



Meeting Minutes

Meeting Name: QIC		Location: Board Room	
Date: 12/20/2017		Start Time: 3:00pm	Stop Time: 4:05pm
Note Taker: Heather Macdonald		Facilitator: Terri Dzienis	
Attendees: Terri Dzienis, Kim Koons, Heather MacDonald, Jil Neuman See attached sign-in sheet.			
MINUTES			
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Heather 2. Review status of action items <ol style="list-style-type: none"> a. Jil completed meeting minutes 12/6/17; Terri approved and posted on the website on 12/12/17 b. Develop QIPT PDCA implementation structure for QIPT meetings <ol style="list-style-type: none"> i. Terri: Review materials in QIPT Resources folder to make sure all are needed for the PDCA implementation. Terri will be fine tuning this as needed. Ongoing ii. Terri: No update from EH in regards to QI Supplies Cart; No progress on research carts available for purchase and that are available at the City Auction. It was suggested that the group thought the City Auction was listed on their website for easy viewing. Ongoing - Heather to check upstairs for cart. c. QI Tool Training for QIPT members <ol style="list-style-type: none"> i. Terri: Review materials in Training Project Teams folder to make sure all are needed for the QIPT Tool training during PDCA implementation. Terri will be fine tuning this as needed. d. Kim Campbell: Look in OhioTRAIN to find another QI101 training by 4/18/18 (delayed due to Kim's leave from work). Discussed by committee and it was decided not to wait. Reassigned to Heather to complete by January meeting. She will begin to look outside of OhioTRAIN. Terri to forward an email from NIH Institute. Any changes to the QI Skills test will be completed by Kim K. e. Terri: Register Jil and Kim K for the Lake County offered boot camp. (no registration fee) <ol style="list-style-type: none"> i. Terri completed registration on 11/9/17. On 12/4/17 Both Kim and Jil received confirmation that they were accepted. Both need to confirm acceptance by 12/22/17. Jil opted out of training and Chrissy Kardow was selected to take her place. ii. Training scheduled for Jan 30-31 and Feb 6-7 iii. Kim K asked about travel costs. Terri said that she would be eligible but would have to submit the travel request for Board approval. Costs would be covered by the NACCHO Grant. 			



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- f. Terri: Get quotes to host our own training and names of other LHD that received the NACCHO grant (from Rob) to ask if they are interested in teaming up by 1/17/18 – No progress.
 - g. Terri: Make arrangement to update training policy and Workforce Dev Plan to include QI Skills assessment and trainings by 12/20/17. Will hold off on this until Workforce Dev Plan is completed and any the revisions to the QI Skills Assessment are complete.
 - h. Kim K: Send out QI Maturity Survey to all Staff by 12/15/17. Due date for survey is 12/31/17. Kim K sent email to staff on 12/13/17. There are 39 responses so far and Kim will send out a reminder 12/21/17 or 12/22/17. So far the results show improvement.
 - i. Terri: collect website and social media data again by 12/31/17. Not completed yet but will send email to IT today.
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 ~~6/30/17~~ 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). Heather directed us to the worksheet form in the folder. The Plan/Do portions are almost complete. The check and act portions will have to wait until are improvements/strategies are put in use and data collected and measured. The WIC phone auto-attendant will be installed Friday.
 - c. Complete Immunization Clinics QI Project due 12/31/17
 - i. Progress report by Terri. Meetings completed and improvement strategies were presented to the process holder (Diane Thompson). We reviewed the folder and strategies approved by Diane will be implemented after majority of currently scheduled appts. Data will be collected and measured afterwards.
 - d. Conduct advanced QI training for QIC members (not already advanced) and any other interested staff by 12/31/17
 - i. See Status of 2.e.
 - 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
 - i. See status of of item 2.i
 - g. Items 3.g. thru 3.l on the agenda were discussed briefly. It was decided these will be completed during the January meeting, and since they will take a while to complete, the January meeting will go until 4:30 pm. Since these items needs completed in January or early in the year, it is possible a second meeting a month will have to be added. The group



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discuss Friday afternoons is an optional day.

- h. For item 3.l on the agenda, the group shared that “team members” and “project document forms” are known items for revision in the QI plan.

4. Member Topics: none noted

- a. Membership Changes: Jil decided she didn’t want to be a QI Project Team Consultant or attend the LeanOhio Boot Camp class, which are both QIC member responsibilities, so she will be replaced by Chrissy Kardos as the VS member. This will be effective as of the next meeting.
- b. Definition of “completed project”. Group discussed what will be considered a completed QI Project. The group decided that a completed project will be one that has completed implementation of the improvements, collected data of the improvements, and analyzed the data of the improvements to determine if the project improvements were effective or not (i.e. complete the “check” and “act” phases). Therefore, most all projects will take at least 6 months until completion and the projects worked on in 2017 are not considered “completed” since only have the “plan” and part of the “do” phases complete.

5. Assign Action Items – See summary below.

6. Future Meeting Topics: Continuation of any not completed

7. Next Meeting: Wednesday January 17 @ 3:00pm-4:30pm



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ACTION ITEMS		
Item	Person Responsible	Deadline
See Sections #2 and #3 above for details.	QI Team	
Terri to review materials in QIPT Resources folder are all needed for the PDCA implementation	Terri Dzienis	Fine tune as needed
Terri to review materials in Training QIPT folder are all needed for the QI Tools training	Terri Dzienis	Fine tune as needed
Look on 2nd floor and at City Auction for supply cart	Heather Macdonald	01/17/18
Check progress on QI Supplies cart (made by EH) & research carts available for purchase	Terri Dzienis	01/17/18
Make arrangement to update training policy and Workforce Dev Plan to include QI Skills Assessment and trainings	Terri Dzienis	TBD
Forward QI training info emails to Heather	Terri Dzienis	12/31/17
Look outside OhioTRAIN to find another QI101 training	Heather Macdonald	01/17/18
Complete travel expense request for LeanOhio	Kim K and Chrissy	01/15/18
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	Terri Dzienis	01/17/18
Send out reminder of QI Maturity Survey to all staff	Kim Koons	12/22/17
Compile results of the QI Maturity Survey	Kim Koons	01/17/18
Collect website and social media data again	Terri Dzienis	12/31/17
Complete QIC meeting minutes	Heather Macdonald	12/27/17
APPROVAL		
<i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i>		
Person Responsible:		Date:
Meeting minutes submitted by:	Heather Macdonald	12/28/17
Meeting minutes approved by:	Terri Dzienis	01/16/18



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Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 12/20/2017	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	ARC	
Heather Mac	LAB	
Jill Neuman	VS	
Wendy Kozak	WIC	

Invited but not in attendance:		
Kim Campbell	on maternity leave until April.	
Tanet Copeland	on medical leave until January	
Jill Neuman	leave membership ended & replaced with Chrissy Kardos	
Chrissy Kardos	pre-planned appointment	