



## Meeting Agenda

<b>Meeting Name:</b> QIC Meeting	<b>Division/Committee:</b> Quality Improvement Committee	
<b>Date:</b> 12/7/2016	<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. Review Status of action items:
  - a. Janet: Add Patty's social media information gathered to summary report and save in QIC folder by 12/7/16.
  - 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. 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. Any changes to format or content?
    - ii. Terri to add details of QI Projects selected & QIPT members once decided by 12/31/16 (or before).
  - d. Kim K: Complete QIC 11/16/16 meeting minutes; Completed 11/17/16.
  - e. Ohio Train QI plan training (for CCHD QI Plan training goal 10/31/16):
    - i. Terri sent second email reminder on 11/15/16 to the 8 staff that didn't complete this in OhioTrain yet; asked to complete it by 11/23/16.
    - ii. Terri requested the status of the OhioTrain completions from Jim Adams on 12/5/16 to see if the remaining staff completed the request (file to be saved in QIC folder). If any remaining Terri will send third email reminder to be completed in 1 week.
  - f. Heather: Create QI deadlines Outlook calendar by 11/21/16. Completed 11/28/16
3. Review activities with near future deadlines and make plans on how to accomplish them
  - a. The following activities were delayed pending the decision of if the LGEP grant was awarded. On 11/17/16, we were informed this was not awarded. Therefore, we need to make plans on how to accomplish the following activities.
  - b. Develop QIPT PDCA implementation structure for QIPT meetings due 12/31/2016
    - i. Discuss plans and make assignments

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- c. Find free QI Tool training for QIPT members due 12/31/2016
    - i. Discuss plans and make assignments
  - d. Develop QIPT Charter for each QIPT due 12/31/2016
    - i. Discuss plans and make assignments
  - e. Find free QI 101 into training & conduct training due 12/31/2016
    - i. Discuss plans and make assignments
  - f. Develop/find QI skill assessment and conduct assessment due 12/31/2016
    - i. Discuss plans and make assignments
4. QI Project Proposal Selection:
- a. Group will review all submitted proposals and score them using 800-015-02-F QI Project Selection Criteria Form.
    - i. Terri to get answers to 2 questions on selection criteria from Leadership.
  - b. Scores will then be summarized in QI Project Proposal Summary spreadsheet stored at:  
L:\ALL\Staff Committees\Quality Improvement\QI Project Proposals Submitted
  - c. Make final selection of 2 projects: 1 administrative and 1 program
  - d. QIPT member selection: QIC will determine appropriate type of members and review those recommended on the proposal form. If there are additional recommendations needed, Terri will email the division leaders to get recommendations.
5. Member topics
6. Assign action items
7. Future Meeting topics: Continuation of any not completed above.
8. Next Meeting: Wednesday January 18 @ 3:00pm