Meeting Minutes

Meeting Name: QIC	**Location**: Board Room	
Date: 6/21/2017	**Start Time**: 3:00pm	**Stop Time**: 4:03pm
Note Taker: Heather Macdonald	**Facilitator**: Terri Dzienis	

Attendees: Terri Dzienis, Heather Macdonald, Kim Campbell, Jil Neuman
Absent: Janet Copeland, Kim Koons - busy with clinics per Diane T.
See attached sign-in sheet

MINUTES

1. Assign Note Taker for today's meeting: Heather

2. Review status of action items

   a. Nothing additional

   b. Develop QIPT PDCA implementation structure for QIPT meetings

      i. Lean Ohio Facilitators Guide was chosen - located in the QI Project Team Resources Folder; Terri to cleanup folder but didn't complete by deadline, so will complete by next meeting or prior to QIPT started.

      ii. PDCA Supplies - quotes obtained but not purchased yet; Terri will complete soon (by next meeting) or prior to QIPT started.

   c. QI Tool Training for QIPT members

      i. Training will be done while working on project or event

      ii. Training materials identified for Phone Routing Project are Lean Ohio SIPOC, Process Mapping, Brain Storming, Tim U. Wood, others to be identified later

      iii. Terri will make sure all training materials are located in the folder within one week of meeting, or prior to QIPT started.

   d. Jil received the following info from Rob regarding QI Assessment grading and maintaining test scores and or skill level for QI (Ohio Train cannot per Jim Adams): Use Google Sheets so you can save data in Excel and score it with Excel.

      i. Kim K to check with Rob on how to do

   e. QI Skills Assessment

      i. QI Skills Assessment results transferred to an excel spreadsheet and placed in same name folder by Kim K.

      ii. Heather proposed 10 additional questions for assessment and Terri selected several to be used for Intermediate Skills Assessment. The assessment is now COMPLETED as of 6/21/17.

         1. Terri will send information to Kim K so she can finalize putting the

assessment in the Google Sheets format with Rob's help so that the completed assessments are automatically scored.

    iii. There was much discussion about the who/what/when/where this should be done

    iv. Employees with QI experience will take the QI Skills Assessment. Kim K to send out within 1 week of meeting.

f. Employees without QI background will take the QI 101 "Intro to QI in PH" course #1059243 thru Ohio Train. Kim C sent email on 6/15/17 with Deadline of 6/29/17 - time frames discussed were within two weeks of email and part of orientation for new hires.

    i. Kim C was informed there are a couple people that answered the Kim K's 2-question survey incorrectly. They said that didn't have experience when they DO have experience, so need to be removed from Kim C's list. Kim C will request those people send an email to their correct answer is in writing.

    ii. Kim C was informed by a couple people that they will be late completing it since they will be on vacation.

    iii. Jim A can pull list from Ohio Train when the deadline is over to see who all completed the training. Kim C will followup with him,

    iv. Jim A informed Kim C that he can pre-register people for Ohio Train courses for future training requirements of all staff.

g. Terri will update training policy for new hires after consulting with the Workforce Development Domain about the training matrix

    i. Would this apply to part-time employees or employees that don't work in the main office location (like Daryl of the Recycle Center)? Yes.

    ii. This may be an issue for employees without email addresses since they can't register for an account in Ohio Train.

    iii. Still need to work out all the details.

3. Nothing additional

4. Member topics:

a. When will the QIPT start?

    i. Terri would like the Phone Routing QIPT to start ASAP. Heather will email QIPT members asking for their availability in July & August.

    ii. Terri thinks this will only require 2 half day sessions since it is a smaller project.

b. Who are the members of the Phone Routing QIPT team? Can they be changed?

    i. The current members include Julie Edwards, who no longer works for CCHD. This position needs replaced with another support level person, but APC doesn't have one anymore.

  ii. Suggestions were a WIC Assistant. Jil also expressed interest. However, Rob is already on the team and Jil and Rob can't both be on the team since VS requires coverage. If Jil replaced Rob, then a new management level person needs to join the team. Terri will find out from WIC if someone is able to participate and will finalize the team members with Heather.

5. Assign Action Items – See summary below.

6. Future Meeting Topics: continuation of any not completed

7. Next Meeting: Wednesday July 19th @ 3:00pm Likely Virtual Meeting format since Terri has other obligations.

ACTION ITEMS

Item	Person Responsible	Deadline
See Sections #2 & #4 above for details.	QI Team	
Terri to review materials in QIPT Resources folder are all needed for the PDCA implementation	Terri Dzienis	07/19/2017
Terri to review materials in Training QIPT folder are all needed for the QI Tools training	Terri Dzienis	07/19/2017
Purchase PDCA Supplies	Terri Dzienis	07/19/2017
Track staff completion of QI101 training; send reminder emails as needed	Kim Campbell	After 6/29/17 deadline
Update format of QI Skills Assessment form so can be provided & graded electronically (with Rob's help).	Kim Koons	06/30/2017
Send employees with QI experience (per answers to 2-question survey) electronic QI Skills Assessment form.	Kim Koons	After format complete or 07/19/2017
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	Heather Macdonald	06/27/2017
Finalize members of Phone Routing Project Team	Heather Macdonald / Terri Dzienis	06/28/2017
Reach out to the Phone Routing Project Team to schedule meeting days	Heather Macdonald	06/28/2017

Meeting Minutes

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:	Heather Macdonald	06/29/2017
Meeting minutes approved by:	Terri Dzienis	07/05/2017

Meeting Minutes

Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 6/21/2017	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	Environmental Health	
Jil Neuman	VS	
HEATHER MAC	LAB	

Invited but not in attendance:

Kim Koons		
Janet Copeland	Diane Thompson said they were busy with Clinics and couldn't attend.	