



Meeting Minutes

Meeting Name: QIC Meeting	Location: Board Room	
Date: 12/7/16	Start Time: 3:00 PM	Stop Time: 4:15 PM
Note Taker: Janet Copeland	Facilitator: Terri Dzienis	
Division/Committee: Quality Improvement Committee		
Attendees: See attached sign-in sheet		
MINUTES		
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Janet Copeland 2. Reviewed status of Action Items <ol style="list-style-type: none"> a. Janet: completed Social Media summary, saved to QI file b. Deadline delayed until 2/28/17. c. Terri: QI page on CCHD Website. The group agreed that no changes are needed and the site looks appropriate. Terri to add details of QI Projects delayed until 2/28/17. d. Nothing additional e. Terri: Sent email reminder on 12/7/16 to 3 staff who haven't completed QI plan Training, needs completed by 12/30/16. f. Heather: completed QI deadlines in Outlook calendar. The group reviewed the calendar and how to access it (via online only). 3. Review activities with near future deadlines and make plans on how to accomplish them <ol style="list-style-type: none"> a. CCHD was denied the LGEP grant. It was decided that we won't reapply in 3 months, which would cause delay of working through our proposed projects. We will proceed with making plans to train employees on using the Lean Ohio Methods ourselves. b. Develop QIPT PDCA implementation structure for QIPT meetings due 12/31/2016 <ol style="list-style-type: none"> i. Terri assigned to complete this using the Lean Ohio resources. Due 1/18/2017. ii. Goal deadline extended until 3/31/2017. c. Find free QI Tool training for QIPT members due 12/31/2016 <ol style="list-style-type: none"> i. Heather assigned to find examples by 1/18/2017. Ok if use Lean Ohio. ii. Goal deadline extended until 3/31/2017. d. Develop QIPT Charter for each QIPT due 12/31/2016 <ol style="list-style-type: none"> i. QI Plan already has one. Janet will compare one in plan to Lean Ohio resources and determine if any changes are needed by 1/18/2017. ii. Goal deadline extended until 3/31/2017. e. Find free QI 101 into training & conduct training due 12/31/2016 		

Meeting Minutes

- i. Kim C. assigned to find examples of this to use by 1/18/2017.
 - ii. Goal deadline extended until 3/31/2017
- f. Developing QI skill assessment and conducting assessment was delayed for assignment to later date. Goal deadline extended till 3/31/17.
- 4. QI Project Proposal selection
 - a. QI Project Proposals Reviewed by group, completed ranking of remaining 3 proposals: Attendance Payroll reporting process, Time and Effort Reporting and Immunization Clinic Process.
 - b. Terri assigned to cleanup the checklists and summarize in spreadsheet before next meeting on 1/18/17.
 - c. Will make final selections in next meeting on 1/18/17
 - d. QIPT team members will be decided during next meeting on 1/18/17
- 5. No member topics
- 6. Assigned action items:
 - a. See items #3 above for new assignments. General instructions were provided for those assignments as follows:
 - i. For trainings, format can be anything (videos, power point, pdf, etc) as long as its viewing on the internet or downloadable. Gather 2-3 examples.
 - ii. Save all documents in the QIC folder
- 7. Nothing additional
- 8. Next Meeting: Wednesday, January 18 @ 3pm

ACTION ITEMS

Item	Person Responsible	Deadline
See #3 and #6 for details of action items	QI Team	1/18/17
Monitor employees who have not yet completed the OhioTrain QI plan training and follow-up as needed	Terri Dzienis	Remaining staff complete by: 12/30/16
Complete QIC meeting minutes	Janet Copeland	12/12/16
Send Patty QI post about the selected QI projects (once selected) for her to post of facebook and twitter. This will serve as the baseline post.	Terri Dzienis	2/28/17
Update QI CCHD website with QI projects & QIPT members, after the QI projects are selected.	Terri Dzienis	2/28/17



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Minutes

Develop QIPT PDCA implementation structure for QIPT meetings based on Lean Ohio resources	Terri Dzienis	1/18/17
Find free QI Tool training for QIPT members	Heather Macdonald	1/18/17
Develop QIPT Charter for each QIPT	Janet Copeland	1/18/17
Find free QI 101 into training	Kim Campbell	1/18/17
Cleanup the QI Project Proposal ranking checklists and summarize in spreadsheet	Terri Dzienis	1/18/17
APPROVAL		
<i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i>		
Person Responsible:		Date:
Meeting minutes submitted by:	Janet Copeland	12/8/16
Meeting minutes approved by:	Terri Dzienis	1/18/17



Public Health
Prevent. Promote. Protect.

Canton City Health District



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Minutes

Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 12/7/2016	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
Kim Campbell	EH	
Janel Copeland	NSG	
Heather MacDonald	LAP	
Terri Dzienis	APC	

Invited but not in attendance:		
Debbie Mazzecca	(off work today)	
Kim Koons	(short staffed so couldn't attend since seeing clients)	