Meeting Minutes

Meeting Name: QIC Meeting	**Location**: Board Room	
Date: 11/16/16	**Start Time:** 3:00	**Stop Time**: 3:55
Note Taker: Kim Koons	**Facilitator**: Terri Dzienis	
Division: n/a		
Attendees: See attached sign-in sheet		

MINUTES

1. Assign Note Taker for today's meeting: Kim Koons
2. Status of QI Project Proposal submissions
    a. No new proposals were submitted.
3. Review Status of action items:
    a. Terri entered the proposal submissions onto the proper forms.
    b. Janet reviewed the data she received from George Lazarides in IT. The summary report will be saved at L:\ALL\Staff Committees\Quality Improvement.
        i. Janet was able to get # of followers on Facebook (1378) and Twitter (33), but group isn't sure this is useful data.
        ii. Janet will also summarize data/information received from Patty. Then save the report.
    c. Terri updated the QI CCHD website with QI projects, QIPT members, meeting minutes and agendas, QI Plan link and Team Charter link.
        a. Email Terri if you have any suggestions
        b. The group agreed that there would be a separate page for each project, once they are started.
    d. Terri provided a presentation at the all staff meeting on 10/28/16. Kim formatted the presentation.
        a. Overall, it was determined that the presentation was helpful, but was a lot of information to cover in a short amount of time.
        b. Surveys from the meeting can be found at L:\ALL\Staff Committees\All-Staff Meeting Planning Group\October 28 2016\Completed Staff Surveys 10282016
    e. Terri sent an email reminder on 11/1/16 to 50% of staff that didn't' complete the OhioTrain QI plan training; asked to complete it by 11/8/16.
        a.   As of 11/10/16, 8 people still hadn't completed the training so Terri sent out a second email reminder on 11/15/16 to complete it by 11/23/16. Supervisors' were included in the email.
    f. It is still unknown if CCHD has been awarded the 2 LeanOhio LGEP Grants. The new deadline has been set for 11/17/16.
    g. Minutes from the 10/19/16 meeting were completed by Debbie Mazzocca.
    h. Heather created the QI Group and Outlook calendar on October 11, 2016 which has a shared calendar and the QIC members should have received an e-mail notification.
        i. Need to use the online version of email access to see the group. Terri did a demonstration during meeting.

    ii. Terri explained that notifications will only show up on the QI calendar, not your personal calendar.

    iii. Heather still has until 11/21/16 to complete entering the QI activity deadlines. She will let Terri know if more time is needed.

4. Review activities with near future deadlines and make plans on how to accomplish them.
   a. There were no additional updates.
   b. The free QI 101 training is delayed until the CCHD knows if they were awarded the LGEP grant.

5. QI Project Proposal Selection:
   a. Group reviewed the electronic document management and phone answering and routing proposals. Additional information is needed before these can be scored.
      i. Terri has created a spreadsheet to summarize the scores, and this will be utilized once scoring is completed.
      ii. Terri will get more information and approval from division leaders.

6. Member topics – none.
7. Assign action items – see update to action items list below.
8. Future meeting topics:
   a. Selection of QI Projects and QIPT members. Will wait until know if LGEP grants are awarded.
9. Next meeting is Wednesday, December 7, 2016 @ 3:00pm.

ACTION ITEMS

Item	Person Responsible	Deadline
Add Patty's social media website view data to summary report and save the document to L:\ALL\Staff Committees\Quality Improvement	Janet Copeland	12/7/16
Monitor employees who have not yet completed the OhioTrain QI plan training and follow-up as needed	Terri Dzienis	To have everyone complete by: 12/7/16
Complete QIC meeting minutes	Kim Koons	11/23/16
Set up outlook calendars for QI activity deadlines	Heather Macdonald	11/21/16 – Let Terri know if more time is needed
Review the QI Page on CCHD website and email Terri with any suggestions.	Everyone	12/7/16
Send Patty QI post about the selected QI projects (once selected) for her to post of facebook and twitter. This	Terri Dzienis	12/31/16

will serve as the baseline post.		
Update QI CCHD website with QI projects & QIPT members, after the QI projects are selected.	Terri Dzienis	12/31/16

APPROVAL		
These minutes represent a true and accurate record of this meeting to be the best of my knowledge.		
	Person Responsible:	**Date**:
Meeting minutes submitted by:	Kim Koons	11/17/16
Meeting minutes approved by:	Terri Dzienis	11/28/16

Meeting Minutes

Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 11/16/2016	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
TERRI DZIENS	APC/QIC Chairperson	
Debbie Mazzucca	V.S.	
HEATHER MAC	LAB	
Janet Copeland	NSg	
Kim Moore	WIC	

Invited but not in attendance:

Kim Campbell		