



## Meeting Minutes

<b>Meeting Name:</b> QIC Meeting		<b>Location:</b> Board Room	
<b>Date:</b> 2/15/2017		<b>Start Time:</b> 3:00 P.M.	<b>Stop Time:</b> 4:00 P.M.
<b>Note Taker:</b> Debbie Mazzocca		<b>Facilitator:</b> Terri Dzienis	
<b>Division/Committee:</b> Quality Improvement Committee			
<b>Attendees:</b> Kim Koons, Heather Macdonald, Debbie Mazzocca, Terri Dzienis <b>Absent:</b> Janet Copeland, Kim Campbell See attached sign-in sheet			
<b>MINUTES</b>			
<ol style="list-style-type: none"> <li>1. Assign Note Taker for today's meeting: Debbie Mazzocca</li> <li>2. Review Status of action items:           <ol style="list-style-type: none"> <li>a. Terri: Confirm QIPT members with division leaders by 1/25/17; Notify final QIPT members of their selection. Approved by Division Leaders and finalized. Members were notified and meetings will begin in a few months.</li> <li>b. Terri: Send QI post about selected QI projects on facebook and twitter to collect view data on those posts (act as baseline) by 2/15/17. Terri completed and sent to Patty to put on website, twitter, and Facebook. Terri will check on 'hits' in a few weeks.</li> <li>c. Terri: Update QI Page on CCHD website to add details of QI Projects selected &amp; QIPT members by 2/28/17.               <ol style="list-style-type: none"> <li>i. Terri updated on 1/30/17 and emailed group for opinions. Only Kim K provided input to add a project summary. This was completed on 2/14/17.</li> </ol> </li> <li>d. Kim C: Complete QIC 1/18/17 meeting minutes; Completed 1/20/17.</li> <li>e. Terri: Develop QIPT PDCA implementation structure for QIPT meetings based on Lean Ohio resources by 2/15/17. Folder was created. Waiting for the Power Point from Lean Ohio. Terri will send to Heather when she obtains them for review. Need to have a supplies cart/box/location for easy access for these QIPT meetings</li> <li>f. QI Tool training for QIPT members               <ol style="list-style-type: none"> <li>i. Heather: Email group Ohio Train course #'s found; completed 1/30/17.</li> <li>ii. Heather: Review training options found on Train National by 2/15/17.</li> <li>iii. Group: Review trainings from Heather and form opinion of which one is preferred by 2/15/17. Heather suggested the intermediate was good; course #1065887. Debbie and Kim K hadn't completed this yet. It was decided that the Lean Event power point documents for the PDCA might work for this. This has been assigned to Terri and Heather for completion.</li> <li>iv. Group to discuss opinions and make selection. Been reassigned to Terri and</li> </ol> </li> </ol> </li> </ol>			



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Heather to decide this. They will decide after they completes review and receive Lean Ohio PDCA Training documents.

- g. Janet: Review QIPT Charter to determine if any changes are needed by 2/15/17 (Janet not able to attend meeting and emailed information to Terri). Terri thought we should change a few things: defining beginning and ending of process for scope of project, and performance measures. Terri will make the changes.
  - h. Terri: Review QI 101 intro training opinions found by Kim C and make selection by 2/15/17. Terri approved it. Course #1059243
  - i. Kim K: Develop/find QI Skill assessments by 2/15/17
    - i. See email from Kim on 1/31/17. Discuss further.
    - ii. Kim K to add questions at top to ask if the employee has previous experience. If yes, they complete the assessment, if no they don't.
    - iii. Group preferred Kim K version of the assessment being multiple choice versus the long version examples she found.
    - iv. Kim K to continue to develop assessment. Heather will review and add QI tools type questions.
3. Review activities with near future deadlines and make plans on how to accomplish them
- 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
    - i. 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. See status of action item above
4. Member topics
- a. Debbie is retiring this year. Need a replacement for her position on the committee. Debbie suggested Jill Neuman. Terri will contact the VS Division Leader for decision.
5. Assign action items
6. Future Meeting topics: Continuation of any not completed above.
7. Next Meeting: Wednesday March 15 @ 3:00pm

## Meeting Minutes

<b>ACTION ITEMS</b>		
<b>Item</b>	<b>Person Responsible</b>	<b>Deadline</b>
See Sections # 2 above for details.	QI Team	
Get # of views data from Patty for the QI posting on Facebook/Twitter	Terri Dzienis	03/15/2017
Terri/Heather to review the Ohio Train courses Heather emails and Lean Ohio PDCA Training materials and form an opinion on which to use for QI Tool training	Terri Dzienis & Heather Macdonald	03/15/2017
Review PDCA Lean Event guide and power points; Work with Terri to decide if can use as is or need revised	Heather Macdonald	03/15/2017
Review PDCA power points; Work with Heather to decide if can use as is or need revised	Terri Dzienis	03/15/2017
Get information on PDCA supplies and determine if need to place an order.	Terri Dzienis	03/15/2017
Update QIPT Charter	Terri Dzienis	03/15/2017
Update QI Skills Assessment with beginning question and input from Heather	Kim Koons	03/15/2017
Provide Kim Koons QI Skills Assessment questions regarding knowledge of QI Tools	Heather Macdonald	03/15/2017
Complete QIC meeting minutes	Debbie Mazzocca	02/22/2017
Request VS Division leader to select another person to be the QIC member for VS (to replace Debbie)	Terri Dzienis	03/15/2017
<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>	Debbie Mazzocca	2/23/17
<b>Meeting minutes approved by:</b>	Terri Dzienis	3/15/17

