



## Meeting Minutes

|  |                                   |                           |
|--|-----------------------------------|---------------------------|
| <b>Meeting Name:</b> QIC Meeting   | <b>Location:</b> Board Room       |                           |
| <b>Date:</b> 1/18/2017   | <b>Start Time:</b> 3:00 pm        | <b>Stop Time:</b> 4:00 pm |
| <b>Note Taker:</b> Kim Campbell  | <b>Facilitator:</b> Terri Dzienis |                           |
| <b>Division/Committee:</b> Quality Improvement Committee   |                                   |                           |
| <b>Attendees:</b> See attached sign-in sheet   |                                   |                           |
| <b>MINUTES</b>   |                                   |                           |
| <ol style="list-style-type: none"> <li>1. Assign Note Taker for today's meeting: Kim Campbell</li> <li>2. Reviewed status of action items:               <ol style="list-style-type: none"> <li>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.</li> <li>b. Terri: Will update QI Page on CCHD website to add details of QI Projects selected &amp; QIPT members selected during this meeting. To be completed by 2/28/17.</li> <li>c. Janet: Completed QIC 12/7/16 meeting minutes on 12/8/16 but Terri didn't approve them until today.</li> <li>d. Ohio Train QI plan training (for CCHD QI Plan training goal 10/31/16):                   <ol style="list-style-type: none"> <li>i. 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.</li> <li>ii. Terri requested the status of the Ohio Train completions from Jim Adams on 1/18/17 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.</li> </ol> </li> <li>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.</li> <li>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.                   <ol style="list-style-type: none"> <li>i. Group to review the Ohio Train courses Heather provides to see if they think will be adequate. Bring opinions to the next meeting.</li> <li>ii. See additional information in item #2.h.i. below.</li> </ol> </li> <li>g. 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 e-mail 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.</li> </ol> </li> </ol> |                                   |                           |



## Meeting Minutes

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 |



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|   |                            |              |
|---|----------------------------|--------------|
| Complete QIC meeting minutes  | Kim Campbell               | 01/25/2017   |
| Email QI Project team member recommendations to division leaders  | Terri Dzienis              | 01/25/2017   |
| <b>APPROVAL</b>   |                            |              |
| <i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i> |                            |              |
|   | <b>Person Responsible:</b> | <b>Date:</b> |
| <b>Meeting minutes submitted by:</b>  | Kim Campbell               | 01/20/2017   |
| <b>Meeting minutes approved by:</b>   | Terri Dzienis              | 01/30/2017   |



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# Meeting Minutes

## Meeting Sign-in Sheet

|                           |   |                 |
|---------------------------|---|-----------------|
| Meeting Name: QIC Meeting | Division/Committee: Quality Improvement Committee |                 |
| Date: 1/18/2017           | Start Time: 3:00                                  | Stop Time: 4:00 |
| Location: Board Room      | Facilitator: Terri Dzienis                        |                 |

| Attendees:             | Representing (Agency, Division, etc): | E-mail Address (Optional): |
|------------------------|---------------------------------------|----------------------------|
| TERRI DZIENIS          | APC                                   |                            |
| Kim Campbell           | EH                                    |                            |
| JANET Copeland         | NSQ                                   |                            |
| <del>HEATHER</del> MAC | LAB                                   |                            |
| Debra Mangano          | VS                                    |                            |
| Karen Woods            | WIC                                   |                            |
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**Invited but not in attendance:**

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