



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Agenda

| | | |
|--|--|------------------------|
| Meeting Name: QIC Meeting | Division/Committee: Quality Improvement Committee | |
| Date: 11/15/2017 | 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 10/18/17 meeting minutes by 10/25/17;
 - 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 11/15/17, then revise as necessary
 - ii. Terri: Check progress of QI Supplies cart (being made by EH) by 11/15/17
 - 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 11/15, then revise as necessary.
 - d. Kim Campbell: Look in OhioTRAIN to find another QI101 training by 11/15/17
 - e. Terri: Check with division leaders on input for Kronos QI project team members by 11/15/17
 - f. Jil: Find out if CCHD can attend state-employee scheduled LeanOhio BootCamp's by 11/15/17
 - g. All-staff meeting presentation: Terri Finalize by 10/26/17 & Jil Proofread by 10/30/17
 - h. Terri: Make arrangement to update training policy and Workforce Dev Plan to include QI Skills Assessment and trainings by 11/15/17.
3. Review activities with near future deadlines and make plans on how to accomplish them
 - a. Develop QIPT Charter for each QIPT due ~~9/30/17~~ 12/31/17
 - i. Charter form completed. Used during Phone Routing QI project and Immunization QI Project. COMPLETE (since all 2017 projects have used it)
 - b. Develop and implement a Performance Management System (PMS) by ~~9/30/17~~ 12/31/17
 - i. Assigned to Accreditation Domain 9 team to complete.



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Agenda

- c. Complete Phone Routing QI Project due 12/31/17
 - i. Progress report by Heather. Status of final documents (story board, etc)?
 - d. Complete Immunization Clinics QI Project due 12/31/17
 - i. 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.f.
 - f. Conduct QI maturity survey of all staff by 12/31/17
 - g. Collect website and social media views data again (see folder "website views data" in QI folder)
 - i. Collect CCHD website views data for December 2017 from Google Analytics report from George Lazarides by January meeting
 - ii. Collect # of likes from Facebook and # of followers on Twitter from Patty by 12/31/17.
 - iii. Collect # of views of the 2/16/17 QI post on Facebook and Twitter from Patty on 12/31/17
 - iv. Collect # of hits & # of users on QI CCHD website from Terri Dzienis on 12/31/17
 - v. Post QI Project completion Information on Facebook and Twitter by January meeting and collect views data by February meeting.
 - h. QIC to assess the final QIC progress on QI Plan goals by January meeting
 - i. QIC to discuss the effectiveness of the QIC Operations by January meeting. Update the QIC team charter as necessary
 - j. QIC to review and assess the 2 QIC projects with criteria in 800-015-08-F (once they are completed)
 - k. QIC to compile the lessons learned and efficiencies gained from the completed QI projects
 - l. QIC to compile data and discuss the results in comparison to the targets in table M.2.b. of the QI Plan (once items 3.f.-3.k. are completed)
 - m. QIC to review and revise the QI Plan (once items 3.l. are completed)
4. Member topics
 5. Assign action items
 6. Future Meeting topics: Continuation of any not completed above.
 7. Next Meeting: Wednesday December 20 @ 3:00pm.