

Meeting Name: QIC Meeting	Location: Board Room			
Date: 1/18/2017	Start Time: 3:00 pm	Stop Time: 4:00 pm		
Note Taker: Kim Campbell	Facilitator: Terri Dzienis			
Division/Committee: Quality Improvement Committee				

**/ision/Committee**: Quality improvement Committee

Attendees: See attached sign-in sheet

#### **MINUTES**

1. Assign Note Taker for today's meeting: Kim Campbell

- 2. Reviewed status of action items:
  - a. Terri: Will send QI post about selected QI projects on facebook and twitter to collect view data on those posts after QI projects are selected during this meeting. To be completed by 2/28/17.
  - b. Terri: Will update QI Page on CCHD website to add details of QI Projects selected & QIPT members selected during this meeting. To be completed by 2/28/17.
  - c. Janet: Completed QIC 12/7/16 meeting minutes on 12/8/16 but Terri didn't approve them until today.
  - d. Ohio Train QI plan training (for CCHD QI Plan training goal 10/31/16):
    - Terri sent third email reminder on 12/7/16 to the 3 staff that didn't complete this in Ohio Train yet; asked to complete it by 12/30/16.
    - Terri requested the status of the Ohio Train completions from Jim Adams on 1/18/17 ii. to see if the remaining 3 staff completed the request (file to be saved in QIC folder). All 3 of the remaining staff have completed the request. This action item is now complete.
  - e. Terri: Develop QIPT PDCA implementation structure for QIPT meetings based on Lean Ohio resources by 1/18/17. Terri has not yet completed this but will have completed before the next QIC meeting.
  - f. Heather: Found free QI Tool training for QIPT members. Some of the training was from Lean Ohio and has been uploaded to the Training Project Teams file under the Quality Improvement file (later moved to be under the QI Training file under the Quality Improvement file). Heather also found training on Ohio Train and wrote down course numbers. She will e-mail the group the Ohio Train course numbers.
    - Group to review the Ohio Train courses Heather provides to see if they think will be adequate. Bring opinions to the next meeting.
    - See additional information in item #2.h.i. below.
  - Janet: Found some general QI information, like 5S training, but not anything on the Charter. Janet did not upload the information she found to the QI file. Janet will review the QIPT Charter 800-015-03-F form from QI Plan and evaluate if updates are necessary. Janet will email group QI Charter information she found and any updates to be made to the QIPT Charter prior to next meeting, since can't attend the next meeting.



- h. Kim C: Found free QI 101 intro training and uploaded to QI Training file under Quality Improvement file. The group reviewed some of the training that Kim found and narrowed down to two options: NACCHO Introduction to Quality Improvement and Introduction to Quality Improvement in Public Health by PHF on Train National (aka Ohio Train). Terri will review and decide between the two.
  - i. Kim C. noted that the two courses offered on Train National sponsored by Western Region Public Health (see highlighted courses in file, especially "QI Training Materials" course) would probably be useful as QI Tool training. Heather will review both courses.
- i. Terri: Completed cleanup of the QI Project Proposal ranking checklists and summarized in a spreadsheet. Shared and reviewed spreadsheet with the group while completing Item #4.a.
- 3. Reviewed activities with near future deadlines and made plans on how to accomplish them. Terri noted that the deadlines for the following action items have changed from December to March.
  - a. Develop QIPT PDCA implementation structure for QIPT meetings due 3/31/17.
    - i. See status of action item above
  - b. Find free QI Tool training for QIPT members due 3/31/17
    - See status of action item above
  - c. Develop QIPT Charter for each QIPT due 3/31/17
    - i. See status of action item above
  - d. Find free QI 101 into training & conduct training due 3/31/17
    - i. See status of action item above
  - e. Develop/find QI skill assessment and conduct assessment due 3/31/17
    - i. Discussed the QI Skill assessment should be for all staff and new staff to assess their current QI skill level and what amount of QI training they will require. Assigned this task to Kim Koons to be completed by the next meeting (2/15/17).
- 4. QI Project Proposal Selection:
  - a. Made final selection of 2 projects: 1 administrative and 1 program. The selected projects are as follows: Improving Immunization Clinics Project (program) and Phone Answering and Routing Project (administrative)
    - i. Group also discussed a potential project from Heather regarding the lead sample program. Since Heather already has solutions in mind of how to improve the process, it was decided this would not be a QI Project since it is "not free of preconceived solutions". It was decided this was a "Just do it solution" improvement, and should be documented per the QI Plan.

- b. Selected QIPT members. The QIPT members selected are as follows:
  - i. Improving Immunizations Clinic Project:
    - 1. Terri Dzienis QIPT Consultant
    - 2. Janet Copeland Subject Matter Expert
    - 3. Ashanti Parker Subject Matter Expert
    - 4. Frank Catrone Subject Matter Expert



- 5. Colton Masters Fresh Perspective.
- ii. Phone Answering and Routing Project:
  - 1. Heather MacDonald-QIPT Consultant
  - 2. Debbie Mazzocca Subject Matter Expert
  - 3. Julie Edwards Subject Matter Expert
  - 4. Connie Standard Subject Matter Expert
  - 5. Patty McConnell Fresh Perspective.
- iii. Terri to email these project team member recommendations to division leaders to get their approval of their participation and any changes in recommended team members.
- 5. No member topics
- 6. Assign action items See Sections #2 and #3 above for new assignments and summary below.
- 7. Future Meeting topics: Completed all above topics so no additional topics.
- 8. Next Meeting: Wednesday, February 15 @ 3:00pm

#### **ACTION ITEMS**

Item	Person Responsible	Deadline
See Sections # 2 and #3 above for details.	QI Team	
Send Patty QI post about the selected QI projects for her to post on facebook and twitter. This will serve as the baseline post.	Terri Dzienis	02/15/2017
Update QI page on CCHD website with QI projects & QIPT members	Terri Dzienis	02/28/2017
Develop QIPT PDCA implementation structure	Terri Dzienis	02/15/2017
E-mail group Ohio Train course numbers for QI Tool training	Heather MacDonald	02/15/2017
Group to review the Ohio Train courses Heather emails and form an opinion on their usefulness	QI Team	02/15/2017
Review QI Charter form and upload general QI info	Janet Copeland	02/15/2017
Review NACCHO and PHF free QI 101 training; make selection	Terri Dzienis	02/15/2017
Review courses on Train National offered by Western Region Public Health regarding QI tools	Heather MacDonald	02/15/2017
Develop/ find QI skill assessment and conduct assessment	Kim Koons	02/15/2017



Complete QIC meeting minutes	Kim Campbell	01/25/2017			
Email QI Project team member reco	Terri Dzienis	01/25/2017			
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 Campbell		01/20/2017		
Meeting minutes approved by:	Terri Dzienis		01/30/2017		





# Meeting Sign-in Sheet

Meeting Name: QIC Meeting		Division/Committee: Quality Improvement Committee		
Date: 1/18/2017  Location: Board Room		Start Time: 3:00	Stop Time: 4:00	
		Facilitator: Terri Dzienis		
Attendees:		ing (Agency, Division, etc):	E-mail Address (Optional):	
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