



**Public Health**  
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Canton City Health District

## Meeting Agenda

<b>Meeting Name:</b> QIC Meeting	<b>Division/Committee:</b> Quality Improvement Committee	
<b>Date:</b> 12/20/2017	<b>Start Time:</b> 3:00	<b>Stop Time:</b> 4:00
<b>Location:</b> Board Room	<b>Facilitator:</b> Terri Dzienis	
<b>Invited Attendees:</b> 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. Jill: Complete QIC 11/15/17 meeting minutes by 11/24/17; Jil completed 12/6/17 and Terri approved and posted on the website on 12/12/17
  - 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. Fine tune as necessary
    - ii. Terri: Check progress of QI Supplies cart (being made by EH) by 12/20/17. Research carts available for purchase and that are available at the City Auction by 12/20/17.
  - 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. Fine tune as necessary.
  - d. Kim Campbell: Look in OhioTRAIN to find another QI101 training by 04/18/18 (*Delayed due to Kim's leave from work*)
  - e. Terri: Register Jil and Kim K for the Lake County offered boot camp (no registration cost) by 12/20/17.
    - i. Terri completed registration on 11/9/17. On 12/4/17, both Kim K and Jil received confirmation that they were accepted. They both have to confirm acceptance by 12/22/17. Training scheduled for Jan 30-31 and Feb 6-7.
  - f. Terri: Get quotes to host our own training and also to get names of other LHD that received the NACCHO grant (from Rob) to ask if they are interested in teaming up by 01/17/18
  - g. Terri: Make arrangement to update training policy and Workforce Dev Plan to include QI Skills Assessment and trainings by 12/20/17.
  - h. Kim Koons: Send out QI Maturity Survey to all staff by 12/15/17.



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- i. Terri: Collect website and social media data again by 12/31/17.
3. Review activities with near future deadlines and make plans on how to accomplish them
  - a. Develop and implement a Performance Management System (PMS) by ~~9/30/17~~ 12/31/17
    - i. Assigned to Accreditation Domain 9 team to complete.
  - b. Complete Phone Routing QI Project due 12/31/17
    - i. Progress report by Heather. Status of final documents (story board, etc)?
  - c. Complete Immunization Clinics QI Project due 12/31/17
    - i. Progress report by Terri
  - d. 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. and 2.f.
  - e. Conduct QI maturity survey of all staff by 12/31/17
    - i. See status of item 2.h.
  - f. Collect website and social media views data again (see folder "website views data" in QI folder)
    - i. See status of item 2.i.
  - g. QIC to assess the final QIC progress on QI Plan goals by January meeting
  - h. QIC to discuss the effectiveness of the QIC Operations by January meeting. Update the QIC team charter as necessary
  - i. QIC to review and assess the 2 QIC projects with criteria in 800-015-08-F (once they are completed)
  - j. QIC to compile the lessons learned and efficiencies gained from the completed QI projects
  - k. 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.e.-3.j. are completed)
  - l. QIC to review and revise the QI Plan (once items 3.e.-3.k. are completed)
4. Member topics
5. Assign action items
6. Future Meeting topics: Continuation of any not completed above.
7. Next Meeting: Wednesday January 17 @ 3:00pm.