



Public Health
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Canton City Health District

Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 10/18/2017	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Jil Neuman		

1. Assign Note Taker for today's meeting
2. Review Status of action items:
 - a. Janet: Complete QIC 9/20/17 meeting minutes by 9/27/17;
 - i. Janet completed 9/26/17; Terri approved and posted to the QI website on 10/9/17.
 - b. Develop QIPT PDCA implementation structure for QIPT meetings
 - i. Terri: Review materials in QIPT Resources folder (\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources) to make sure all are needed for the PDCA implementation by 10/16/17, then revise as necessary
 - ii. Terri: Check progress of QI Supplies cart (being made by EH) by 10/18/17
 - c. QI Tool training for QIPT members
 - i. Terri: Review materials in Training Project Teams folder (\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Training\Training Project Teams) to make sure all are needed for the QIPT Tool training during PDCA implementation by 10/16/17, then revise as necessary.
 - d. Kim Campbell: Track staff's completion of QI 101 by using OhioTRAIN reports from Jim Adams for final 4 staff by 10/18/17.
 - e. Terri: Follow-up with Amanda regarding the status of her SWAP customer satisfaction survey by 10/18/17.
 - f. Kim Campbell: Look in OhioTRAIN to find another QI101 training by 10/18/17
 - g. Terri: Check with division leaders on input for Kronos QI project team members by 10/18/17
 - h. Jil: Find out requirements to become a LeanOhio BootCamp certified instructor by 10/18/17
 - i. Kim Koons: Make spreadsheet summarizing QI Skill level of all staff by 10/18/17
 - j. All-staff meeting presentation:
 - i. Kim Campbell: Draft presentation by 9/30/17
 - ii. Terri: Finalize presentation by 10/18/17



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- iii. Jil: Proofread presentation by 10/22/17
- k. Terri: Make arrangement to update training policy and Workforce Dev Plan to include QI Skills Assessment and trainings. Wait to complete this until after the QI Skills recordkeeping is final.
3. Review activities with near future deadlines and make plans on how to accomplish them
 - a. Develop QIPT Charter for each QIPT due ~~6/30/17~~ 9/30/17
 - i. Charter form completed. Used during Phone Routing QI project and Immunization QI Project. Need for Kronos QI project.
 - b. Develop and implement a Performance Management System (PMS) by ~~6/30/17~~ 9/30/17
 - i. Assigned to Accreditation Domain 9 team to complete.
 - c. Complete Phone Routing QI Project due 12/31/17
 - i. Meeting concluded and working on improvements
 - ii. Progress report by Heather.
 - d. Complete Immunization Clinics QI Project due 12/31/17
 - i. Meetings scheduled.
 - ii. Progress report by Terri
 - e. Conduct advanced QI training for QIC members (not already advanced) and any other interested staff by 12/31/17
 - i. LeanOhio scholarship is not available for LeanOhio Boot Camp. NACCHO grant awarded to provide funding to pay for 3 people to attend the LeanOhio Boot Camp.
 - ii. See status of item 2.h.
 - f. Develop and conduct one customer satisfaction survey by 12/31/17
 - i. See status of action item 2.e.
 - g. Develop all-staff meeting materials and conduct presentation by 11/1/17
 - i. See status of item 2.j.
4. Member topics
5. Assign action items
6. Future Meeting topics: Continuation of any not completed above.
7. Next Meeting: Wednesday November 15 @ 3:00pm.