

Meeting Minutes

Meeting Name: QIC Meeting		Location: Virtual (electronic only)	
Date: 3/15/2017		Start Time: 12:15 P.M.	Stop Time: 12:15 P.M. 3/16
Note Taker: All		Facilitator: Terri Dzienis	
Division/Committee: Quality Improvement Committee			
Virtual Attendees/Minutes Contributors: Kim Koons, Heather Macdonald, Debbie Mazzocca, Terri Dzienis, Janet Copeland, Kim Campbell			
MINUTES			
<p>1. Instructions for today's meeting:</p> <ul style="list-style-type: none"> a. Today's meeting is a virtual meeting, versus our normal in-person meetings. Terri Dzienis has prepared this agenda document. b. Terri has also already created the draft meeting minutes document for this meeting. Each member is to add their updates to the meeting minutes document in the area Terri has provided. All areas requiring updates are highlighted in Red Text. If members have additional areas they want to enter comments, they are free to do that as well, they just need to include their name with any comments. Once complete, the members are to email Terri their updated document. c. Members have 24 hours to complete their updates from the time Terri provides the document (as noted in the start and stop times listed above). If they are not able to complete their update in that time period, they shall inform Terri ASAP so other arrangements can be made. d. After all updates have been added, Terri will finalize the meeting minutes including a list of action items, and send them to the members. <p>2. Review Status of action items:</p> <ul style="list-style-type: none"> a. Debbie: Complete QIC 2/15/17 meeting minutes by 2/22/17; Completed 2/23/17. b. Terri: Collect # of views data from facebook and twitter QI post about selected QI projects (act as baseline) from Patty by 3/15/17. <ul style="list-style-type: none"> i. Update by Terri: Terri received the views data from Patty on 3/15/17. Information has been added to the baseline data document stored in the folder: <u>\\health-win\health\public\ALL\Staff Committees\Quality Improvement\Website Views Data</u> COMPLETED. c. Terri: Update QIPT Charter form by 3/15/17 <ul style="list-style-type: none"> i. Update by Terri: No progress has been made. ii. Action Item: Deadline extended to 5/17/17. d. Develop QIPT PDCA implementation structure for QIPT meetings 			



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- i. Terri: Review PDCA power points; Work with Heather to decide if can use as is or need revised by 3/15/17
 - 1. Update by Terri: No progress has been made.
 - 2. Action Item: Deadline extended to 5/17/17.
- ii. Heather: Review PDCA Lean Event guide and power points; Work with Terri to decide if can use as is or need revised by 3/15/17
 - 1. Update by Heather: I reviewed multiple PDCA power points/guides. The one I liked best was from NAACHO the ABCs of PDCA. The PDCA Training series was lengthy. I also liked the PDSA challenge/tracker located in the Maricopa County QI file
 - 2. Action Items: Review the other files saved in the QI folder.
- iii. Terri: Get information on PDCA supplies and determine if need to place an order by 3/15/17
 - 1. Update by Terri: Got information about existing supplies. Most supplies were purchased by grant funds, so won't be able to be used by the QIPT. Therefore, the QIPT needs to purchase their own supplies. Terri needs to confirm funds are available and make purchase.
 - 2. Action Item: Deadline extended to 5/17/17.
- e. QI Tool training for QIPT members
 - i. Terri & Heather: Review Lean Ohio PDCA power point documents to determine if they will work for QI Tool trainings by 3/15/17
 - 1. Update by Terri: No progress has been made.
 - 2. Update by Heather: Could not find
 - 3. Action Item: Deadline for Terri & Heather extended to 5/17/17
 - ii. Terri & Heather: Review QI Tool trainings on OhioTRAIN (provided by Heather via email on 1/30/17, Heather suggested the intermediate course #1065887) to see if these are needed in addition to the Lean Ohio PDCA Power point documents. Complete by 3/15/17
 - 1. Update by Terri: No progress has been made.
 - a. Action Item: Deadline extended to 5/17/17.
 - 2. Update by Heather: I completed Ohio Train course #1045674 which is compilation of short youtube videos, easy 3-5 minutes each, with visual aids. The last three – Force Field Analysis, Prioritization Matrices, and Run charts I would not recommend. (hard to understand) The intermediate course #1065887 is a two hour interactive with specific attention to PDCA, which I have not done yet.



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- a. No need for Heather to complete the intermediate course #1065887 since too long of a duration for the training needs we are looking for (short “just in time” trainings).
 - b. Action Item: Work with Terri to make final decision on QI Tool training to use.
 - f. Develop QI Skill assessments
 - i. Kim K: Update QI Skills Assessment with beginning question and input from Heather by 3/15/17
 1. Update by Kim K: I have updated the QI Skills Assessment test with the beginning question. This can be found at: \\health-win\health\public\ALL\Staff Committees\Quality Improvement\Action Items\QI assessment.doc. Heather has not provided her questions yet, so that still needs completed.
 2. Action Item: Revise assessment with Heathers questions provided 3/16/17. Then send to Heather for review.
 - ii. Heather: Provide Kim Koons QI Skills Assessment questions regarding knowledge of QI Tools by 3/15/17
 1. Update by Heather: Emailed advanced questions on QI Tools 3/16/17
 2. Action Item: Review revised assessment from Kim K for accuracy.
 - g. Terri: Request VS Division leader to select another person to be the QIC member for VS (to replace Debbie) by 3/15/17
 - i. Update by Terri: On 3/15/17, the VS Division Leader, Christi Allen, selected Jil Neuman of VS to replace Debbie Mazzocca. Jil will be a member of the QIC effective the April QIC Meeting.
 - ii. Action Item: Notify Jil & Debbie of change; update QI website with Jil’s name.
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. Terri selected “Intro to QI in PH” course #1059243 from OhioTRAIN to serve as QI 101 training for CCHD (as specified during last months meeting)



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- ii. Kim Campbell has been assigned to send an email to all staff to complete this training in OhioTRAIN within 30 days of email. The email shall include instructions for how to register and complete the course in OhioTRAIN.
 1. Any objections?
 - a. Vote by Debbie (Yes or No): n/a (No virtual update provided)
 - b. Vote by Janet (Yes or No): No
 - c. Vote by Kim C (Yes or No): No
 - d. Vote by Kim K (Yes or No): No objections
 - e. Vote by Heather (Yes or No): No
 - f. Vote by Terri (Yes or No): No
 - g. VOTE MAJORITY: No objections
 2. Action Item: Wait to complete this until after the QI Skills Assessment surveys are conducted of all staff.
- e. Develop/find QI skill assessment and conduct assessment due 3/31/17
 - i. See status of action item above
 - ii. QI Skill assessment should be provided via survey monkey with just the first questions asking if the employee has previous QI skills experience, so that we know if the complete assessment is needed for the employee. This survey shall include identifying the employee answering the questions. If responses are received requiring the complete assessment, the form should be sent to the employee electronically to fill out.
 1. Any objections?
 - a. Vote by Debbie (Yes or No): n/a (No virtual update provided)
 - b. Vote by Janet (Yes or No): No
 - c. Vote by Kim C (Yes or No): No
 - d. Vote by Kim K (Yes or No): Yes
 - e. Vote by Heather (Yes or No): No
 - f. Vote by Terri (Yes or No): No
 - g. VOTE MAJORITY: No objections
 2. This is assigned to Kim K to create survey monkey and email out to all employees to complete within one week (if no objection)
 3. Action Item: Wait to complete this until after the QI Skills Assessment is completed.



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- iii. Need to also develop answer sheet (if haven't already). This is assigned to Kim K with assistance from Heather.
 - 1. Update by Terri: The skills assessment form developed by Kim K contains the answers highlighted in yellow.
- iv. Need to decide who is responsible to grade the assessments. Will discuss as group during next meeting.
- 4. Member topics
 - a. Topics by Debbie: n/a (No virtual update provided)
 - b. Topics by Janet: None
 - c. Topics by Kim C: None
 - d. Topics by Kim K: None
 - e. Topics by Heather: None
- 5. Assign action items – See section #2 and #3 above.
- 6. Future Meeting topics: Continuation of any not completed above.
- 7. Next Meeting: Wednesday April 19 @ 3:00pm

ACTION ITEMS

Item	Person Responsible	Deadline
See Sections #2 & #3 above for details.	QI Team	
Terri to review the Ohio Train courses Heather emails and Lean Ohio PDCA Training materials; Work with Heather to decide on which to use for QI Tool training	Terri Dzienis	05/17/2017
Arrange to meet with Terri to discuss and decide if the Ohio Train courses and/or Lean Ohio PDCA Training materials will be used for QI Tool training	Heather Macdonald	05/17/2017
Review PDCA Lean Event guide and training power points located in the following folder <u>\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources</u> . Arrange to meet with Terri to discuss and decide if can use as is or need revised	Heather Macdonald	05/17/2017
Review PDCA power points; Work with Heather to decide if can use as is or need revised	Terri Dzienis	05/17/2017
Get information on PDCA supplies and place an order.	Terri Dzienis	05/17/2017



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Update QIPT Charter	Terri Dzienis	05/17/2017
Update QI Skills Assessment with additional question from Heather sent on 3/16/17. Once final, send assessment to Heather.	Kim Koons	05/17/2017
Review revised QI Skills Assessment and answers from Kim Koons. Inform Kim if approved or needs revisions.	Heather Macdonald	05/17/2017
Complete QIC meeting minutes	Terri Dzienis	03/22/2017
Notify Jil & Debbie of change; update QI website with Jil's name	Terri Dzienis	04/19/2017
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:	All (Heather last submission)	3/23/17
Meeting minutes approved by:	Terri Dzienis	4/19/17