terri updated QI page with QI Plan, agendas, minutes, and team charter. Also added the presentations created for the QI Plan and Goals Progress. Review with group. Any changes to format or content?
    - ii. Terri to add details of QI Projects selected & QIPT members by 12/31/16 (or before).
  - d. Debbie: Complete QIC 10/19/16 meeting minutes; Completed 10/26/16.
  - 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 completed content for PPT on 10/21/16 and Kim Koons completed formatting on 10/27/16 (both on time).
    - ii. Terri presented PPT during all staff meeting on 10/28/16. Any feedback from group?

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- f. Ohio Train QI plan training (for CCHD QI Plan training goal 10/31/16):
  - i. Terri sent email reminder on 11/1/16 to the 50% of staff that didn't complete this in OhioTrain; asked to complete it by 11/8/16.
  - ii. Jim Adams provided Terri with the status of the OhioTrain completions by staff on 11/10/16 to see if the remaining staff completed the request (file saved in QIC folder). 8 people still hadn't completed this so Terri sent second email reminder on 11/15/16 to complete it by 11/23/16.
- g. Research and apply for QI grants due 10/31/2016 – Completed 9/15/16.
  - i. Terri: Submitted 2 LeanOhio LGEP Grant applications on 9/15/16. Will know if awarded by ~~10/31/16~~ 11/17/16.
- h. Heather: Create QI deadlines Outlook calendar by 11/21/16.
  - i. Status?
  - ii. Terri added 2017 QIC meetings to group calendar on 11/15/16.
4. Review activities with near future deadlines and make plans on how to accomplish them
  - a. The following activities are delayed until know if LGEP grant awarded by ~~10/31/16~~ 11/17/16 since the activity will be completed by LGEP consultants.
    - i. Develop/find QI skill assessment and conduct assessment due ~~10/31/2016~~ 12/31/2016
    - ii. Develop QIPT PDCA implementation structure for QIPT meetings due 12/31/2016
    - iii. Find free QI 101 into training & conduct training due 12/31/2016
    - iv. Find free QI Tool training for QIPT members due 12/31/2016
    - v. Develop QIPT Charter for each QIPT due 12/31/2016
5. QI Project Proposal Selection:
  - a. Group will review all submitted proposals and score them using 800-015-02-F QI Project Selection Criteria Form.
  - b. Scores will then be summarized in QI Project Proposal Summary spreadsheet stored at: L:\ALL\Staff Committees\Quality Improvement\QI Project Proposals Submitted
    - i. Terri created this spreadsheet. Any additional fields/revisions needed?
  - c. QIPT member selection: If there isn't recommendations on the proposal form, Terri will email the division leaders to get recommendations. Is group okay with this?
6. Member topics
7. Assign action items
8. Future Meeting topics:
  - a. Selection of QI Projects and QIPT members. Will wait until know if LGEP grants are awarded.
9. Next Meeting: Wednesday December 7 @ 3:00pm