



Meeting Minutes

Meeting Name: QIC Meeting	Location: Board Room	
Date: 5/17/2017	Start Time: 3:00 P.M.	Stop Time: 3:50 P.M.
Note Taker: Jil Neuman	Facilitator: Terri Dzienis	
Division/Committee: Quality Improvement Committee		
Attendees: Kim Koons, Heather Macdonald, Debbie Mazzocca, Terri Dzienis, Janet Copeland, Kim Campbell, Jil Neuman See attached sign-in sheet		
MINUTES		
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Jil Neuman 2. The Virtual Meeting format was discussed. It was agreed that it depends upon the agenda and discussion items as to which meeting format works best. If there are items for discussion (versus just status updates), the meeting should be in person for a more productive discussion. 3. Review Status of action items: <ol style="list-style-type: none"> a. Terri: Update QIPT Charter form by 5/17/17 <ol style="list-style-type: none"> i. Terri COMPLETED on 4/26/17. This updated form 800-015-03-F is available on the CCHD policy website. b. Develop QIPT PDCA implementation structure for QIPT meetings <ol style="list-style-type: none"> i. Terri and Heather reviewed PDCA Lean Event guide and power points. <ol style="list-style-type: none"> 1. Terri prefers a structured PDCA system and Heather prefers a flexible PDCA system. The group voted it would be easier if there was structure provided since it is a new program for CCHD 2. Therefore, the group decided that Lean Event Facilitation Guide – January 2016.pdf will be used (since it is structured). This includes using the Lean Ohio Tool Book. This can be found in the QIPT Resources folder. 3. Terri will make sure the documents needed are in that folder. ii. Terri obtained information on PDCA supplies. <ol style="list-style-type: none"> 1. The approximate cost will be \$200. The supplies have not been ordered yet. 2. It was suggested that QI team members could provide some of the supplies from their respective departments. 3. It was also asked if we can use a computer to complete these items instead of requiring the supplies, but it was decided the use of a computer would be too time consuming and limited since some projects 		

Meeting Minutes

might use numerous walls for storing project information.

- c. QI Tool training for QIPT members
 - i. Terri and Heather will review the Ohio Train courses and Lean Ohio PDCA Training materials to decide which to use for QI Tool training.
 - d. QI Skills Assessment
 - i. Kim K sent a Survey Monkey email to all employees asking whether or not they had prior QI experience. Sixty people responded with 38.3% saying they had prior experience.
 - 1. Kim K will compile and save the results in the QI Skills Assessment folder. She will then email the group letting them know it is done.
 - ii. Develop QI Skills Assessment:
 - 1. Terri will review and approve QI skills assessment. She did a preliminary review but there were several questions she didn't like because they weren't relevant to the CCHD QI program. Heather will find ten more questions for Terri to select from.
 - 2. After approved, Kim K will then update form format to allow for electronic answering.
 - iii. Kim K will send employees with QI experience electronic QI Skills Assessment. This may work best as a survey monkey form. May also work fine as an Excel file.
 - 1. See action item for Jill in 4.e.iv. below, which will help with this task.
 - e. Kim C will send an email to all staff without QI experience to complete QI 101 Intro training ("Intro to QI in PH" course #1059232) in Ohio Train. She will do this approximately 2 weeks after Kim K enters survey results into QI folder. Employees will have 2 weeks to complete the training. She will need to get a report from Jim Adams to see who has completed the training.
4. Review activities with near future deadlines
- a. See agenda for items a-d.
 - e. QI Skill Assessment: Discuss and decide who is responsible to grade the assessments
 - i. Group discussed how the scoring of the assessment will work. Terri expressed how it should have question groupings to indicate the different levels of QI skills (intro, intermediate, advanced). The group decided the skills assessment will have to have a 70% score to pass each grouping.
 - ii. Will not be able to finalize further until the QI Skills assessment is finalized.
 - iii. Need to have a means to maintain a list of employees and their QI Skills level.
 - iv. Jill will check with Rob to see if there is a program we could use to enter multiple choice questions and would also grade the test. Also, how to maintain a list of employees test scores and/or skill level for quality improvement

Meeting Minutes

- v. How will new employees receive the QI Skills Assessment? Terri says it should be part of the new employee orientation or training policy, and also the in-the-works Workforce Development Plan. Terri will work on getting this done. If we can get it setup in Ohio TRAIN, that would work nicely.
5. Member topics:
- a. The group discussed how the deadlines for these activities keep being pushed back (not met) and what is the absolute deadline of when the QIPT need to start in order to meet the end of the year goals. It was decided the QIPT will need to start in the next couple of months.
 - b. A question was asked if the QIPT already have baseline data to work with. Terri answered that it is likely some but not all and that part of the initial meetings of the QIPT will be to assess what data is available and if more baseline data needs to be collected prior to moving forward.
6. Assign action items:
- a. See summary below.
7. Future meeting topics: Continuation of any not completed above.
8. Next meeting: Wednesday, June 21 at 3 pm.
- a. Kim Koons arrived late, so it was briefly discussed to possibly change the meeting dates. Kim K said the current dates are the best for the WIC schedule, so no change was made.

ACTION ITEMS

Item	Person Responsible	Deadline
See Sections #3 & #4 above for details.	QI Team	
Terri to review materials in QIPT Resources folder are all needed for the PDCA implementation; Work with Heather to decide on which to use for QI Tool training	Terri Dzienis	06/21/2017
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	06/21/2017
Purchase PDCA Supplies	Terri Dzienis	06/21/2017
Send an email to all staff without QI experience to complete the QI101 training in OhioTRAIN within 2-	Kim Campbell	2 weeks after receiving results



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Meeting Minutes

weeks of email		of 2-question survey
Review/approve revised QI Skills Assessment	Terri Dzienis	06/21/2017
Provide 10 more questions for the QI Skills Assessment	Heather MacDonald	06/09/2017
Compile/save results of QI Skills Assessment 2-question survey in Survey Monkey	Kim Koons	05/19/2017
Update format of QI Skills Assessment form so can be provided electronically (after assessment approved by Terri).	Kim Koons	After assessment approved by Terri
Send employees with QI experience (per answers to 2-question survey) electronic QI Skills Assessment form.	Kim Koons	After format final and assessment approved.
Jill to ask Rob about programs that can work for the multiple choice question assessment, automatic scoring, and maintaining list of employees.	Jil Neuman	06/21/2017
Make arrangement to update training policy and Workforce Dev Plan to include QI Skills Assessment and trainings	Terri Dzienis	After assessment format and recordkeeping is final
Complete QIC meeting minutes	Jil Neuman	05/24/2017
APPROVAL		
Person Responsible:		Date:
Meeting minutes submitted by:	Jil Neuman	5/22/17
Meeting minutes approved by:	Terri Dzienis	6/16/17

Meeting Minutes

Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 5/17/2017	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 COPOLANO	NSA	
HEATHER WALOOKI	O LAB	
Joe Neuman	KS	
Wendy Moore	WR	

Invited but not in attendance:
