



Meeting Agenda

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	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Debbie Mazzocca		

1. Assign Note Taker for today's meeting
2. Review Status of action items:
 - a. Terri: Send QI post about selected QI projects on facebook and twitter to collect view data on those posts (act as baseline) by 2/28/17.
 - i. Waiting for QI projects selection. This can't be completed until the CCHD website QI Page has been updated with QI Project information.
 - b. Terri: Update QI Page on CCHD website add details of QI Projects selected & QIPT members by 2/28/17.
 - i. Waiting for QI projects selection.
 - c. Janet: Complete QIC 12/7/16 meeting minutes; Completed 12/8/16.
 - d. Ohio Train QI plan training (for CCHD QI Plan training goal 10/31/16):
 - i. Terri sent third email reminder on 12/7/16 to the 3 staff that didn't complete this in OhioTrain yet; asked to complete it by 12/30/16.
 - ii. Terri requested the status of the OhioTrain 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).
 - e. Terri: Develop QIPT PDCA implementation structure for QIPT meetings based on Lean Ohio resources by 1/18/17
 - f. Heather: Find free QI Tool training for QIPT members by 1/18/17
 - g. Janet: Develop QIPT Charter for each QIPT by 1/18/17
 - h. Kim C: Find free QI 101 into training by 1/18/17
 - i. Terri: Cleanup the QI Project Proposal ranking checklists and summarize in spreadsheet by 1/18/17
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

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- 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. Discuss plans and make assignments
4. QI Project Proposal Selection:
- a. Make final selection of 2 projects: 1 administrative and 1 program
 - b. QIPT member selection: QIC will determine appropriate type of members and review those recommended on the proposal form. If there are additional recommendations needed, Terri will email the division leaders to get recommendations.
5. Member topics
6. Assign action items
7. Future Meeting topics: Continuation of any not completed above.
8. Next Meeting: Wednesday January 18 @ 3:00pm